

**2011 Finney County Fair  
Inside Commercial Booth Guidelines  
Terms & Conditions**

**Fair Dates: July 28, 29 & 30, 2011**

**Set-up Times**

Wed, July 27, 2:00 pm to 8:00 pm. NO EARLY SET-UP. A representative from Helgerson's 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 pm.

Thurs, July 28, 10:00 am to 1:00 pm. 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.

Due to the interest in this year's fair, if booths are not in place by 1:00 pm on Thursday, the space may be given to others on the waiting list.

**Check-out Time**

Sun, July 31, 10:00 am - Noon. **The building will close at 1:00 pm.** If you cannot remove your booth before the building closes at 1:00 pm, the building will be open again at 8:00 am on Monday, August 1.

**Building Schedule**

Wed, July 27, 2:00 pm to 8:00 pm (Set up only. No set up before 2:00 pm)

Thurs, July 28, 10:00 am to 8:00 pm

Fri, July 29, 10:00 am to 8:00 pm

Sat, July 30, 10:00 am to 8:00 pm

Sun, July 31, 10:00 am to Noon

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 pm until closing every day.

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.

**Electrical Outlets**

110 Voltage is provided upon request, to booths at no additional charge. All equipment used on this outlet should have UL-rated cords with no frays.

## **Equipment**

The Finney County Fair will provide dividing panels, 1 six-foot draped display table for each booth and 2 chairs (10 x 10 space).

**Exhibitors must make arrangements for additional tables and chairs.**

Extra tables and chairs and other booth supplies can be ordered from Helgerson's on the enclosed order form.

Please note: Your order for additional booth supplies will be directly handled through Helgerson's and you need to send your order to Helgerson's in Wichita, at the address given on the form.

## **Wireless Internet**

Wireless Internet Service is available, upon request at an additional charge of \$10.00. Please note on your Reservation if you need this service at your booth. You will be given your own password.

## **Additional Information**

- State sales tax is wholly the responsibility of the exhibitor.
- No loud equipment will be permitted
- All exhibits must remain in place until Sunday at 10:00 am.
- Exhibitors assume full responsibility for any loss, theft and/or damages incurred during their participation in the 2011 Finney County Fair.
- Your signed Reservation is your agreement to abide by the Guidelines set forth herein. Deposits will not be refunded after July 10<sup>th</sup>.

## **Booth Rental Fees**

Booth space inside the Air-Conditioned 4-H Building is \$50.00 for 10 x 10 space. (You may rent up to 4 spaces) Booths are rented on a first come, first serve basis and may be reassigned to others on the waiting list if not set up by 1:00 pm on Thursday. Booth space will not be guaranteed without payment. Booth assignments will be posted in the 4-H Building when you come to set up.

**Due to cost of postage, confirmation of reservation will be sent by e-mail or Fax.**