



Brought to you by Lancaster County Agricultural Society, Inc.

Thursday, August 2nd – Sunday, August 5th, 2018

OUTDOOR COMMERCIAL VENDOR APPLICATION

Company Name: _____ Nebraska State Tax ID#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

E-Mail: _____ Website: _____

Product/Service Categories** Please describe your product(s)/service(s) in detail, including brand name, and a short description of what your booth space will look like (include photograph for new vendors or new booth design, if possible).

Authorized Contact:*** _____ Title: _____

E-Mail: _____ Contact Cell Phone: () _____

**This phone number will be listed as the official contact number if contract is received prior to two weeks from the start of the show.
 **Fair management reserves the right to limit the number of vendors with similar products/services and approve type of merchandise/services appropriate for family oriented fair.
 ***This person will receive ALL of our mailings and must be authorized to commit your company to an exhibit space.*

I have read and fully understand all parts of this show information packet and agree to abide by the rules and regulations governing the show.

Signed by _____ Date _____

Booth Size and Cost Information

- Payments:** Minimum 50% deposit required with registration application.
 - Booth Preference:** Booth assigned on first come first served basis. If your choice is not available, you will be assigned the closest to your preference in location and size. Some adjustments may be necessary to meet show requirements and to allow proper show layout. (See new outdoor map for 2018)
 1st Choice _____ 2nd Choice _____ 3rd Choice _____
 - Booth Fees:** (Pricing on following page)
 Number of booths _____ at _____ = \$ _____
 - Electrical connection (Connection = one cord including power strip)
 110v _____ x \$75
 or 220v _____ x \$175 = \$ _____
 - Damage & Late move in / Early move out Deposit = \$ 250.00
 High Speed Wireless Internet access – available on site with credit card
 - TOTAL COST (if paid by check or cash) (add Lines 1 – 9) = \$ _____
- PAY BY CASH OR CHECK (See credit card option next page)**
 DEPOSIT (Minimum 50% of line 6 due with application) = \$ _____
 BALANCE DUE on or before July 10, 2018 to hold booth = \$ _____

For Office Use Only

Date Rec'd _____
 Deposit Amt Rec'd _____
 CK/CC #: _____
 Balance Amt Rec'd _____
 Ck/CC # _____
Space Assigned: _____
 Assigned Per: _____
 Date: _____

Please note extra requirements for non-packaged food vendors - permits, safety, etc. could apply.

PAY BY CREDIT CARD OPTION

7. TOTAL COST from Line 6 here = \$ _____

4% credit card fee (Line 11 x 4%) = \$ _____

TOTAL COST + 4% (if paying by credit card full payment due with application) = \$ _____

Full Payment required with all credit card payments (we accept Visa, MasterCard, American Express, and Discover).

Credit Card # _____ Exp. Date _____ CVC Code _____

Print Name _____ Authorized Signature _____

Billing Address including zip code _____

Anticipated Fairgoers:

2017: 130K over 10 days = 13K/day

2018: up to 80K over 4 days = ~19K/day (up to 46% more traffic per day with 50% less show hours to staff)

Booth Pricing:

Booths	Corporate Business	Non-profit*, Govt. Organization or Home Based Business
10 x 10	\$300	\$200
10 x 20	\$550	\$350
10 x 30	\$800	NA
10 x 40 or 20 x 20	\$1,050	NA

*Must submit Non-Profit Certificate with application.

**Call Susan Bulling at Lancaster Event Center
402.441.1811 for more information.**

Payments after July 10th a penalty of 10% (of total cost) will be added to balance due and you might lose your spot if we sell out.

