

## DEARBORN COUNTY COMMUNITY FAIR Booth Rental Application

The 2023 fair runs from Monday, June 19<sup>th</sup> through Saturday, June 23<sup>rd</sup>

If you are interested in renting for the 2023 fair, the prices are as follows:

	Fill in Amounts
<b>Commercial Space \$125.00 per 10 linear feet</b> (sold in 10' increments) (The trailer tongue and awnings must be included in this measurement if they cannot be removed)	\$ _____
<b>Booth/Commercial Space \$185.00</b> (includes 10' x10' covered booth & light) <b>Booth/</b>	\$ _____
<b>Non-Profit Space \$100.00</b> (includes 10' x10' covered booth & light)	\$ _____
<b>Electric \$2.00 per amp</b> (5 amp increments, 15 amp minimum)	\$ _____
<b>Camping Hookup \$65.00</b> (electric & water)	\$ _____
<b>Water \$25.00</b>	\$ _____
<b>Sub-total</b>	<u><u>\$ _____</u></u>
<b>3% additional fee if paying by credit card</b>	\$ _____
<b>Total</b>	<u><u>\$ _____</u></u>

**Make checks payable to: Dearborn County Fair or pay by Credit Card please provide the following info or contact Brad Dawson at 513-341-7002**

	Master Card or Visa	
<b>Name on Credit Card</b>	<b>Circle Type of Card</b>	<b>Account number</b>
<b>Card expiration date</b>	<b>CSV code</b>	<b>Mailing address on card if different</b>

For more information email Brad Dawson at  
[dearbornvendorinfo@gmail.com](mailto:dearbornvendorinfo@gmail.com) Please make sure to put '2023  
 Fair' in subject line.

**Set-up Time:** Sunday, June 18, 2023 9:00 AM – 5:00PM  
 Monday, June 19, 2023 8:00 AM – 3:00PM

**Operation Times:** Monday -Thursday 5pm – 10pm  
 Friday 4pm – 11pm

Name of Business: \_\_\_\_\_  
 Owner : \_\_\_\_\_ (name to appear on contract)  
 Manager : \_\_\_\_\_ (person in charge at fair)  
 Address: \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Previous Experience**

Have you previously applied for or occupied exhibit space at the Dearborn County 4-H and Community Fair?  
 Yes; please indicate years(s) \_\_\_\_\_  No

**Required Photo/Schematic of booth or display attached to App location  
(This is required for all applicants)**

**Business Information**

Nature of Business (check all that apply)

- Cash Sales       Taking Deposits with orders       Taking Orders Only
- Display Only       Conducting Contest/Registration/Prize Awards/Give-A-Way
- Demonstration or Presentation of Products to be conducted in Space
- Other: \_\_\_\_\_

Products and Services Sold or Promoted:

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(List all items to be sold, exhibited and/or demonstrated. Please be specific {i.e. crafts and novelties is too general}. If your application is accepted the items listed below will appear on your contract and you will be bound to only these items. Please add an additional sheet if necessary.)

**References**

1. Fair/Show/Event Name; \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Fair/Show/Event Name; \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signature**

**Upon signature below, I certify, to the best of my knowledge that the information provided on this application form is complete and true. I understand that this is an application only for concession/exhibit space at the 2023 Dearborn County Community Fair, not a guarantee of space or contract for same with the Dearborn County Community Fair.**

\_\_\_\_\_  
Signature of Owner as stated on front

\_\_\_\_\_  
Date

**Please forward application and photos or schematic to:**

Email to [dearbornvendorinfo@gmail.com](mailto:dearbornvendorinfo@gmail.com) or

Mail to: Dearborn County Fair, C/O: Vendor Committee, 229 Main Street, Aurora, IN 47001

Once application is received, it will be evaluated and you will be notified if you are selected as a vendor within 14 days.

**Important – Please See Additional Information on Next Page**

*The following rules apply due to the Indiana State Fire Marshall Requirements:*

*IFC 2404.6 Smoking*

**Smoking shall not be permitted in tents, canopies, or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310.**

*IFC 2404.7 Open or exposed flame*

**Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6,096mm) of the tent, canopy, or membrane structures while open to the public unless approved by the fire code official.**

*IFC 2404.15.6 Outdoor Cooking*

**Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6,096mm) of the tent, canopy, or membrane structure.**

*IFC 2404.15.7 Electrical heating and cooking equipment*

**Electrical cooking and heating equipment shall comply with the ICC Electrical Code.**

*IFC 2404.17.1 Flammable and Combustible liquids use*

**Flammable-liquid fueled equipment shall not be in tent, canopy, or membrane structures.**

**In addition to the above listed guidelines any and all additional deemed necessary by the fire marshal will be enforced by that agency.**

**Additional guidelines:**

- **The Dearborn County Community Fair will not be responsible for damages or losses to personal property exhibited at the fairgrounds.**
- **Insurance to be furnished by concessionaire herein and copy of same must be in the hands of concession manager on opening of Fair.**
- **No booths may be dismantled before the close of the fair on June 23, 2023.**
- **All booths and contents must be removed by 9:00am on June 24, 2023.**
- **Nothing may be attached to the canopies of booth; canopies must be allowed to break free in the event of high winds.**
- **No vehicles will be allowed on midway during operational times. Please schedule deliveries accordingly.**
- **Vendors can be removed at any time, for any reason. Refunds will not be provided.**
- **All prices must be posted in visible area of booth.**

**Note:** This application process allows your company to be considered for space at the Dearborn County Community Fair. All applications will be reviewed and evaluated on the following considerations: size, type of products and services, attractiveness of booth or trailer, stand design, structure, sanitation requirements and physical constraints.