

Dear Exhibitors:

Enclosed are the rules, regulations, and contract, for exhibiting at the 2017 Eastern Montana Fair, in Miles City MT, to be held **Wednesday August 23rd through Saturday August 26, 2017.** Please notice the change to Wednesday through Saturday.

Since the Demolition Derby, held Saturday August 26th, will not be finished until closer to 7:00pm, we ask the outside Food Vendors to remain open until at least 9:00pm. It would be in your best interest to stay open even later, which would help make your stay more profitable, as well as service our fairgoers better. The carnival will open Saturday night until 11:00pm.

We ask that you read the material carefully.

**Food Vendors:**

- Please visit the MT Dept. of Health & Human Services at: <http://dphhs.mt.gov/publichealth/FCSS/RetailFood.aspx> for the rules and regulations regarding Retail Food Establishments. You must present a current Montana License, and have been inspected and licensed, by the Custer County Health Inspector, as well.
- Vendor Applications are available by doing one of the following:
  - Download the contracts at:  
[www.milescitychamber.com/eastern-montana-fair](http://www.milescitychamber.com/eastern-montana-fair)
- Call Linda Wolff, Vendor Coordinator, at 406-853-2516,
  - Email Linda at: [hlwolff@middrivers.com](mailto:hlwolff@middrivers.com)
- Please sign the contract and return it with your check. Your canceled check will be your receipt. Make a copy of the contract for your records.

**This is not a guarantee you will have the space requested.**

**You will be notified when final approval is determined.**

- Return Vendors have first priority. We must hear from you before by July 1, 2017, if you plan on returning.
- Upon arrival, report to the Fair Office, in the Exhibition Hall, for booth location. Two courtesy gate passes will be provided for each contracted space. Additional passes may be purchased at the Fair Office. Gate Admission is \$3.00 per day, or a 4-day pass for \$9.00.
- There will be a cardboard recycling trailer on the grounds for your use. Local company, *Extreme Ice*, will sell bagged ice, close to the food vendors, and they will be operating the same hours as the vendors. They will be the only company AUTHORIZED to sell Ice. Vendors are not allowed to sell ice on the premises.
- Please feel free to contact the Fair Office, at 406-234-3758, after August 1<sup>st</sup>, or our Vendor Coordinator at 406-853-2516, with your questions.

We look forward to having you join our Eastern MT Fair with your exhibit and displays!

Sincerely,  
Eastern Montana Fair Board

**EASTERN MONTANA FAIR  
2017 FOOD VENDOR CONTRACT**

Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Business Phone \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email \_\_\_\_\_

We are limiting the number of food vendor spaces. The food concessions will be placed together, between the Home Show Building and Exhibition Hall, in a horseshoe shape. Specify the size of concession space, including overhang extensions (i.e. –length including tongue attachment to the end of trailer).

\_\_\_\_ 40' x 20' –including hitch      Total length of unit, including hitch \_\_\_\_\_      \$600.00  
\_\_\_\_ Number of Windows                      \_\_\_\_\_ L      \_\_\_\_\_ R /Which side windows open

\_\_\_\_ 20' x 20' –including hitch      Total length of unit, including hitch \_\_\_\_\_      \$400.00  
\_\_\_\_ Number of Windows                      \_\_\_\_\_ L      \_\_\_\_\_ R Which side windows open

Type and number of electrical outlets needed: \_\_\_\_ 110v \_\_\_\_ 220v *-Both are subject to availability*  
Add an additional \$10 per 110v outlet required  
Add an additional \$20 per 220v outlet required  
***-Water will be available for direct hookups - Direct deposit of waste water will be available***

**YOU MUST PROVIDE YOUR CURRENT FOOD VENDOR LICENSES ON SITE**

Two courtesy gate passes will be provided to each Exhibit Contract, on the first day of the Fair. Set up time will be at your convenience, the week of the Fair. **Booths must be set up and in place by 3:00pm on Wednesday, August 23, 2017. All Booths must remain in place until 9:00pm on Saturday, August 26, 2017. There will be NO exceptions to this!** Anyone leaving early, before the closing time on Saturday, will not be allowed to return in future years.