Schedule

Move-In Hours

Tuesday, July 31, 2018 6pm to 10pm
Wednesday, Aug. 1, 2018 8am to 10pm*

No fork-lifts allowed (contact Susan Bulling if needed)
***Booths must be set up by 10pm on Wednesday Aug 1, 2018 or you will lose your damage deposit.**

Move-Out Hours

Sunday, August 5, 2018 9 pm to 11pm
Monday, August 6, 2018 8 am to 4 pm

Show Hours

Thursday, August 2 – Sunday, August 5**
10am to 9pm

***Your booth must be staffed during all show hours or you will lose your damage deposit & at risk of not being allowed in future fairs.*

Booth Price Includes

- Free vendor parking passes in designated parking lot (must be limited to booth staff actively working).
- Listing on the Super Fair Vendor Map at SuperFair.org with company website and phone number.

This application available online at:

SuperFair.org (Get Involved/Be A Vendor) OR

Mail Contract and Deposit to:

**Lancaster Event Center
Attn: Susan Bulling
PO Box 29167
Lincoln, NE 68529**

Terms & Conditions:

Keep a Copy of This for Your Records

Note: LEC refers to Lancaster Event Center.

CUSTOM BOOTH CONSTRUCTION

Exhibitors must keep all products, displays, furniture, structures, etc. contained to their designated booth space. Any exhibit taller than 8 ft. must be approved by show management. Signs must be professionally done. Custom displays should be about 6" narrower than actual space specifications to insure proper fit. Any exhibitor display that has an unfinished side facing another exhibitor's display must have it either finished or draped. Written permission must be obtained in advance if there is to be any masonry or unique construction. Exhibitors will not apply paint, lacquer, adhesive or any other coating to the Lancaster Event Center (LEC), or its floors, walls, etc. Nothing will be attached to the floor. All exposed edges of carpeting or floor covering must be taped down. Landscapers must put a protective barrier between landscaping materials and carpeted areas. All sharp or dirty portions of exhibit on provided carpet must be on plywood or cardboard to avoid damaging carpet. Absolutely no chemicals/paint to be sprayed on carpet other than water. Professional standards pertaining to appearance, materials and signage eliminate the use of used or scrap lumber, "blue tarps"/tarpaulins and handwritten signs. Continued participation in the EC is dependent upon conformation with these standards.

CHARACTER OF EXHIBITS

Exhibitor agrees that no vulgar, offensive, controversial or obscene material of any type or nature will be displayed, exhibited, presented or offered for sale. The EC Manager shall be the sole judge of what is vulgar, offensive, controversial or obscene and his judgment shall be final. All material, including political or campaign material must be distributed from WITHIN the boundaries of the assigned booth space. No material may be distributed from aisles and/or outside of the grounds. Failure of the Exhibitor to abide by the decision so made shall constitute forfeiture of all rights obtained by the provisions of the agreement and forfeiture of all rentals paid by the terms of this agreement.

Each exhibit will comply with the laws of the State of Nebraska and with all ordinances and regulations of the City of Lincoln and LEC. Exhibitor agrees to display only products and services which are sold by their organization in the regular course of business. Fair officials reserve the right to eject or prohibit any exhibit, in whole or in part, or any exhibitor or his or her representatives which it considers not in keeping with the character of the Fair, with or without giving cause. If cause is not given for ejection of an exhibit or exhibitor, liability shall not exceed the return to the exhibitor the amount of rental unearned at the time of the ejection. If ejection is for violation of these rules and regulations or for a stated cause, no return of rental fees shall be made.

COMBUSTIBLE MATERIALS

Combustible products cannot be used without prior written approval. All flammable material must be fire-proofed. Any gas grills or fireplaces in use must meet the approval of management and the LEC before and during the Fair. Display vehicles must have one battery cable disconnected with end taped, gas caps locked and taped and no more than a 1/2 tank or 10 gallons of gas (whichever is less). All fueling must occur outside the building. Vehicles cannot be moved during the show, only during setup/tear down when not open to the general public.

ELECTRICAL

All electrical extension or flexible cords shall be of type S, 20 amp. 12 ga, with UL approval. Such cords may be used only when necessary, NEVER for fixed wiring, NEVER spliced, tacked, stapled or fastened to walls, tied or draped over pipes or supports.

