

MERCHANT TENT RULES

- Articles, displays, etc. shall be placed /set-up **NO LATER** than 6:00 PM, Monday of the fair. If space is not used by 7:00 PM, this space will be sold to another vendor.
- Vendors may start setting up displays, etc. any time after noon on Sunday, prior to start of the fair week. All exhibits must be removed by 12 midnight on the last night (Saturday) of the fair. **NOTHING TO BE HUNG OR ATTACHED TO CENTER TENT POLES. "POP UP" TENTS WILL NOT FIT IN SOME AREAS OF THE TENT.**
- Full payment for space must be received by Tent Superintendent no later than September 1. Checks made payable to: DEKALB COUNTY FAIR ASSOCIATION.
- The DeKalb County Fair Association assumes no responsibility on any article stolen, lost, damaged or misplaced, or left after the fair and tent is removed. The lessee assumes all liability.
- The fair provides one (1) 20 amp circuit breaker at the back of tent for each booth. An extension cord of at least **50** feet is needed to reach outlet. **ALL CORDS SHALL BE 3-WIRE HARD USAGE OR EXTRA HARD USAGE. ALL CORDS MUST BE APPROVED BY THE FAIR ELECTRICIAN.** Do not attach any lighting to center aisle wires or poles.
- Displays and merchandise must not be removed from the Merchant's Tent until after 8:00 PM Saturday, the last night of the fair, except on request of the Superintendent. NO live entertainment in display booth. No business or solicitations are to be made from the center aisles of the Merchant's Tent.
- No preparation of food, or beverages of any kind inside the Merchant's Tent. **NO SUB-LEASING OF SPACE. NO PORTABLE PROPANE HEATERS.**
- Tent opens to public traffic at 9 AM and closes at 10 PM. All exhibits **SHOULD** be manned Monday through Thursday from 6:00 PM to 10:00 PM; on Friday from 12:00 noon until 10:00 PM; and Saturday from 12 noon until 9:00 PM. Night security watchmen will be on duty from 10:00 PM until 8:00 AM Sunday through Friday. Tent will be opened for the day at 9:00 AM, and closed at 10:00 PM, Monday thru Saturday during fair week.
- THE FRONT 4 FEET OF YOUR DISPLAY MUST NOT BE MORE THAN 4 FEET HIGH. Do not set displays against street curb - allow space from street curb for water to move in case of rain.
- No refunds of space deposit will be made.
- Merchant Tent Superintendent has full discretion as to what retail sales items and displays meet the intention of a family related event.
- Sweep your booth debris into the center aisle each night for clean up by fair personnel.
- **NO SMOKING IN TENT.** Anyone not adhering to these rules will be warned and if not corrected, will be asked to leave.

A COPY OF "CERTIFICATE OF LIABILITY INSURANCE" SHALL BE PROVIDED TO MERCHANT TENT SUPERINTENDENT UPON EXECUTION OF CONTRACT

(MAIL TO: 702 South Union Street, Auburn IN 46706)

“THANKING YOU IN ADVANCE FOR YOUR COOPERATION”