

INGHAM COUNTY FAIR  
700 EAST ASH STREET  
MASON, MI 48854

TELEPHONE (517) 676-2428

FAX (517)676-3733

**Commercial Exhibit Space Application Form**  
**(Fair Week - August 2-7, 2010)**

PLEASE PRINT CLEARLY AND COMPLETE PAGE 1 AND 2

Name of Business \_\_\_\_\_

Name of Owner \_\_\_\_\_  
(Name that should appear on your contract if approved for space)

Name of Manager \_\_\_\_\_  
(Name of person who will run your operation at the Fair)

Permanent Mailing Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Interested in donating goods or services for raffle prizes Yes \_\_\_\_\_ No \_\_\_\_\_

**INSIDE SPACE** \_\_\_\_\_ Number of feet required \_\_\_\_\_  
Need a Table and Two Chairs? \_\_\_\_\_ (\$25.00 Charge)

Do you need more than a 110 outlet? \_\_\_\_\_ (If yes, extra charges may apply.)  
(We do not supply extension cords or step ladders.)

**OUTSIDE SPACE** \_\_\_\_\_ Number of feet required \_\_\_\_\_ **(Call to Check Availability)**  
Need a tent? \_\_\_\_\_ YES \_\_\_\_\_ NO - If yes, size \_\_\_\_\_

Note: All space (minimum of 10', additional in 5' increments) requested must include total footage needed by applicant for awnings, tanks, trailer tongues, overhangs, etc. All inside space is 9' in depth and includes standard pipe and drape.

Please list **ALL** items exhibited, sold or demonstrated. Gifts, novelties, and craft items must be **SPECIFICALLY** and **INDIVIDUALLY** listed. "Crafts" or "Novelty items" is not acceptable. If you are providing a service or handing out information, please explain exactly what you will offer. (**No drug paraphernalia, laser guns or pointers, or illegal weapons, no "FREE" vacation drawings.**) If you need more space, please include an additional sheet of paper to describe your items or services offered.

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CAMPING WITHOUT AIR FOR 6 DAY PERIOD - \$70.00 - YES \_\_\_\_\_ NO \_\_\_\_\_  
CAMPING WITH AIR FOR 6 DAY PERIOD - \$125.00 - YES \_\_\_\_\_ NO \_\_\_\_\_  
EXTRA CAMPING DAYS WILL BE CHARGED \$17.00 PER DAY.

**ALL EXHIBITORS MUST HAVE LIABILITY INSURANCE. (MINIMUM \$500,000)**

**CONTESTS AND DRAWINGS:** Contests and Drawings must be unique to the 6 days of the Fair. Do you plan to hold a contest, a registration for a prize drawing or have a give-away?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Briefly describe your contest, prize drawing or give-away.

\_\_\_\_\_  
\_\_\_\_\_

**(New Exhibitors Only)**

**REFERENCES:**

Please provide complete information from two fairs, hobby or trade shows or similar events at which you have sold or demonstrated your product(s) and/or exhibited your service(s).

**FAIR/SHOW/EVENT NUMBER 1:**

Name of Fair/Show/Event: \_\_\_\_\_  
Show Address \_\_\_\_\_  
Name of Contact Person \_\_\_\_\_  
Daytime phone number \_\_\_\_\_

**FAIR/SHOW/EVENT NUMBER 2:**

Name of Fair/Show/Event: \_\_\_\_\_  
Show Address \_\_\_\_\_  
Name of Contact Person \_\_\_\_\_  
Daytime phone number \_\_\_\_\_

**PHOTO/SCHEMATIC OF EXHIBIT:**

You must enclose a clear color photograph or detailed professional schematic drawing of your exhibit or booth and include literature pertaining to your products or services. Please remember that this is an application for commercial space – **this is not a contract**. Spaces are not reserved without a deposit.

**(All Exhibitors)**

**AMOUNT OF DEPOSIT \$ \_\_\_\_\_ (\$50 Minimum)**

**SIGNATURE:**

I certify the information on this commercial exhibit space application is complete and true, to the best of my knowledge.

\_\_\_\_\_  
(Signature of owner as stated on front)

\_\_\_\_\_  
Date

Rev. 04/10

**MERCHANT/EXHIBITORS RENTAL FEES  
2010 INGHAM COUNTY FAIR  
AUGUST 2 THROUGH 7, 2010**

**INSIDE SPACE:**

We have one exhibition building facing the midway. Space is **\$22.50** per linear foot, minimum 10 feet, and additional space is available in 5 foot increments. All inside space is 9 feet deep, and includes standard pipe and drape and access to electricity.

**OUTSIDE SPACE:**

**LIMITED** outside space available - **\$22.50** per linear foot, minimum 10 feet and additional space is available in 5 foot increments. **Please call to check availability before completing application.**

**PASSES:**

You receive **two** season passes for your 10 feet of space and one additional pass for each additional five feet. Additional passes are available for \$30.00 each before July 16 and \$35.00 each after July 16, 2010. Each season pass is good for gate entry and grandstand events the full six days. You can choose to receive daily passes instead of season passes (2 season = 12 daily). Additional daily passes are available for \$8.00 each.