Please attach a complete menu or list of foods served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment is due on or before August 1, 2017 to insure your booth reservation. **Return this contract with payment, made payable to:** Eastern Montana Fair. Mail to: Attn: Home Show Chairman  
Eastern Montana Fair  
PO Box 1185  
Miles City MT 59301

For questions, please call the Fair Office at 406-234-3758 or Linda Wolff at 406-853-2516.  
**Eastern Montana Fair will not be responsible for Fire, Theft, Accidents, or Other Hazards.** If protection is desired, exhibitors must obtain coverage at their own expense. Custer County and Eastern Montana Fair are strictly released and discharged from any and all liability for loss, including personal injury and damage to property that may be sustained.

The undersigned agrees that the contracted exhibit will be operated during the prescribed hours of the Eastern Montana Fair:

**HOURS OF OPERATION FOR ALL VENDORS**  
Wednesday      3:00pm to 10:00pm  
Thursday & Friday      11:00am to 10:00pm  
Saturday      11:00am to 9:00pm

I, the undersigned, do attest that the Eastern Montana Fair Home Show Contract information and rules have been read...

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Eastern Montana Fair**  
**Home Show Information and Rules**  
**Wednesday August 23 - Saturday August 26, 2017**

1. The Home Show Committee reserves the right to refuse any application for exhibit space. They may also limit, deny or cancel any concessions that may be in direct competition with The Mighty Thomas Carnival.
2. Exhibitor must provide sufficient inventory of their products for the duration of the Fair.
3. Exhibitors CAN NOT sublet their contracted space, without the direct permission of the Home Show Committee.
4. No support vehicles are allowed in the contracted space.
5. **BOOTH RULES:** Exhibitors must provide their own tables/chairs, signs/banners, and decorate and/or fix booths at their own expense. Exhibitors must provide their own extension cords, and they **MUST** meet safety requirements. **Exhibits must be kept within the boundaries established.** The Home Show Committee reserves the right to charge additional fees if the exhibitor exceeds its contracted boundaries.
6. If you are not direct-selling items within your booth, you are not required to occupy the booth, but it is strongly encouraged. However, your booth must remain open throughout the Fair's established hours, and not close until the contracted time of 9:00pm Saturday, August 26, 2017.
7. The Home Show Committee has the right to limit operation of any demonstration, if in its judgment, such demonstration causes excessive disturbance to adjacent exhibits.
8. Exhibitor, and their sales staff, shall do NO canvassing or soliciting for business, outside of their own booth. This includes wearing a distinctive costume, uniform, or carrying a banner or sign in any area other than inside your own booth, without direct permission of the Home Show Committee.
9. The Home Show Committee must be notified, in writing, by August 12, 2017, if an exhibitor is unable to fulfill their contract. **THERE WILL BE NO REFUNDS AFTER THAT DATE.**
10. The Home Show Committee will not offer exclusive product sales to any vendor. However, we will attempt to keep multiple products to a minimum.
  11. Food Vendors are strongly urged to remain open Saturday, longer than the scheduled closing time of 9pm, since the Carnival will be open until 11:00pm. There will be large crowds right up to the 11pm closing.

**Eastern Montana Fair  
Vendor Survey**

The Eastern Montana Fair Board wants to make your experience here as comfortable and profitable as possible. We appreciate your input and comments.

- Is the Vendor Registration Fee comparable to other area shows and/or Fairs?

\_\_\_\_\_  
\_\_\_\_\_

- Please comment on the following topics:

Booth Rules: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Hours of Operation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Electricity Availability: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Size of concession space: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- General Comments and Concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Thank you for your participation! We look forward to seeing you next year.**

**Eastern Montana Fair  
PO Box 1185  
Miles City, MT 59301**