

**62st ANNUAL PUTNAM COUNTY AGRICULTURAL FAIR**  
**MARCH 16 – 24, 2012**  
**APPLICATION FOR INSIDE EXHIBITOR**  
*(This is not a guarantee of acceptance)*

BUSINESS NAME/ ORGANIZATION NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS PHONE # (\_\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_\_) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT PHONE # (\_\_\_\_\_) \_\_\_\_\_

If returning from the 2011 Fair, do you wish the same spot this year (2012)? \_\_\_\_\_ YES \_\_\_\_\_ NO

Linear foot requested (First request) \_\_\_\_\_ (Second request) \_\_\_\_\_

**PRICING:** Based on linear foot for all spaces. Those returning from the 2011 Fair will have first choice at their space if reserved and paid in full by Friday, **January 13, 2012**. This charge is payment for the nine (9) day event.

EDUCATIONAL, CIVIC, NON-PROFIT (not selling tickets)	\$10.00 per linear foot
EDUCATIONAL, CIVIC, NON-PROFIT (selling tickets)	\$15.00 per linear foot
COMMERCIAL	\$15.00 per linear foot
POLITICAL	\$25.00 per linear foot

**EXAMPLE:** If you were a church handing out Bibles, a 10 ft. space X \$10.00 would cost \$100.00.  
OR If you were a Civic, Non-Profit organization selling raffle tickets, a 10 ft. space X \$15.00 would cost \$150.00.

AMOUNT FOR BOOTH FEE ENCLOSED \_\_\_\_\_ FT. X \_\_\_\_\_ = \$ \_\_\_\_\_

MAKE ALL CHECKS PAYABLE to the PUTNAM COUNTY FAIR AUTHORITY, INC. (or PCFA) for the correct amount.

MAIL ALL CORRESPONDANCE TO: PUTNAM COUNTY FAIR AUTHORITY, INC.  
ATTENTION: INSIDE EXHIBIT  
PO BOX 400, EAST PALATKA, FL 32131

I have read the Rules and Regulations and understand them. I further agree to abide by all the requirements.

\_\_\_\_\_  
BUSINESS OWNER / ORGANIZATION PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTACT PERSON IF DIFFERENT

\_\_\_\_\_  
DATE

**HAVE YOU INCLUDED THE FOLLOWING REQUIRED INFORMATION:**

- \_\_\_\_ Completed Application, with required signatures
- \_\_\_\_ Check or Money Order
- \_\_\_\_ Insurance Certificate (as indicated in Rules and Regulations)
- \_\_\_\_ Sales Tax Certificate (as indicated in Rules and Regulations)
- \_\_\_\_ If selling items, attach a list of items being sold.

THANK YOU FOR YOUR SUPPORT AND BUSINESS FOR OUR 2012 COUNTY FAIR

# 62st ANNUAL PUTNAM COUNTY AGRICULTURAL FAIR MARCH 16 – 24, 2012

## RULES & REGULATIONS INSIDE EXHIBITORS

Fair will open on Friday, March 16, thru Saturday, March 24, 2012, this year. (Total of 9 days)

DAILY HOURS: (Please Note Times as indicated below.).

Friday, March 16, 2012	Fair Opens to the Public	5:00 P.M.
Saturday, March 17, 2012	Fair Opens to the Public	12:00 P.M.
Sunday, March 18, 2012	Fair Opens to the Public	12:00 P.M. until 9:00 P.M.
Monday, March 19, 2012	Fair Opens to Public	5:00 P.M.
Tuesday, March 20, 2012	Civic Luncheon Fair Opens to Public	11:30 A.M. 5:00 P.M.
Wednesday, March 21, 2012	Senior Citizens Day - Gate Opens Program starts at 1:00 P.M. ends Fair Opens to the Public	12:00 P.M. 3:00 P.M. 5:00 P.M.
Thursday, March 22, 2012	Fair Opens to Public	5:00 P.M.
Friday, March 23, 2012	Fair Open to Public	5:00 P.M.
Saturday, March 24, 2012	Fair Open to Public	12:00 A.M.
Closing Exhibit Buildings	Friday thru Saturday, <b>Except Sunday</b>	10:30 P.M.
Closing Exhibit Buildings	SUNDAY	8:00 P.M.
Closing Midway	Friday thru Saturday, <b>Except Sunday</b>	11:00 P.M.
Closing Midway	SUNDAY	9:00 P.M.

1. We request that you staff your booth(s) during the normal operating hours, as stated above, in order for you to have optimum exposure. Would you also consider staffing your booth(s) on **Senior Citizens Day**, Wednesday, March 21, 2012 starting at 12:00 P.M. until 3:00 P.M.
2. Any Business or Organization, which sells product or raffle tickets, must supply a General Business Liability Insurance Policy with the Putnam County Fair Authority, Inc. as additional insured.
3. Any Business or Organization, which sells product or raffle tickets, must supply a Sales Tax Certificate or a Tax Exempt Certificate as it applies to your business.
4. Exhibitor cannot sublet their space. All rentals must be handled through the Fair Office.

OVER

5. EXHIBIT BUILDINGS will be open as follows for set-up of display booth(s):

Monday, February 27, thru Friday, March 2,	8:00 a.m. until 5:00 p.m.
Monday, March 5 thru Friday, March 9	8:00 a.m. until 5:00 p.m.
Monday, March 12 thru Thursday, March 15	8:00 a.m. until 5:00 p.m.
Friday, March 16, Fair Opens to the Public	5:00 p.m.

**(Thursday, March 15 will be the last day for vehicles to be driven inside the gates.)**
6. EXHIBIT may not be moved from the grounds until Sunday, March 25, 2012, from 10:00 a.m. until 5:00 p.m. All exhibits must be removed by 5:00 p.m., Monday, March 26, 2012. Any materials left will be sold to cover cleanup costs.
7. All exhibits in the MUST be in the building and completed for display NO LATER than 8:00 P.M., Thursday, March 15, 2012, unless exception has been given by management.
8. Booth(s) will be judged, Saturday, March 17, 2012.
9. Exhibitors are responsible for delivery of their supplies before and during the fair.
10. Security will begin on the Wednesday prior to the start of the Fair and remain in force until the Monday morning following the close of the Fair.
11. Rights are reserved to inspect, at any time, any show, concessions booth, stall or animal on the grounds.
12. Exhibitors showing or offering any article for sale will be considered commercial and will be charged according to rates set by the Board
13. Inside and Outside Exhibitors are responsible for building siding and backing for your booth. Each Exhibitor will be responsible for furnishing materials for construction of display racks, shelves, etc.
14. Exhibitors will be responsible for their own tables and chairs if needed.
15. No crates, barrels or packing boxes will be permitted to remain within exhibit areas after the contents have been removed.
16. **NO** standing in walk ways to solicit for signatures, or to sell any merchandise. These activities must be done from inside your exhibit space
17. **NO** Tables, Chairs, Coolers, or other items will be allowed in walk ways.
18. Exhibitors are responsible for cleaning their exhibit area.
19. ALL equipment that produces sound must be kept at a **non-disturbing** noise level.
20. Each REGISTERED Exhibitor is required to check-in at the Fair Office, between Monday, March 12 and Thursday, March 15, 2012, to pick up Exhibitor information and passes. Please assign one person to pick up Exhibitor Passes.
21. REFUND's will NOT be issued after Monday, February 27, 2012.