



*Building Community, Affirming Youth, Promoting Agriculture and Advancing Technology*

## 2008 MONROE COUNTY FAIR Commercial Vendor Application

**Fair Dates: Wednesday, July 9 – Sunday, July 13, 2008**

Dome Set up date: Tuesday 7/8/2008 9am – 5pm

Outdoor Commercial Set-up Hours: Monday 7/7/07, 9am-5pm and Tuesday 7/8/2008 9am-5pm

All Exhibits must be in place by 5pm on 7/8/2008 and set-up by 11am 7/9/2008

### **THANK YOU! FOR YOUR CONTINUED INTEREST IN EXHIBITING AT THE 2008 MONROE COUNTY FAIR.**

This year, Indoor booths are \$400 each plus electric. For those Commercial Vendors who wish to locate outside, the space is sold at \$45 per frontal foot plus electric. Ten Non-Profit tables will be available in the Dome Arena for \$125 each plus electric.

Please complete and return this application along with a picture of your booth/exhibit. We will review your application and when accepted send you a contract. A signed contract, signed contract addendum, payment in full, Vendor Performance Deposit, Certificate of Insurance, and NYS Sales Tax Certificate are all required before your booth registration is complete. You may not set up until fully registered. Please note, booth locations are assigned on a first come first serve basis and may not be changed after July 8, 2008. All vehicles must be off the fairgrounds each day at least 1 hour before opening. Parking in designated areas only. For further information please contact me at 585-334-4000 or email: [tomgamble@mcfair.com](mailto:tomgamble@mcfair.com) **Tom Gamble, Director of Marketing and Development.**

### **\$100 PERFORMANCE DEPOSIT CONTINUES IN 2008.**

All Commercial Vendors and NonProfit Vendors are required to put down a \$100 (one hundred dollar) Vendor Performance Deposit before setting up at the Monroe County Fair. This deposit will be held in escrow. **Please note, official tear down hours will vary depending upon your location. If the Vendor has met the terms of the signed contract to the satisfaction of the fair's management, the Vendor Performance Deposit will be returned in full to the Vendor in the form of a check, via US mail after the fair.** However, if the fair management does not feel the Vendor has lived up to the terms of the contract, then the Vendor Performance Deposit will be retained by the Monroe County Fair.

**INSURANCE REQUIREMENTS: \$1,000,000 in General Liability Insurance naming the Monroe County Fair as additional insured (can be purchased through the Fair for \$150.00 if needed).**

- NYS Sales Tax Identification # \_\_\_\_\_
- Indoor Commercial Booth: \$400.** (8'x 10' booth, 8' table, 2 chairs & 2 Exhibitor Passes).
- Outdoor Commercial Location** (\$45 per frontal foot, example: 10 frontal feet x \$45=\$450 rental fee.)
  - # of Frontal Feet required: \_\_\_\_\_ (include trailer hitch if applicable) X \$45 = \$ \_\_\_\_\_
- Nonprofit Table: \$125 (IRS Letter Required, 8' table, 2 chairs & 2 Exhibitor Passes).**
- I will need electric. \$35. (for the first 15 amps, additional electric is \$2 per amp)
- Yes. I Understand that I must pay the \$100 Vendor Performance Deposit

Please note: telephone lines The exhibitor is responsible for all costs associated with running a telephone line to their booth. The exhibitor is also responsible for ordering any phone line directly from the carrier.

Items or Exhibits \_\_\_\_\_

(ALL CONTRACTS ARE NON-EXCLUSIVE)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Please note, a signed contract, full payment, Vendor Performance Deposit, insurance certificate, and NYS Sales Tax Certificate are required to secure your booth. Checks are accepted until June 13, 2008. After June 13, 2008 only cash, certified check, money orders or Visa/Mastercard will be accepted. Payment in full is required prior to setting up.