



Levy County Fair Association
112 W. Noble Avenue
Williston, FL 32696

www.LevyCountyFair.com

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Exhibitors, Vendors & Food Concessions Information
Fair Dates: April 12th, 13th, 14th & 15th, 2012

The Levy County Fair Association, Inc. cordially invites Artisans & Craftspeople, Non-Profit Groups, Businesses and Food Concessionaires to join us at the Levy County Fair.

The Levy County Fair is scheduled for the above Fair dates, for four (4) days, in Williston, Florida, at the Airport Park, just off US 41, adjacent to the Williston Horseman's Park.

This non-profit, community event will highlight the agricultural and aquaculture of Levy County, in cooperation with the FFA and 4-H Programs within our schools and community. The Fair will be a full county experience including educational exhibits from Creative Arts, Live Entertainment, a Miss Levy County Fair and Little Miss Levy County Fair Pageant, Car Show, and a large reputable Midway with excellent rides. Fun for the whole family!

The deadline to apply for vendor space is 3 days prior to the first day of the advertised Fair date. We look forward to having you join us at the Levy County Fair!

GENERAL RULES AND GUIDELINES

1. Acceptance of your application constitutes a commitment on your part to participate in the Fair. The Vendor Committee will deposit your check or money order and notify you of your acceptance. There will be no refunds for cancellations and no refunds in the event of poor weather conditions. If not approved, your application and deposit will be returned.
2. If accepted, you will receive the remaining part of the vendor/exhibitor packet which will include your booth number and a layout map of the Fairgrounds, along with any final instructions. The Vendor Committee will make every possible effort to place your booth in an area that represents your endeavor's best advantage!
3. You will have access to your space to set up beginning 48 hours prior to the first day of the Fair and your space must be ready for presentation no later than 12:00 noon the first day of the Fair. All Vendor vehicles are expected to be moved from the vendor booth area no later than 11:00 AM on the first day of the Fair. **NO VEHICLES WILL BE ALLOWED TO ENTER THE FAIRGROUNDS WHILE THE FAIR IS IN OPERATION!** Vendor/Exhibitor parking passes will be required for all vendors in order to park in the vendor parking area. You are required to stay and remain set up until the end of the event (weather permitting) in order to have your deposit of \$50.00 refunded. At the close of the Fair, you will be required to remove your booth from the Fairgrounds *no later* than noon on the following day after the Fair has closed.

General Rules and Guidelines - Continued:

4. You will be required to provide your own shelter/canopy (unless prior arrangements have been made to be housed in the Creative Arts Tent), electrical cords or power generator for lighting and for any and all electrical appliances used in conjunction with your booth. Electric will be available for a fee. Your booth MUST fit within your designated space! The vendor/exhibitor is responsible for setting up of booth, signage, decorations, tables, chairs, displays, etc. The shelter or booth MUST be anchored securely in the event of bad weather conditions. The vendor is responsible for all items in their space. All guide lines or ropes must be flagged for public safety!

5. A Fire Marshall or Inspector will conduct an inspection of your space per fire safety standards. You will be required to have in your space a tagged and currently inspected Fire Extinguisher, preferably an ABC Unit. The Vendor Committee reserves the right to prohibit the display and/or sale of any items considered inappropriate for the fair.

Please remember this is a Family Event. Vendors are allowed to display/sell only those items listed on your application and approved by the Vendor Committee. Any display and/or sale items not approved will constitute non-compliance and may require the removal of your booth from the Fairgrounds, with you forfeiting all fees paid.

6. Collection and remittance of the Florida State Sales Tax is the responsibility of each vendor. The Florida Department of Revenue may be on the Fairgrounds during the Fair to collect sales tax on all taxable sales.

7. Health Permits are required for ANY/ALL vendors selling edible products. The Division of Hotel & Restaurant Inspectors will be on the Fairgrounds prior to opening for licensing and collection of applicable fees. Any discrepancies noted must be remedied immediately. Failure to comply with this requirement will disqualify your booth. Subsequently, you will be required to remove your booth/display from the Fairgrounds and you will forfeit all fees paid.

8. Any vendor, exhibitor or organization conducting any type of drawing or raffle will be allowed only with the approval of the LCFA Administration. When conducting donation drawings a clear drawing time must be displayed. The drawing may only be conducted in the presence of a Fair Board of Directors member.

9. Please Note the Following: **A)** Food prices must be established and clearly posted for patrons. No prices changes will be allowed during the fair with the exception of the last 6 hours of the fair. Any violations of this guideline will constitute non-compliance and a requirement to remove your booth from the Fairgrounds. **B)** Please include with your application any space requirement you may have for food storage units or trailers to be parked behind your booth. Add \$ 60.00 if you wish to connect your living quarters to our electricity or water. **C)** You will be required to maintain a clean, sanitary booth at all times during the Fair. Any trash must be confined to a specific area in your booth designated for trash. You will be responsible for trash bags and/or containers.

General Rules and Guidelines – Continued:

10. No animals other than those featured in event shows and exhibits will be permitted on the Fairgrounds. The only exception to this guideline will be service animals with proper identification.

11. The Levy County Fair Association, Inc and the City of Williston will NOT be responsible for items left overnight in your booth. Security will be provided by the Levy County Fair Association to patrol the fairgrounds including vendor booth areas during the night.

12. The Levy County Fair Association reserves the right to declare certain products exclusive for their vending distribution. Fair Vendors would be able to purchase these products at a comparable wholesale rate from the Fair Association. Advanced notice of these products will be made to Fair Vendors no later than 1 month prior to the Fair.

13. **General Liability Insurance:** At least thirty (30) days prior to the move in date, Vendor shall provide the Fair with a Certificate of Insurance in a form and from an insurer acceptable to the Fair, which shall name the **Levy County Fair Association and the City of Williston, Florida**, as additional named insureds for Comprehensive General Liability insurance including products and completed operations coverage with limits of not less than \$1,000,000.00 each occurrence, combined single limit for bodily injury and property damage. The term of coverage shall coincide with the dates and time of this License including MOVE-IN and MOVE-OUT. The policy shall have a standard (30) day cancellation notice provision.

14. The Levy County Vendor Committee reserves the right to make a final interpretation of all vendor guidelines. Please read carefully the indemnification/waiver of claims on the application.

Submitted Application must include:

1. The completed, signed application form and self addressed enveloped.
2. Photos or layout of your booth, products to be sold or displayed, and a general description.
3. A Check or Money Order for booth fees made payable to the Levy County Fair Association.
4. Food vendors MUST include a copy of the Food Handlers Certificate.
5. ALL vendors MUST include a copy of a valid insurance policy listing the Levy County Fair Association and the City of Williston, FL, as additional insured.

Thank You and We Look Forward to Seeing You at the Levy County Fair!