

BROWN COUNTY FAIR

OUTDOOR BOOTH RENTAL RULES

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Outside lot rentals for machinery, autos, etc. are priced by the footage and location of lot. Lots requiring electricity **will be charged a fee of at least \$25.00 extra.**

1. **NO RELOCATION OF BOOTHS!** (Contact our office and we will arrange it if possible.)
2. **FULL PAYMENT IS DUE ONE MONTH AFTER THE ISSUE DATE OF YOUR CONTRACT!** There will be no refunds on contracts canceled after July 1, 2012. Any booth space not occupied by 5:00 pm on Tuesday will be resold and will not be refunded. Your stakes, stand or product must be within the marked lines of your lot.
3. **A 10% LATE FEE WILL BE CHARGED TO VENDORS WHO FAIL TO PAY BY THE DESIGNATED DUE DATE.**
4. **THE FAIR'S ELECTRICIAN MUST HOOK-UP AND DISCONNECT YOUR BOOTH.** The vendor shall pay for any parts and electrician's additional fees, paid directly to the electrician. You must furnish your own extension cord(s).
5. **THE BROWN COUNTY FAIR IS NOT RESPONSIBLE OR LIABLE FOR ANY DAMAGE OR LOSS TO A BOOTH OR ITS CONTENTS.** Security is provided to the buildings and fairgrounds overnight but you are responsible for what is left out, "with the complete understanding that the Brown County Fair claims NO liability"!
6. **USE OF FORKLIFT:** Any exhibitor needing a forklift for unloading or loading must make advance arrangements with fair management and pay the fee prior to assistance (\$25.00 per use). **A paid receipt must be presented to the Fork Lift Operator prior to use! No exceptions!** No exhibitor may run/operate a forklift on the fairgrounds! No exceptions!
7. **INSURANCE:** Any booth serving food for sale or samples shall furnish proof of liability insurance in the amount of \$1,000,000.00 coverage naming **Brown County as additionally insured** during the week of the fair and **MUST** be returned with the vendor contract. No vendor will be allowed to setup or sell without the required insurance.
 - a. It is your responsibility to ensure your booth meets the State of South Dakota's regulations which apply to all temporary and mobile food service vendors. Questions: www.state.sd.us/doh/protect/Forms/tempfood.pdf
8. **SETUP:** Outside exhibitors may set up beginning 8:00 am on Monday the 13th. Any vendor leaving equipment on the grounds or setting up before Monday, or dismantling early will not have their contract renewed.

Outdoor Exhibits Open to Public:

Monday	After set up	Commercial Exhibits
Tuesday	10:00 am – 11:00 pm	Commercial Exhibits
Wednesday	10:00 am – 11:00 pm	Commercial Exhibits
Thursday	10:00 am – 11:00 pm	Commercial Exhibits
Friday	10:00 am – 11:00 pm	Commercial Exhibits
Saturday	10:00 am – 11:00 pm	Commercial Exhibits
Sunday	10:00 am – 5:30 pm	Commercial, 4-H, Open Class Exhibits

9. **HELIUM BALLOONS ARE NOT ALLOWED ON THE FAIRGROUNDS!**
10. **FURNISHINGS:** You are responsible for renting your own tables, chairs, cords, etc.
 - a. Contact Weismantel Rent-All (605) 225-5395 or Hub City Rents (605) 725-7368. We will have free WiFi access in both the Expo & Odde buildings.
11. **DELIVERIES:** All deliveries must be made between 8:00 am and 10:00 am each day.
12. **NAME TAGS:** Name tags must be worn to enter the fairgrounds at the gates and at your booth.

Please make all checks payable to the **BROWN COUNTY TREASURER.** **We are no longer accepting out-of-state checks.**
Cashier's Checks or Money Orders are accepted.

Mail all correspondence and checks to: Brown County Fair, 1019 1st Ave. SE, Aberdeen, SD 57401

Thank you,

Commercial Exhibits & Concessions Committee