MOVE IN & MOVE OUT

No move-in, rearrangement or adjustment may be done after the opening of the Fair. Exhibitors will unload and load only at designated areas. Vehicles must be unloaded and loaded quickly and then immediately moved from the unloading and loading areas. Any vehicle left parked in these areas will be towed at owner's expense. Heavy materials or equipment will not be dragged, skidded, or rolled over the floors, but carried or moved in on wheels. Outside drop-off is at no charge but must be with approval and coordination with an LEC Operations Manager and Fair management. The Fair management will retain the deposit of anyone who moves in after 10pm Wed. Aug. 1, or attempting to move out before 9pm, Sunday, August 5. It is highly recommended that all small items, merchandise, lighting fixtures and other portable equipment be removed immediately after the show closes. EXHIBITS MUST BE REMOVED BY 5PM ON MONDAY, AUGUST 6. If any accounts against the exhibitor have not been paid in full prior to the end of the show, no items exhibited shall be removed

from the building until full settlement is made. In case of attachments or other legal proceedings, Fair officials reserve the right to take charge of the exhibitor's props and properties.

PARKING

Ample, free parking is available in designated LOT K vendor parking area with provided Fair vendor parking hangtags. Exhibitors must use designated Exhibitor Parking areas once the Fair begins. Violation of the posted "No Parking" signs or exhibitors parking outside of the designated Exhibitor Parking areas shall subject vehicle to towing and impoundment. Parking hangtags may not be used except by vendor staff working a booth.

LEC SERVICES

A schedule of rates will be sent to all exhibitors covering electricity, wireless internet access, and furniture rental. Exhibitors will be billed for these services at reasonable and uniform rates. Any exhibitor who wishes to hook up to the LEC's gas line will be charged no less than \$150 plus permit costs. It is the responsibility of the exhibitor to place their order with Fair management no later than 45 days in advance.

CARE OF EXHIBIT SPACE

LEC personnel will clean the aisles, but the exhibitors must keep their carpets and exhibits in good order. Exhibitors are allowed to bring in vacuum cleaners as long as they are compliant with UL regulations and cords are in good shape. Exhibitors must cooperate by maintaining their exhibits throughout the show in perfect condition. Exhibitor will be required to replace, repair, or otherwise assume the expense for any defacement or injury of premises caused by their exhibit or representatives. No LEC or Fair sponsor display material, banner or equipment may be removed for any reason. If any item is removed, there shall be a \$250 fee for replacement of said item.

SELLING PRODUCTS

Retail selling of products over-the-counter on a carry-out basis must be included on vendor application at the time of requesting space. Orders may NOT be taken for merchandise or service to be delivered or rendered at a future date without prior written approval. Exhibitors are required to be aware of and compliant of local and state tax and other applicable laws. For more information on sales & use tax and income tax & withholding laws that apply to events, please see information guides for "Sales at Special Events" at www.revenue.ne.gov or Nebraska Department of Revenue at 402-471-5729.

FOOD & BEVERAGE

No outside food or beverages can be brought to the LEC including coolers and deliveries of prepared food from outside food establishments due to health/fire code rules and due to competing with non-profit LEC & 4-H concessions. Alcoholic beverages can only be consumed when sold by the LEC in designated areas. No sales or sampling of food products from vendor booths will be permitted without prior approval from LEC. As required by the LEC, any exhibitors giving samples of their (made or purchased) food product must have a level IV food handlers permit and/or catering permit on file at the LEC and a signed agreement and/or statement stating that it shall be 2 oz. sample ONLY with one sample per customer and said statement on file at LEC. Food samples that are being handed out must be made in a commercial kitchen. All vendors who are handing out food samples must have a hand washing station. Food vendors are responsible for displaying their Dept. of Health Food Handlers Permit and LEC Outside Food Vendor Permit. All arrangements shall be agreed upon not less than 14 days PRIOR to Show. If an agreement is not on file, the LEC reserves the right of refusal. No bottled water, soda or full cups of coffee may be given. Exhibitors are restricted to less than 2oz. pre-approved samples only.

