

JACKSON COUNTY FAIR ASSOCIATION
COMMERCIAL/FOOD BOOTH VENDOR POLICY

The Jackson County Fair Association will organize the commercial and food booths. The following guidelines are set up by the Fair Board.

BOOTH RENTAL

1. Rental Area Prices:

- \$55 fee for an approximately 10' x 10' space
- Large equipment or specialty displays, contact Deb
- No inside spaces are available for the 2017 Fair

2. Additional Electricity Charge:

- \$45 fee per outlet used
- Contact Deb, if other than standard outlet needed

3. NO ½ Booth Spaces Will Be Rented.

NO sharing by non-affiliated businesses.

4. There is a plan – please set up per the plan.

5. Exhibitors must bring their own tables, extension cords, generators (as needed), shade/tent top, indoor/outdoor carpet, and miscellaneous. We are providing the space and visitors, only.

6. Vendors must set up booths on SUNDAY, July 30th, from noon to 5 p.m. OR make other prior arrangements with Deb.

7. A Certificate of Liability Insurance naming the Jackson County Fair Association as an additional insured must be provided before your booth is set-up.

8. Booth Applications and fees must be submitted by July 14, 2017.

9. A late registration fee of \$50 will be charged for registrations submitted after July 14th.

10. JACKSON COUNTY FAIR ASSOCIATION IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, THEFT, ACCIDENT, OR THE WEATHER.

FOOD STAND POLICY

1. Any **Not-for-Profit Community Organization** (in Jackson County) will be allowed to have food stands, providing **all guidelines are met and followed.**
2. On an approval basis, **For-Profit individuals** will be allowed to operate a food stand, providing **all guidelines are met and followed.**
3. A **\$45 Electricity fee** will be added to booth fees.
4. **Required information:**
 - Type of Service Unit
 - Health Certificate
 - Proof of Insurance
 - Certificate of Liability Insurance
 - Additional Insured Certificate,
naming the Jackson County Fair Association
 - Food Vendor License
5. **A COPY OF HEALTH CERTIFICATE IS MANDATORY.**
6. **A CERTIFICATE OF LIABILITY INSURANCE, WITH THE ADDITIONAL INSURED CERTIFICATE NAMING THE JACKSON COUNTY FAIR ASSOCIATION IS MANDATORY.**
7. Per our contract with Fun Time Shows – only FTS's will be permitted to sell **Cotton Candy, Popcorn, Carmel and Candy Apples, Corn Dogs, Funnel Cakes, and Sno-Cones.** No other vendors will be allowed to make and sell these two food items.
8. Per the State of Kansas guidelines – a copy of the food vendors license must be displayed. The **State of Kansas will inspect** your set-up, trailer, etc. during the Fair, as they require a list of food vendors from us. The State of Kansas also requires a **hand-washing station.** The Fair Board will have two units in the area, your help in maintaining the supply and trash for these units will be most appreciated.
9. **JACKSON COUNTY FAIR ASSOCIATION IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, THEFT, ACCIDENT, OR THE WEATHER.**