**SIGNS, TABLES AND CHAIRS:**

You may request a sign for your inside booth, at no additional charge, or supply your own. If you request a sign, the name on the contract will be used, unless you specify otherwise. You may also rent a skirted table and two chairs from the Fair Office for \$25.00. Requests for signs, or tables and chairs must be received by July 15.

**CAMPER FEES:**

**LIMITED** Air Conditioner Sites Available:

\$70.00 per Camper without Air for Fair Week.

\$125.00 per Camper with Air Conditioner for Fair Week.

Extra camping days will be charged \$17.00 per day.

**LIABILITY INSURANCE:**

You must have a minimum of **\$500,000.00** liability insurance and you must include the following language for additional insureds on your certificate: **THE INGHAM COUNTY FAIR BOARD, THE COUNTY OF INGHAM, AND THEIR ELECTED AND/OR APPOINTED OFFICERS AND EMPLOYEES.** A Certificate of Insurance must be on file at the Fair Office by **July 31, 2010**. Your agent can fax the certificate to (517)676-3733. Certificates will be checked. If your certificate is not in compliance, you will not be allowed to set up.

If you have any questions or suggestions on how we can serve you better, feel free to let us know. The Fair office is located at 700 E Ash Street, Mason, MI 48854 or you can contact us at 517-676-2428 or at [mconarton@ingham.org](mailto:mconarton@ingham.org).

**RULES AND REGULATIONS**  
**2010 INGHAM COUNTY FAIR**

**HOURS FOR ALL MERCHANTS/EXHIBITORS, INSIDE AND OUTSIDE ARE:**

<b>AUGUST 2 - MONDAY</b>	<b>1:00 P.M. - 10 P.M.</b>
<b>AUGUST 3 - TUESDAY</b>	<b>11 A.M. - 10 P.M. (Kids Day)</b>
<b>AUGUST 4 - WEDNESDAY</b>	<b>11 A.M. - 10 P.M. (Senior Citizens Day &amp; Handicapper's Day)</b>
<b>AUGUST 5- THURSDAY</b>	<b>11 A.M. - 10 P.M. (Ladies Day &amp; Union Day)</b>
<b>AUGUST 6 - FRIDAY</b>	<b>NOON - 11 P.M.</b>
<b>AUGUST 7 - SATURDAY</b>	<b>10 A.M. - 10 P.M. (Last Blast)</b>

**DURING THE FAIR, NO DOGS OR OTHER PETS ARE ALLOWED ON THE FAIRGROUNDS, INCLUDING CAMPING AREAS**, except Leader dogs, those assisting the handicapped and Police K-9 dogs. Violators will be asked to leave the Fairgrounds. Please contact the Fair office for a list of boarding kennel names and telephone numbers. **THIS WILL BE STRICTLY ENFORCED.**

By special arrangement, Fellows Kennels will care for your dog while you exhibit at the Ingham County Fair. They will accommodate your schedule, and pick up from the grounds and deliver back to you at the times you request. They are very reputable and have clean, sanitized pens with inside/outside runs. The cost is \$10.00 per night and \$5.00 pick up and delivery. Please call 517-623-0093 for more information.

**SMOKING/ALCOHOL**

The Ingham County Fairgrounds is a smoke free facility. No smoking inside **ANY** building/pavilion on the grounds. Carry in of alcoholic beverages is also strictly prohibited.

**DEPOSITS ARE NOT REFUNDABLE AFTER MAY 1, 2010.**

No "A" Frames allowed. All advertising must take place inside your booth. You may not distribute flyers, balloons, novelties, etc. outside your booth, including the Midway and parking areas. The Ingham County Fair Board prohibits "FREE" vacation drawings. Paid entry drawings or raffles must be registered with the State. Please go to [www.michigan.gov/cg](http://www.michigan.gov/cg) for more information.

We **DO NOT** supply extension cords or stepladders. **You may rent a skirted table and two chairs from the Fair Office for \$25.00**, otherwise, please contact the Fair office if you need the names of companies who rent and deliver in this area.

You will not be able to set up or tear down your booth through the north side entrance. You may drive up or walk in at the east or west end entrances to set up your booth on Sunday. **HOURS FOR SET UP ARE SUNDAY, AUGUST 1, 9:00 A.M. - 6:00 P.M.** Vehicles will not be allowed on the Midway on Monday, the opening day of the Fair

**Please note**, when you receive your contract: A sign will not be made for your *indoor* booth unless you request it at the top of your contract. Requests for signs and tables and chairs must be received by July 15. Also, please indicate if you want season passes or 1-day passes for your booth workers at the top of your contract. We do not honor lists at the entry gates, everyone must have a pass to enter. **Please sign and return both copies of your contract as soon as possible.**

Tear down of your booth **may begin on Saturday night at 10:00 pm**. **You will not be able to drive in** to load from the east end entrance because animals are also being released at 10:00 pm. Access to the building from the infield and south center entrance is available. Please do not drive into the buildings or block access during tear down. The commercial buildings are locked at **MIDNIGHT** on Saturday and will not reopen until 8 a.m. Sunday morning to complete tear down. **PLEASE**, remember that we are all tired at the end of the long week and try to be courteous to your fellow exhibitors. Early removal will result in forfeiting your opportunity to return in future years. The carnival tears down as soon as the Fair closes and with all their semis converging on the Midway, we have found that it is safer to restrict access for the vendors.