



Dear Fair Exhibitors:

The dates for the Finney County Fair are Thursday, July 30 through Sunday, August 2, 2009.

Set-Up Times

Wednesday, July 29, 2:00 p.m. to 8:00 p.m. **NO EARLY SETUP!** A representative from the Henry Helgerson Company will be present during this time for those renting tables and other booth accessories to get those items. There are no activities planned for Wednesday evening and the buildings will close at 8:00 p.m.

Thursday, July 30, 9:00 a.m. to 1:00 p.m. Helgerson's will not be present during this time. If you have made arrangements for tables or other accessories, they will be placed in your booth.

If booths are not in place by 1:00 p.m., the spaces will be given to others on the waiting list.

Check-out Time

Sunday, August 2, 3:00 p.m. to 5:00 p.m.

*****The building will close at 5:00 p.m.*****

We ask that you consider the safety of fair visitors as you take down your booth. Vehicles may not be allowed inside the building if there are a large number of visitors. If you cannot remove your booth before the building closes at 5:00 p.m., the building will be open at 8:00 a.m. on Monday, August 3.

Building Schedule

Wednesday, July 29, 2:00 p.m. to 8:00 p.m. **SETUP ONLY. NO SETUP ALLOWED BEFORE 2:00 P.M.**

Thursday, July 30, 9:00 a.m. to 10:00 p.m.

Friday, July 31, 9:00 a.m. to 10:00 p.m.

Saturday, August 1, 9:00 a.m. to 10:00 p.m.

Sunday, August 2, 11:00 a.m. to 4:00 p.m.

These are the times the building will actually be open. You do not have to man your booth the entire day, however, we ask that you at least be there from 4:00 p.m. until closing everyday. Remember, the building will be open and people will be in and out the entire time. Exhibitors assume full responsibility for loss, theft and/or damages.

Booth Size

Booths are 10' deep. Minimum booth space is 10' wide with additional space in multiples of 10 (20', 30', etc.). **No half booths will be rented-minimum space is 10'X10'.**

Charges

Charge for booth space in the Main Exhibition Building is \$50 for each 10' x 10' space. These booths will be rented on a first come/first serve basis.

Payment

In order to eliminate booths being left vacant, space will not be guaranteed without payment. Booths not in place by 1:00 p.m. on Thursday will be reassigned to others on the waiting list. (Booth assignments will be posted in the Fair Office when you come to set up.)

Electrical Outlets

110 Voltage is provided to all booths at no additional charge. All equipment used on this outlet should have **UL-rated cords with NO FRAYS.**

Lighting

As most of you know, our main exhibition building is not air conditioned, making it very warm most of the time. Please remember that bright lighting just heats the air more, causing discomfort and frayed tempers. We ask that you have consideration for your neighbors when using bright lights to display your wares.

Equipment

The Finney County Fair is providing dividing panels, 1 six foot draped display table for each booth and 2 chairs (10x10 space). **Exhibitors must make arrangements for additional tables and chairs.**

Extra tables and **CHAIRS**, and other booth supplies can be ordered from Henry Helgeson Company on the enclosed order form. Return that form separately to the address on the form.

Wireless Internet

Wireless Internet service is available. Please note on application if you need this service.

Notification of Acceptance

Your booth confirmation will be e-mailed to the address you provide on the application. Because of postage costs, no letters will be mailed.

Contact Person

Cathy Evans e-mail to finneycountyfair@gmail.com or call 620-271-3447

Some things to keep in mind

Exhibitors assume full responsibility for any loss, theft, and/or damages incurred by their participation in the 2009 FINNEY COUNTY FAIR.

State sales tax is wholly the responsibility of the exhibitor.

No loud equipment will be permitted.

All exhibitors must stay in place until the announced closing time. No last minute sales or % off signs.

Your signed application is your agreement to abide by all policies and guidelines of the show and/or facility.

REGISTRATION FORM BELOW

2009 FINNEY COUNTY FAIR COMMERCIAL BOOTH RESERVATION

RETURN TO: Finney County Fair
Attn: Commercial Booth
P.O. Box 891
Garden City, KS 67846

EXHIBITOR: _____

ADDRESS: _____

PHONE: _____ CELL: _____

E-MAIL ADDRESS: _____

PRODUCT EXHIBITED: please be specific, as this information will be used to help
determine placement of your booth in regard to others.

SIZE SPACE REQUESTED: _____

(10'X10' min, 10'X40' max. size - NO ½ SPACES!)

AMOUNT ENCLOSED: _____

All booth rental checks will be deposited within one week of receipt.

APPLICANT'S SIGNATURE: _____

Booth confirmation will be sent by e-mail if address is provided.