



## Kalamazoo County Fair Vendor Rules, Regulations and General Information

1. **A certificate of Liability Insurance** showing a minimum of \$1,000,000 and the Kalamazoo County Fair / Agricultural Society AND the Kalamazoo County listed as additional assured is required. A copy of the certificate must be received at the fair office no later than August 1, 2011. No vendor will be allowed to set up until a valid Certificate of Insurance is filed and acknowledged.
2. **When entering the fairgrounds**, all vendors and their employees must use the admission / parking passes issued to them. If you do not have the proper passes, you will be charged the regular admission pricing. Please see rate for additional passes on application.
3. **Personal vehicles** are not allowed inside the fairgrounds. Parking is available on the east side of the Hazel Gray building or in the campground if you are using the camping facilities. Supply trucks must be parked in designated areas only. All vendor trailers / trucks with refrigeration / freezers must have contact name and working phone number on the back door for emergencies and on file at the Concessionaire's office. This information must be filed at time of check in.
4. **All deliveries** are to be made by 9 a.m. Anyone making deliveries after this time will be charged the regular fair admission that is not refundable AND may not be allowed within the fair proper. It is your responsibility to make your suppliers aware of this ruling.
5. **Hours for set up** are Sunday, August 7 from 10a.m. - 4p.m and on Monday, August 8 from 10a.m. to noon. All vendors must check in at the Concessionaire's office prior to set up – you are not allowed to set your unit until you check in. Tear down may not begin until 10p.m. on Saturday, August 13. Sunday tear down is from 8a.m. – noon. All exhibit areas will be open at 11a.m. and close no earlier than 10p.m. each day. All electrical services must be performed by an approved electrician of the Kalamazoo County Fairgrounds / Parks and Recreation. All vendors are responsible for keeping their site clean and trash free. All vendors are responsible for removing trash from your respective site and depositing it into designated trash receptacles. All cardboard boxes, shipping materials and trash must be removed in a timely manner.
6. **All golf cart / service vehicles** must be approved and registered by the Kalamazoo County Fair. A permit will be issued once approval is made. The Kalamazoo County Fair reserves the right to deny any request for such vehicles. Permits will not be issued to the general fairgoer. Operators must be 18 years or older and have a valid drivers license. Operators are totally responsible for the safety of others, themselves, their passengers and pedestrians. Keys must be removed from carts and vehicles when not in use. Unauthorized persons are not allowed to operate carts / vehicles. A certificate of insurance must be provided to the Kalamazoo County Fair with application. Carts / service vehicles will not be allowed in restricted areas during restricted times. All vehicles must be driven no more than 5 miles per hour. Violation of any rules or policies will result in impounding of cart / vehicle until close of fair.
7. **You, your company representative, or your agent** will be held jointly, collectively and individually **responsible** for any costs arising from damages to your space rental area. The Kalamazoo County Fair does not guarantee against loss or damage of any kind. Security personnel are on duty at all times. Exhibitors who desire theft / vandalism insurance on their exhibits must purchase it themselves.
8. **Distribution of literature, demonstrations, placement of signs, interviews, or any type of canvassing outside the exhibitors paid space is strictly forbidden.** Non-compliance with this rule is grounds for removal from the fairgrounds. No part of any exhibit or sign relating thereto, shall be pasted, nailed, taped, or otherwise attached to the walls, curtains, doors, etc. or in any way deface same. The cost of damage arising by the failure to observe this rule will be charged to the exhibitor. Advertising material or signs of firms who have not paid a space fee are

prohibited. Displays should not obstruct neighboring displays or project ahead of neighboring booths. Aisles and pedestrian walkways on the grounds must not be obstructed in any way. No overhangs or awnings will be allowed to extend out of your rental area.

9. **The rights and privileges of an exhibitor** may not be infringed upon by any other exhibitor. Unethical conduct or the infraction of rules on the part of an exhibitor or his representative will subject the exhibitor or his representative to dismissal from the fair – and further that no demand for redress will be made by the exhibitor or his representative. Each vendor and his employees are expected to deal honestly and fairly with the public. Any attempted fraud or misrepresentation will be considered sufficient cause for revoking this contract.
10. **Items not allowed to be sold, displayed or distributed** on the fairgrounds include drug paraphernalia, alcohol or alcohol related products, obscene literature / merchandise, explosives or exploding devices, aerosol novelty spray, paintball guns and related products, tobacco or tobacco related products including lighters, lotteries, raffles, or any kind of game of chance, smoke bombs, stink bombs, swords, knives, guns, throwing stars, and other weapons of any kind (real or toy), and any merchandise deemed objectionable by the Kalamazoo County Fair Concessionaire Chairperson. Helium balloons must be approved and conform to the rules and regulations of the Kalamazoo County Parks and Recreation Department.
11. **The Kalamazoo County Fair is a non-alcohol event.** Alcoholic beverages are not permitted on the grounds.

**By signing the 2011 Kalamazoo County Fair Vendor's Contract Agreement, you are hereby acknowledging that you have read and agree to all stated rules and regulations of the Fair. Violation or non-compliance of any of these rules may result in the Board of Directors' decision to remove your unit from the grounds. This decision may also result in your inability to return in future years**