

# Mercer County Fair & Horse Show, Inc.

Myra Wayne McCrystal, Vendor Coordinator

P.O. Box 444

Harrodsburg, KY 40330

Email: [myra@mercerfairky.com](mailto:myra@mercerfairky.com)

(859)613-3389

## Exhibitors Information Sheet:

Dates: July 22– July 27, 2024

(Please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Vendor Type: (Circle One)

FOOD

NON-FOOD

**Due to our contract with the carnival, outside food vendors are prohibited from selling Cotton Candy, Apples, Corn Dogs, Funnel Cakes, Sno-kones and Lemonade Shake-ups or Lemonade.**

- Food Vendors, please enclose a full menu of items.
- Vendor Coordinator has final decision on menu items.
- Non-Food Vendors, list items to be exhibited, sold or raffled.
- All food vendors spaces are located on asphalt with water access via hose you provide.

**Note:** Reservations are taken on first come, first served basis. Applications are dated when they are received by the vendor coordinator. To reserve your spot, please send application in promptly. You will be contacted by email to confirm your spot.

**Space Rental:** Spaces will be sold in 10 ft. by 10 ft. increments. See the table below for pricing information.

Spaces	Price for the week	
	July 22 <sup>th</sup> – July 27 <sup>th</sup> , 2024	
	Food	Non-Food
First Space	\$350.00	\$150.00
Second Space	\$250.00	\$100.00
All Additional Spaces	\$150.00	\$60.00

Total number of spaces needed: \_\_\_\_\_

Deposit Amount due by June 14<sup>th</sup>, 2024: \_\_\_\_\_ Check #: \_\_\_\_\_

\*\* There is a \$50.00 charge for all return checks. \*\*

**Insurance:** (see rules and regulations for further explanation.) A Certificate of Insurance with Mercer county Fair and Horse Show named as an additional insured for one Million dollars must be presented to the vendor coordinator no later than June 14, 2024. No one will be allowed to set up until this has been received and approved. Proof may be emailed to [myra@mercerfairky.com](mailto:myra@mercerfairky.com) or [docvet@harr.twcbc.com](mailto:docvet@harr.twcbc.com).

\*Insurance coverage can be purchased at a cost of \$100.00 for the week for food vendors

\*\*Insurance coverage is included in space rental price for non-food vendors.

**Insurance Coverage:**

Please check one below

\_\_\_\_\_ Insurance coverage provided by vendor with Mercer County Fair and Horse Show listed as additional.

\_\_\_\_\_ Insurance coverage purchased through Mercer County Fair and Horse Show at the cost of \$100.00 for the week.

**Electrical Needs:**

Each Commercial booth has an electrical outlet in the form of a regular 110-volt outlet. You must provide your own heavy-duty 3-wire extension cord. **Household cords will not be allowed.** If you have special electrical needs prior arrangements must be made and these services can be provided. However, these services must be paid for by the vendor at the Secretary’s Office. Please list any additional electrical needs below.

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By signing below, I have read and understand the Mercer County Fair and Horse Show Commercial Vendors and Exhibitors Rules/Regulations and Lease agreement. Failure to abide by these rules and regulations will result in forfeiture of rental fee and/or insurance fee as well as immediate removal of booth and persons from the grounds.

Furthermore, in signing, I agree to provide the Mercer County and Horse Show with the following documents by June 14, 2024 to ensure space is reserved for the Mercer County Fair and Horse Show 2024. **Failure to provide all documents by June 14, 2024 will result in a late fee of \$25.00.**

**The following documentation must be submitted no later than June 14, 2024 to ensure reservation of space for the 2024 Mercer County Fair and Horse Show.**

- 1) Completed and signed registration form.
- 2) Copy of complete menu/ or list of items sold.
- 3) Proof of insurance with Mercer County Fair and Horse Show listed as additional insured.
- 4) ½ of rental space fee.

**Any breach of signed documents by vendor may result in immediate removal from the grounds and forfeiture of rental fees. This decision will be made by the Mercer County Fair Board of Directors.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mercer County Fair & Fair Horse Show, Inc.**  
**Commercial Exhibitors & Vendors Regulations**

**Spaces**

All spaces have defined sizes (10ft by 10ft) and each exhibitor must be contained within the allotted space. This includes any walkways needed, tent poles, trailer hitches, and any equipment.

