

**BENTON COUNTY FAIR
COMMERCIAL EXHIBITORS/VENDORS**

**INSIDE or OUTSIDE SPACE APPLICATION
Sept. 26-Sept. 30, 2023**

THIS IS AN APPLICATION ONLY.

You will be notified if you are accepted to participate in the Benton County Fair. We can accept payments via square as well. If payment has not been received the space will be released and assigned to someone else. If you have any questions please contact manager@bentoncountyfairar.org 303-517-9438

All questions must be answered completely in order to be assigned a space.

Please Print

FIRM NAME _____

CONTACT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BUSINESS PHONE _____ HOME PHONE _____ FAX _____

CELL PHONE _____ E-MAIL ADDRESS _____

ALL MERCHANDISE ITEMS OR SERVICES to be offered, sold, demonstrated or exhibited in your space are to be listed below. Space will be offered and assigned on the basis of this list. **NO ALCOHOLIC BEVERAGES MAY BE DISTRIBUTED ON BCFA, INC. PROPERTY BY VENDORS without written consent by BCFA.** Items in your space that have not been authorized on your contract are subject to removal at the discretion of fair officials.

Gifts, Novelties and Souvenir items must be individually and specifically listed.

MERCHANDISE ITEMS/SERVICES _____

BOOTH/SPACE SIZE

Each inside 10 x 10 booth space in Exhibit Hall \$150

Each outside 10 x 10 booth space rents for \$200.00

Please circle location INSIDE or OUTSIDE and the number of spaces you will need.

1 2 3 4 5 6

NOTE: Outside space request must include awnings front and sides and/or canopies when open and trailer hitch (if not removable) If a tent is used please give measurements of entire footprint including stakes (if used). Frame tents preferred.

COMMERCIAL EXHIBITORS/VENDORS must submit a photograph or schematic drawing of their booth and include merchandise with this application or include informative brochures/material describing their products, service and/or promotional purpose.

ELECTRICAL: You will have access to one 110V receptacle. If you need additional receptacles there will be a \$25.00 per plug charge. You must check with the fair office for availability and before plugging into any other receptacles.

If you wish to use a microphone or any other sound equipment (TV/VCR, Radio, etc) in your space, please explain usage _____

Henna Tattoos will require additional insurance to be paid in advance by commercial exhibitor. Please initial if you plan to sell Henna Tattoos.

Parking is limited to the Auditorium area. Please enter off Barron Rd or the South Commercial gate of HWY 12. NO VEHICLES ARE ALLOWED ON THE FAIR CAMPUS DURING PUBLIC HOURS EXEPT IN DESIGNATED PARKING AREAS. PLEASE SET UP or REMOVE YOUR BOOTH BEFORE 8:30AM or after closing.

INSURANCE REQUIREMENTS

Each exhibitor/vendor shall obtain and keep in force until completion of the "project" including setup, cleanup and teardown, a commercial general liability insurance contract with liability limits equal to or greater than \$1,000,000.00 each occurrence. The exhibitor/vendor shall provide a certificate of insurance to the BCFA, Inc. evidencing coverage before setup will be allowed. Such exhibitor/vendor shall name BCFA, Inc. as Additional Insured. **Hold Harmless/Indemnification:** Exhibitor/Vendor shall be solely responsible for any and all injuries to persons or damages of Property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from their "operation." Exhibitor/Vendor shall INDEMNIFY, SAFE AND HOLD HARMLESS BCFA Inc. and its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damage to property or any other injury, claim damage, loss cost or expense arising from their "operation." If the exhibitor/vendor cannot supply a certificate of insurance with proper limits or does not have liability insurance, please contact the fair office for consideration of being added to BCFA User Policy at your expense.

The Benton County Fair reserves the right to assign space in accordance with other exhibitors and products currently booked. The fair strives to maintain a balanced variety of products and services and does not wish to overload any one building or outside area with similar or like products. Leased space includes only the area stipulated on the contract.

Will you be handing out samples? (Prior approval is required) _____
(Approved samples must be handed out from your booth. You are not allowed to walk around the fairgrounds and hand these out.)
(Any person handing out food/nutritional samples must adhere to the guidelines of the Benton County Health Department)
No one is allowed to walk around the fairgrounds passing out literature or other information. You must rent a booth space if you wish to do this, including all political candidates.

Will you be offering a drawing for free merchandise or service? _____
(Prior approval is required for all drawings)

If payment has not been received by the stipulated date, the space is released and offered to someone else.

I (we) agree to abide by the rules and regulations as stated in the actual Exhibitor/Concessionaire contract should space be available, to abide by the rules of the Benton County Health Department and that the information rendered in this application form is true and accurate, to be best of my knowledge.

Fair hours: Monday, set up 9am to 5pm. Fair opens at 1pm Tuesday thru 10pm, Weds/Thursday hours 9am to 10pm, Fri/Sat Hours 9am to 11pm. We ask that you staff your booth as needed or provide information and contact details when you are not present. PLEASE SEND A PHOTO OF YOUR BOOTH OR RECENT SET UP AT ANOTHER EVENT.

Signature of Applicant

Date Signed

PLEASE RETURN THIS APPLICATION TO:

Benton County Fair
PO Box 251
Bentonville AR 72712 manager@bentoncountyfairar.org