LITERATURE & SOUVENIRS

Printing, advertising, souvenirs, etc., may be distributed by exhibitors from their own space only. Any objectionable advertising will not be permitted at discretion of Fair management. Giveaways will not be of noise or mess-making variety. All such gifts are subject to prior approval by Fair management. Exhibitors must confine all sales activities to their own exhibit space.

PRIZES, DISCOUNTS & DRAWINGS

Drawings for giveaways, prizes, discounts, etc., must be registered and approved by Fair management. A list of all recipients, winners, etc., must be supplied to the Fair officials before the end of the Fair.

UNOCCUPIED SPACE

If exhibitor fails to occupy space contracted for or fails to comply with all the terms of the agreement, the Show officials have the right to rent such space to any other applicant without releasing the exhibitor from paying the sum agreed

upon in his Show contract. No refunds will be made. Exhibitor shall not assign, share or SUBLET the whole or any part of their space without written permission from Fair Management.

EVENTUALITIES

In the case the LEC shall be destroyed by fire, other elements or by any other cause, or in case other circumstances make it impossible for the Fair officials to permit the contracted space to be occupied by the exhibitor, the Fair contract shall terminate and the exhibitor shall waive any claim for damages or compensation. In case of strikes, acts of God, the authority of law or any cause beyond their control, the Fair officials, LEC and their employees shall not be held liable for the fulfillment of the rental contract of space. Exhibitors hereby waive any claim for damages or compensation.

MISCELLANEOUS

- Speakers, radios, televisions or noise which is of sufficient volume to be annoying to other exhibitors or fairgoers will not be permitted.
- No animals are allowed on the show floor.

LIABILITY

- Neither the Lancaster County Agricultural Society, the Lancaster County Fair committee nor Lancaster Event Center will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the Fair contract. Upon signing this contract, the exhibitor expressly releases the foregoing named except if and to the extent directly attributable to the fault, negligence, error, omission or action of Lancaster County Agricultural Society, the Lancaster County Fair committee, Lancaster Event Center or any of their subcontractors, employees or representatives. The Multipurpose Arena (MPA) will be secured during all non-show hours but Fair management is not liable for any portable valuables left unsecured at any time during or outside of show hours.
- The Exhibitor agrees to defend, indemnify and save harmless LEC, its appointed officials and elective officers and employees, from and against any and all liability, loss, cost, damage and expense including costs and attorney's fees in defense thereof, because of actions, claims or lawsuits for damages because of personal or bodily injury, including death at any time resulting there from, sustained or alleged to have been sustained by any person or persons and on account of damage to property including loss of use thereof, asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this agreement, whether such injuries to person or damage to property is due to the negligence of the Fair or as their interest may appear, their subcontractors or agents, successors or assignees, or the Exhibitor, its employees, or its agents.
- It is a provision of this contract that all exhibitors have public and property liability insurance with \$1,000,000 minimum coverage to protect themselves, the Lancaster County Fair and its representatives and LEC against possible claims arising out of negligent acts of his or her employees and booth visitors during the operation of his or her equipment in this show. The Lancaster County Agricultural Society must be named insured on Certificate of Insurance provided to Fair management no less than 30 days before move in.

BREACH OF CONTRACT

The Exhibitor shall comply with the following conditions. In the event the Exhibitor fails to comply with any of the following conditions the Event Center may treat the Exhibitor as being in breach of this contract and at its option, may re-let the space to an alternate Exhibitor for the remaining term of this contract, remove the Exhibitor from the premises, placing any exhibits, supplies and materials in storage to be disposed of as the Event Center deems fit and/or retain all consideration paid as forfeiture.

AMENDMENTS

Show officials and committee shall have full power to interpret or amend these rules and to make additional rules in the best interest of the Fair. The exhibitor agrees to accept and abide by such rules.

FAIR MANAGEMENT:

Vendor Show Coordinator:

Susan Bulling sbulling@LancasterEventCenter.org or 402.441.1811

Fair Manager:

Amy Dickerson adickerson@LancasterEventCenter.org or 402.429.1950