

# VENDOR RULES AND REGULATIONS

(Please keep for your records)

The Madison County Fairgrounds Board thanks you for your participation in the Madison County Fair. In order for you to help us make our event the best it can be, we have established some guidelines. To participate in our events, you are required to observe the following rules and regulations.

1. The approved vendor(s) will occupy his or her booth at all times.
2. Vendor is responsible for collecting NC Sales Tax and filing with the Department of Revenue. **It is the responsibility of the food vendor to check with the Madison County Environmental Health Department (828-649-9598) for any applicable food service fees and inspection details.**
3. Displays must be sufficiently sturdy to withstand weather and crowds. Each vendor is responsible for his or her own display in case of loss or damage. Corner weights are encouraged. Battery powered lighting for evening display is suggested. If dollies are required for set up and tear down you must provide your own.
4. Displays must be professional and aesthetically pleasing. Handwritten signs and sale signs are discouraged. Vendors will leave their space clean after packing up on Saturday evening.
5. Vendors will receive 10'x15' booth space. Vendors will not take up any additional space without first consulting Vendor Superintendent. All work, display and storage will not go beyond the assigned area. Your booth should not interfere with your neighbor's booth. Vendor Superintendent shall make the final determination.
6. Exhibit space will be available by **12:00 NOON on Thursday of the fair.**
  - a. Enter through the main gate to the fairgrounds. **YOU WILL BE GIVEN A MIRROR TAG. YOU MAY NOT ENTER THE GROUNDS WITHOUT DISPLAYING THE TAG. TAGS CAN BE PICKED UP FIRST DAY OF SETUP.**
  - b. An event official will give you your booth number and direct you accordingly.
  - c. After unloading, please move your vehicle to the designated parking area. **ONLY ONE PARKING PASS IS PERMITTED WITH EACH BOOTH.** Extra vehicles must park in the General Parking area for the Fair.
  - d. Vendors who require a vehicle for their exhibit must clear this with the Vendor Superintendent prior to the show so that an appropriate space can be assigned. **WE CANNOT ADJUST SPACE ASSIGNMENTS ON THE DAY OF THE FAIR.**
7. Set up and breakdown times will be strictly enforced. You must arrive at the specified time. **Breakdown will not begin until the end of the fair on Saturday evening.** Vehicles will not be permitted into the show area until cleared by the Fair Staff. Fair Staff will have the final decision on this safety precaution.
8. Due to insurance liability, Vendors are **NOT** allowed to bring pets or any animals to the show site.
9. If you have a problem, you should communicate immediately to a member of the Fair Staff.
10. **No checks accepted for vendor spaces after September 17, 2018.**

*The Madison County Fairgrounds Board will not assume liability for any act of God, natural disaster, exposure to adverse weather conditions, damages, injuries or any legal authority, or any cause above and beyond the control of the Madison County Fairgrounds Board. There are no rain dates.*

## EXHIBIT HOURS (subject to change):

We appreciate everyone's cooperation and look forward to a very successful event thanks to you.

DAY	OPEN	EXHIBITS CLOSE	RIDES CLOSE
Thursday, September 2	5:00 pm	9:00 pm	10:00 pm
Friday, September 2	1:00 pm	9:00 pm	11:00 pm
Saturday, September	9:00 am	9:00 pm	11:00 pm

**See you at the 201 Madison County Fair!**

**Madison County Fairgrounds, P.O. Box 626, Marshall, NC 28753**

**Jackie Coffey, Vendor Coordinator: 828-206-0170 or Lisa Ogle, Treasurer: 828-649-3367**