

2024 LEWIS COUNTY AGRICULTURAL FAIR

July 9th – 13th

VENDOR REGISTRATION, RULES AND REGULATIONS

Due on or before June 1, 2024

Vendor/Booth Name: _____

Contact Name: _____

Phone: _____ Email: _____

Address: _____

A menu, which includes ALL items to be offered for sale and proof of insurance MUST be attached and submitted herewith.

Signed: _____

Date: _____

Vendor Lease Fee

All vendors will be required to pay a deposit of \$150.00, due at the time of registration. The remaining fee of \$150.00 must be paid over to the Vendor Committee before vendors will be given access to an electrical hookup. Each vendor will receive two (2) complementary season passes.

Booth Spaces

Booth assignments are made by the Vendor Committee of the Lewis County Fair Board with consideration to the layout of the grounds and variety of vendors registered. Vendors must set-up in their designated space. Standard 30- and 50-amp plugins are available, all other adaptors/connections must be approved by the Vendor Committee. All vendors must park their personal vehicles in the designated general parking areas on the grounds. Any outside cooking must be barricaded/roped off for safety.

Inclement Weather Plans/Cancellations

The Lewis County Fair will be held rain or shine. In the case of severe weather, the Lewis County Fair Board reserves the right to make cancellation decisions. Vendors will be notified via phone call in case of weather cancellations.

Absence Policy

Vendors that have reserved a space at the Fair are required to fill their space or forfeit their right to participate the following year. If a vendor is unable to attend the Fair, please notify the Vendor Committee by 5:00 P.M. by phone or email on Wednesday, July 3, 2024. We understand emergencies can happen and the Vendor Committee will discuss this with vendors on a case by case basis.

Refund Policy

Refunds will be given in the event of fair cancellation. Refunds will also be given if vendors cancel their reservation on or before Wednesday, July 3, 2024, no later than 5:00 P.M. If you wish to cancel your reservation after this date, the Vendor Committee will review requests on a case-by-case basis.

Set-Up/Tear-Down

All vendors must be in place by, Monday, July 8th at 5:00 P.M. and must be removed by Sunday, July 14th at 5:00 P.M., unless otherwise approved by the Vendor Committee.

Clean-Up and Garbage

Vendors are required to clean up after themselves. Vendor booths must be maintained in a clean, safe, and sanitary manner. Vendors are responsible for taking trash to designated dumpsters located on the Fair Grounds, not the cans located around the fairgrounds. Large boxes are to be broken down.

Permits, Licenses, and Insurance

It is the responsibility of the Vendor to obtain and have on-hand, at all times, all licenses, insurance certificates and permits required for the sale of Vendor's products at all markets.

Vendor Conduct

Profanity and/or disrespectful conduct directed towards committee members, volunteers, and/or fair patrons will NOT be tolerated. Vendor's may be asked to leave the grounds at the discretion of the Vendor Committee and will not be refunded their lease fee.

Sanitation

All vendors MUST comply with the Lewis County Health Department regulations regarding sanitation. If sanitation rules are not followed, Vendor's may be asked to leave the grounds at the discretion of the Vendor Committee and will not be refunded their lease fee.

Vendor Committee Contact Information

Any questions, comments or concerns may be directed to Larraleigh Hetzler at (573) 231-6346 / larraleigh@gmail.com

Approved: _____

Date: _____