

Johnson County Agricultural Association

Johnson County 4-H & FFA Fair

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Iowa City, IA 52246-5881

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Website – www.johnsoncofair.com

Questions? Contact Suzanne Windisch, Promotional Exhibit Coordinator, cell phone above
or email: exhibitboothchef@hotmail.com

**Now is the time to reserve an Exhibition Space at our Fair.
July 21-24, 2008 “Let the Good Times Roll”**

Exhibition Halls A & B: A booth is 8’ wide by 10’ deep – rental is \$175 each

Exhibition Hall C: A booth is 8’ wide by 10’ deep – rental is \$200 each **

**Difference in price is due to the required usage of drapes in all booths of building C.

Indoor display areas include a single 110v electrical outlet. Buildings are not air-conditioned.

Wireless Internet is now available all three exhibit buildings and most of outside areas for a charge of \$30/for all four days or \$10/day.

Outdoor Exhibits: Prices range from \$150 to \$400 based on square footage. Exhibitors from 2007 are being quoted the cost for the space used. New exhibitors will be quoted a price based on space listed on the reservation form. Outdoor electricity is 110v with limited availability, and must be paid in advance. An extension cord will not be provided. A cord of up to 100 ft in length may be necessary.

NOTE: Tables, chairs, and other display items are not provided in any area, but will be available for rent. For your consideration, a **Big Ten Rental** information form is available on our website.

Retain a copy of this multi-page form for your files. It is your contract and will be beneficial for you as you begin planning your exhibit for this year's county fair.

All **non-food** applications will be considered. Considerations include the order in which the registration form and payments are received, availability of space, and the relationship of the exhibition to agriculture and the community. **No new food vendors are being accepted at this time.**

The Johnson County Agricultural Association **Board** will have the final voice in choosing exhibitors. **Exhibitors are prohibited from distributing balloons. Any free food items distributed must be in a sample size.** The Johnson County Agricultural Association Board reserves the right to demand the removal of specific items from the exhibit. Exhibitors will not be allowed to use microphones or music connected with their display. **There will be no solicitation outside of your assigned display area.**

Exhibition spaces will be open for public viewing from:

10:00 a.m.- 9:00 p.m. daily July 21-23 and 10:00 a.m.-8:00 p.m. on Thursday, July 24
During the fair, the exhibition halls will be unlocked at 9:30 a.m. Security will be on hand to allow exhibitor access from 9:30 a.m. to 10:00 a.m. before open hours, and from 9:00 p.m. to 9:30 p.m. when the doors will be locked for the evening.

You will be in violation of this contract if you begin to tear down your display area prior to 8:00 p.m. on Thursday. Doing so may result in the forfeiture of future contracts. You are responsible for removing all items from your exhibit by 10:00 p.m. on Thursday evening.

Exhibit Placement: We will try to be as accommodating to your requests as possible. However, placement will be on a first-come basis. For returning exhibitors, placement will be based on previous year's rented space. If additional space is needed, adjustments may be made to accommodate the new exhibit space if possible. If we do not receive your application and payment by June 1, you will be placed at the discretion of the **Exhibit Manager**, regardless of previous year placement.

Payment: Payment is due by June 1 to the address on the cover page. After June 1, **a \$25.00 late fee will be charged.**

Cancellations: All cancellations must be in writing and mailed or dropped off to the address above by June 1. If we do not receive a cancellation notice and you do not attend the fair, you will be removed from our mailing list.

Refunds: No refunds will be given.

All Buildings and Grounds – Alteration of buildings or grounds is prohibited and will be in violation of this contract. Reminder – buildings are not air-conditioned. Making arrangements for an electric fan is suggested.

All Exhibit Buildings: In order to maintain adequate viewing for all exhibitors, displays will not be allowed to exceed 8 ft tall on the back side of the display, nor exceed 4 feet on the sides. Nothing will be allowed to hang from the ceiling or rafters. You must stay within the boundaries of the assigned booth or you will be asked to remove items from your display so that you comply.

Building C drapes: The rental of this building includes back and side drapes for all booths. The back drapes are 8' high and side panels are 3' high. You will not be able to hang heavy items on the drapes of the booth or use tape on the drapes. A good method is using foam board and pinning the board to the fabric. Nothing is to be hung or taped to the walls or ceiling of the building.

Website: We will be maintaining a listing of the Johnson County Fair Exhibitors and locations on our web site **www.johnsoncofair.com**. This site includes maps of the buildings and grounds in order to locate your assigned space.

Security: There will be around the clock security on the Johnson County Fairgrounds. There will be **NO** entry allowed to any building during the hours of 9:30 p.m. to 9:30 a.m. The fair assumes no responsibility for any loss, theft, or damage to the exhibitor's property before, during **or** after show hours. (See insurance information on the attached page.)

Booth Awards: We will be presenting three awards this year. A panel of judges will select: *Best Exhibit by a non-profit organization*, *Best Exhibit by a Business* and *Best Outdoor Exhibit*. Exhibits will be judged on how well this year's fair theme "**Let the Good times Roll**" has been incorporated, originality, and marketing of their products or services.

Hotels: We have arranged with two area hotels for a discount during your stay at the fair. Call Heartland Inn at 319-351-8132, or Alexis Park Inn & Suites at 319-337-8665. To obtain your discount, inform them that you are an exhibitor with the Johnson Co. Fair.

For your records: Date Application Sent _____ Amount _____ Check Number _____

Requested for set up: Date _____ Time _____