

**HARRISON COUNTY FAIR BOARD**

PO Box 83, Missouri Valley, IA 51555

PHONE: 712-579-1779 (Trista, Fair Manager) –EMAIL – [harrisoncountyiowafair@gmail.com](mailto:harrisoncountyiowafair@gmail.com)

Dear Commercial Exhibitor:

The fair board is in the process of taking reservations for the 2023 Harrison County Fair. We have inside and outside commercial exhibits. The cost is \$75.00 per outside space for nonfood vendors and a minimum \$100 for food vendors (If selling food, please contact fair for price). 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 Wednesday July 19st. Our Commercial Building is Air Conditioned and we have WIFI on the grounds!

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 only allows 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.

The Commercial Building is open to the public Thursday-Saturday 10am-10pm and Sunday 10am-8pm.

For inside exhibitors, the building will be unlocked at 9:30 every day. This 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 8:00pm on Sunday 23rd. All exhibits must be out by 11am on Monday July 24<sup>th</sup>.

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 Harrison County Fair PO BOX 83, 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 Trista at (712) 579-1779.

Sincerely,

Trista McLaughlin

Harrison County Fair Manager