**Show Rules**

All exhibitors and their workers must read and be familiar with the show rules. Copies of this form should be distributed to those assisting in the operations of your booth.

**Passes**

Each booth will receive two (2) passes per 10 ft by 10 ft booth rental. Everyone must have a pass to enter the gate. **FAILURE TO PRODUCE A PASS WILL RESULT IN VENDOR HAVING TO PAY GATE ADMISSION. A UNIFORM FOR YOUR BUSINESS WILL NOT BE ACCEPTED AS A PASS. NO EXCEPTIONS!**

**Parking**

There will be no parking inside the gate. Vehicles may enter the grounds anytime during the day before 5:00 p.m. to unload product, and must be out by 5:30 p.m. Vehicles will not be allowed to enter the gate after 5:00 p.m.

**Electrical Supply**

Each commercial booth has an electrical outlet in the form of a regular 110-volt outlet or 220-volt. You must provide your own heavy-duty 3-wire extension cord. **HOUSEHOLD CORDS WILL NOT BE ALLOWED.** If you have special electrical needs, prior arrangement must be made and these services can be provided. However, these services must be paid for by the vendor at the Secretary's Office. There will be **NO HARDWIRING** of food vendors.

**Distribution of Literature**

Literature can be distributed only within the limits of your designated space. Exhibitors may not use walkways to sell products and distribute literature.

**Tax Liabilities**

Anyone selling merchandise must collect and remit 6% sale tax as required by law. Kentucky Revenue personnel will be present during the Fair to issue temporary Kentucky Sales Tax License to those who do not have a license. **\*\* There is also a 3% Restaurant Tax that will be required to be paid by each Food Vendor. This will be paid to the Harrodsburg/Mercer Tourist Commission. Forms will be available at the Secretary's Office.**

**Booths**

Booth displays must not interfere with adjacent exhibits in any way. Loud noises or music will not be permitted.

**Raffles**

If you are planning to conduct a drawing or raffle at your booth you must follow these guidelines:  
*The drawing will need to be completed before 10:00 p.m. on Saturday night. You must furnish the Secretary's Office with the name, address, and phone number of the winner(s) immediately following the drawing.*

## Prohibited Items

Sale of knives, firearms, concealed weapons, drugs, or drug paraphernalia is strictly prohibited. Failure to comply with rule shall subject the exhibitor and employees to forfeit space and all monies paid for the rental of the space. The sale/giving away of animals including fish as prizes is also prohibited on the grounds.

## Set-up and Breakdown

You must check in at the Secretary's Office before setting up your exhibit. All exhibits must be set up by 5:00 p.m. on Monday of fair week and taken down by 7:00 p.m. Sunday of fair week. The Fair Management will in no way be responsible for any property left on the grounds.

## Registration

All required materials must be received by the Vendor Coordinator by **June 14, 2024** to ensure spaces(s) reservations.

These items include:

- \* Completed and signed registration form
- \* Copy of complete menu and/or list of items being sold
- \* Proof of insurance
- \* Deposit of ½ rental fee

## Insurance and Indemnification

To the fullest extent permitted by law **Exhibitor/Vendor** shall indemnify, defend and hold harmless the Mercer County Fair and Horse Show, Inc., from and against any and all claims for bodily injury, death, or damage to property, demands, actions, causes of actions, suits, losses, judgements, obligations and any liabilities, cost and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs and consultants' fees and cost) ("claims") which arise or are in anyway connected with the Mercer County Fair and Horse Show Inc.

Each contractor shall, at its sole cost and expense, obtain and keep in force until completions of the "project," Including clean up, a commercial general liability insurance contract with limits of no less than \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate. The insurance required under this paragraph shall cover, without limitation, all claims of personal injury (including death) as well as claims for property or other damage which may arise from or relate to the "project," whether such injury or damage was due, in whole or in part, including but not limited to the negligence of contractor, its respective employees, guests, agents or subcontractors. Coverage shall include premises and operations, products and completed operations, personal injury and contractual liability naming the ***Mercer County Fair and Horse Show, Inc., P.O. Box 444, Harrodsburg, KY 40330*** as additional insured thereunder.

- \* A certificate of insurance naming the Mercer County Fair and Horse Show, Inc. as additional insured act As evidence of this coverage.
- \* Certificates of Insurance as described above must be received before any transactions can proceed with the Mercer County Fair and Horse Show, Inc.