

NORTHWEST KANSAS DISTRICT FREE FAIR – GENERAL INFORMATION
Saturday, July 28 through Saturday, August 4, 2018

1. **VENDOR SPACE.** Available spaces are 8' x 10' booths or outside space. All displays, interviews, conferences, distribution of literature, lectures and cash sales will be made inside vendor space. No goods, vendor material or portions of vendor material are to be removed from the vendor space, nor can the exhibit be dismantled prior to the closing of the fair. The contract does not allow relocating or subletting of space nor is it transferable. NWKDFE reserves the right to assign vendor space location, and will consider the preference, if any, of the vendor.
2. **SPACE DIVIDERS.** The vendor spaces are constructed using the traditional trade booth pipe and drape system. **No staples, tape, straight pins, safety pins, or other fasteners will be allowed to attach signs or other hanging materials to the drapes.** Special hooks for hanging materials will be available at the fair office at no additional charge.
3. **SETUP.** Building will be available for set up on the first Saturday of the fair from 8 a.m. to 2 p.m. (see above date). Fair Board members will be available for assistance during setup time. Vendor cost shall include access to electricity. **Vendors must provide their own tables, chairs, and extension cords.**
4. **SERVICES.** The only service that NWKDFE provides is electricity both inside and outside. None of the inside or the outside vendor spaces is equipped with water, gas, or sewage. If a phone or internet access is need the vendor is responsible for contacting a local provider for the required service.
5. **LIMITATIONS.** The vendor shall not interfere with other vendors by activity beyond the spaces rented or by nuisances such as excessive volume on a public-address system, musical instruments, etc. No live animals, alcohol beverages, or inappropriate materials and items will be allowed or sold. Vendors at the fair shall not sell, or allow to be sold any sharp instrument which includes but not limited to throwing stars, knives, chains, etc. or any firearms of any description, dangerous weapons or explosives without the prior approval of NWKDFE. Posting of self adhering stickers will not be allowed to any fair grounds property, either permanent or temporary, or to a vehicle upon the fairgrounds.
6. **SALES TAX.** It is the vendor's responsibility to collect any required sales tax on sales and forward to the proper government entity.
7. **LIABILITY.** The buildings will be locked at night with a night watchman, but NWKDFE accepts no liability for lost, stolen, damaged goods and property, fire, accident, or acts of God. It is the vendor's responsibility to carry and maintain proper liability and comprehensive insurance coverage. Vendor shall indemnify, save and hold harmless NWKDFE and its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees).
8. **HOURS OF OPERATION.** Fairgrounds open from approximately 7:00 a.m. to 11:00 p.m. MT each day unless otherwise stated in the fair schedule. Vendors may operate anytime during these hours.

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9. **VENDOR PARKING.** Designated areas marked with signage located north of the farm equipment and east of the Home-Owned Carnival prize booth building will be available for vendor parking. 30-minute loading/unloading will only be allowed near and around the Ag Building and Food Court areas. Violators will be asked to move or will be towed.

If you have any questions, please contact Colleen Duell by phone at (785) 899-5888 or by email at info@nwksfair.com.