

July 1, 2010

Dear Prospective Commercial Exhibitor,

The 142nd Washington County Fair is only a few months away and we would like to invite you to participate in our Commercial Exhibits area of the Fair. The theme for the Fair is "Proud of the Past...Poised for the Future."

SPECIAL NOTE TO EXHIBITORS. Several changes have been made in the area of commercial exhibits. We will have fewer outdoor booths but we have gained additional booth space in the A/C Exhibit Building. This building is a large air-conditioned building offering secured approx. 12' x 8' or 10' x 10' spaces. Building is equipped with a large overhead door which will remain open each day from 8:00 p.m. until close (aside from inclement weather.) This building is centrally located on the fair grounds next to entertainment, food courts, etc., (see enclosed map) offering access to one of the most heavily trafficked areas on the grounds. No motorized vehicles, equipment, or machines will be allowed in the building. Outdoor space assignments will be arranged slightly differently this year in order to accommodate as many outdoor vendors as possible. Since the number of outdoor booth spaces is limited this year, please submit your application as soon as possible for outdoor spaces.

Enclosed is the Commercial Exhibit Policy Statement and booth application. Please return your application by September 1. Application for renting the entire Quonset Building must be returned by July 20, 2010. Keep in mind that you can group together with other businesses to rent this entire building allowing the opportunity for a great display of goods and services. When we receive your application and payment and the application is approved, a contract will be mailed to you.

COMMERCIAL EXHIBIT CHECK IN LOCATION: Vendors are to enter the Commercial Exhibit Gate on Independence Street on the East side of the fair grounds. Check-in on September 14th will be in the Commercial Exhibit Bldg.

We look forward to having you as an exhibitor at our Fair. Should you have any questions, please feel free to call the Fair Office (979) 836-4112 or Commercial Exhibit Chairperson, Linda Boehnemann at 979-836-4964 after 6:00 p.m.

FAIR DATES: SEPTEMBER 15 - 18, 2010

Sincerely,

Linda Boehnemann
Commercial Exhibits Chairperson

WASHINGTON COUNTY FAIR COMMERCIAL EXHIBITS

POLICY STATEMENT

The policy statement is to specify guideline procedures in administering commercial exhibit space for the Washington County Fair. Any breach of the policy statement may result in the termination of your contract and the closure of your booth location without refund or recourse.

POLICY STATEMENT

APPLICATION PROCEDURE

- A. Commercial Exhibit Booths will be assigned as they are received in the Fair Office, (post marked, brought in or faxed into the office). No booths will be assigned by the fair office. All assignments will be made by the Committee Chairperson and Committee members **and assignments made by anyone else are not binding**. Booth assignments will be made on a first come-first assigned basis.
- B. Applications are available on-line at www.washingtoncofair.com, at the Fair Office at 1305 E. Blue Bell Rd. Brenham, Texas 77833, or by calling (979) 836-4112 or Fax No. 979-830-8074.
- C. Complete applications are due in the Washington County Fair Office on or before September 1, 2010.
- D. All questions must be answered; applications are confidential.

SELECTION PROCEDURE

- A. Exhibitors primary criteria for selection are as follows:
 - (1) Quality of products and service
 - (2) Existing number of exhibitors with similar products or service.
 - (3) Recommendations of references from other Fairs and Festivals.
 - (4) Booth photographs
- B. Donations, sponsorship or volunteer work is not considered for exhibitor selection.
- C. The Washington County Fair Association's intent is to have a selection of products and services for a desirable exhibition and to create interest to Fair Attendees who visit the Commercial Exhibit's displays.
- D. Every attempt is made to avoid placing like products or services in the same building or area.
- E. The Washington County Fair Association Commercial Exhibit Chairperson/Committee reserves the right to place commercial exhibitors where they feel the exhibitor will best fit to attract the Fair Attendee's attention.
- F. Current year's Commercial Exhibitors are evaluated following the Fair. Criteria are as follows.
 - (1) Adhering to all policy statements, rules and regulations set forth by the Fair Association.
 - (2) Prompt and sufficient payment of booth space.
 - (3) Attitude.These criteria will determine whether the exhibitor may or may not be assigned a contract the following year.
- G. All applications are checked to insure that all information is correct. **Applications and full payment are due by September 1, 2010**. Applications received postmarked after the stated deadline could result in the application not being accepted.
- H. The Washington County Fair Association will issue a contract after the acceptance of the application and receipt of payment. Contract must be signed and returned within ten (10) days or the contract will be considered void.
- I. Should all exhibit spaces not be sold, present exhibitors may give written request for re-locations of booth or extra space. These requests are to be submitted to a member of the Commercial Exhibit Committee for consideration/approval.
- J. All drawings or raffles must be approved through the Committee. **NO POLITICAL PARTY BOOTHS; NO EXHIBITOR MAY SELL OR GIVE AWAY DRUG PARAPHERNALIA, FIRECRACKERS, SMOKE BOMBS, STINK BOMBS, LASER ITEMS, FOOD OR DRINKS OR ANY ITEMS DEEMED AS UNDESIRABLE BY THE WASHINGTON COUNTY FAIR ASSOCIATION. ADDITIONALLY, NO EXHIBITOR MAY SOLICIT SIGNATURES UPON A PETITION OR OTHER SIMILAR DOCUMENT IN CONNECTION WITH OR FOR ANY PURPOSE WHATSOEVER. THE WASHINGTON COUNTY FAIR ASSOCIATION RESERVES THE RIGHT TO DISMISS ANY PERSON OR PERSONS EXHIBITING AN UNDESIRABLE OR ILLEGAL PRODUCT OR PRODUCTS, OR ANY PERSON NOT ABIDING BY THE RULES AS SET FORTH BY THE WASHINGTON COUNTY FAIR ASSOCIATION**

