

HARRISON COUNTY FAIR
Judy Holcombe - 2991 Melrose Lane - Missouri Valley, IA 51555
712-642-2262 days - 402-681-5271 evenings - 712-642-4171 fax
harrisoncountyiowafair@gmail.com

May 15, 2017

Dear Commercial Exhibitor:

The fair board is in the process of taking reservations for the 2017 Harrison County Fair. We have inside and outside commercial exhibits. The cost is \$75.00 per outside space for nonfood vendors and \$100 for food vendors. Inside Vendors are \$100.00 per booth. This amount must be paid before an area can be reserved for you. Set up will be 9:00am to 9:00pm on Tuesday, July 25th. **REMEMBER THE GOOD NEWS! Our Commercial Building is Air Conditioned!**

Inside booths are 10' x 10' floor space only, you will need to bring tables, chairs, etc. that you need for your booth. There is electricity hookups for each space. The board has agreed to allow only one space per vendor. If we have not sold out, you may reserve a second booth if you wish. Please indicate on your application that you would be interested in a second booth, should one become available. We will let you know and will collect the additional fee when you set up. Outside exhibitors please request electric hookups if needed. Outside electricity is limited.

For inside exhibitors, the building will be unlocked Wednesday through Friday at 9:30 am and 11:00 am Saturday. These times will allow you about 30 minutes to get ready before the building is opened to the public. The building will be locked each night at 10:00pm. For outside exhibitors, you will want to man your exhibits for these hours as well.

The board asks that NO commercial exhibits be taken down before 10:00pm on Saturday 29th. If need be, you may leave your exhibit up until 5:00pm Sunday.

Please complete the enclosed lease agreement and insurance waiver; **signatures MUST be on both the lease agreement and the insurance waiver.** Return with your check to Judy Holcombe, 2991 Melrose Lane, Missouri Valley, IA 51555. You will be assigned an exhibit area when the forms **and** money are received. A map will be taped to the glass doors of the Commercial building showing your location. Get your forms back early to assure your spot. **DO NOT CHANGE PLACES WITHOUT THE CONSENT OF BOTH PARTIES**

If you should have any questions, please call Judy, (712) 642-2262 days or (402) 681-5271 cell.

Sincerely,
Judy Holcombe
Harrison County Fair Manager