POLICY STATEMENT

ADMISSIONS:

Two (2) season passes are provided for each booth space. Additional season tickets may be purchased for \$20.00 in advance or \$25.00 at the gate. Daily adult tickets are \$12.00 before 7:00 pm and \$15.00 after 7:00 p.m. each night.

BOOTH STANDARDS:

The Washington County Fair Association is not responsible for loss, theft, or damages. For your protection, your booth should be staffed at all times during operating hours. Under the terms of the exhibit contract, an individual or company may display, advertise, promote and sell their service or product. If sale of large merchandise is made, the merchandise may not be removed from the fairgrounds until the end of the Fair. Unauthorized vehicles will not be allowed on the grounds to pick up merchandise prior to the end of the Fair.

COST AND SIZE:

Commercial Exhibit Bldg. (Air Conditioned) (some w/built-in shelving on one wall) (some with pegboard on wall)	12'x8" or 10'x10'	\$250.00
Quonset Building (Not Air Conditioned)	12' x 8' or 10'x10'	\$150.00
Entire Quonset Building		\$2,500.00
Outdoor Booth Space	10'x10'	\$175.00
Gathering Place Covered Space	10'x10'	\$225.00 Limited

LOADING AND UNLOADING:

Set up for commercial exhibit displays will be Tuesday, September 14, 8:00 a.m. to 6:00 p.m. This will be your only set up time. **THERE WILL BE NO SET-UP ON WEDNESDAY. NO LATE ARRIVALS WILL BE PERMITTED.** Thirty minutes will be allowed each day to restock your display booth between the hours of 12:00 p.m. to 2:00 p.m. The security guard at the gate will take your license plate number when you enter the grounds and begin your thirty-minute unloading time. **SHOULD YOU NOT REMOVE YOUR VEHICLE FROM THE FAIRGROUNDS WITHIN THE THIRTY-MINUTE TIME PERIOD, VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**

MOVE-OUT SCHEDULE:

The Commercial Exhibit Buildings will be open until 11:00 p.m. Do not dismantle your booth prior to **SUNDAY MORNING. VEHICLES are not permitted on the grounds Saturday night.** The Commercial Exhibit buildings will be open from 9:00 a.m. to 1:00 p.m., Sunday, September 19 for you to dismantle and move out of your booth.

OPENING & CLOSING SCHEDULE:

The commercial exhibit buildings will be open from 12:00 p.m. until 11:00 p.m., Wednesday and Friday and 10:00 a.m. till 11:00 p.m. Thursday & Saturday. Outdoor Commercial Exhibit booths may remain open until the Fair closes each day.

PARKING:

Parking is available at no charge, in the parking lots outside the fairgrounds.

PETS:

Pets are not permitted on the fairgrounds except for service animals.

UTILITIES:

The use of 110-volt electricity is included in the Commercial Exhibit's agreement. For any special utility requirements – contact the Fair Office. **Do not drive any stakes into the ground.**

WASHINGTON COUNTY FAIR COMMERCIAL EXHIBIT APPLICATION

All Questions On this Application Must Be Completed in Full. Incomplete Applications Will Not Be Accepted

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: () _____ Federal ID Number: _____

Please Check Location Desired, Type of Booth, and Display or Sales:

Location Desired	Type of Booth	Display Only	Direct Sales
_____ A/C Commercial Bldg.	_____ Craft	_____	_____
_____ Quonset Building	_____ Merchandise/Equipment	_____	_____
_____ Gathering Place (covered)	_____ Promotional Service	_____	_____
_____ Outdoor/Grounds	_____ Other	_____	_____
_____ Entire Quonset Building			

List References of Other Fairs or Festivals Where You Have Exhibited:

Commercial exhibit spaces are assigned with product in mind. We ask that you list all products that you will be selling or displaying during the Fair. Additional products may not be sold or displayed in your booth once contract has been signed. Violation of this rule could result in cancellation of application/contract. Please attach a photograph of your commercial exhibit booth. List any additional information concerning your commercial exhibit booth:

I/we agree to abide by the Rules and Regulations and Policy Statement set forth by the Washington County Fair Association should a Commercial Exhibit Booth be available and understand this document is not a contract. Receipt of this application hereby authorizes the Washington County Fair Association to secure information concerning any of the above statements.

Signature and Title

Date