

EASTERN MONTANA FAIR

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 note the change to Wednesday through Saturday.

Since the Demolition Derby, held Saturday August 26th, will not be finished until closer to 6:00pm, we ask the Vendors to remain open until at least 9:00pm, with the exception of the strictly informational vendors in the Exhibition Hall. 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 be open Saturday night until 11:00pm.

We ask that you read the material carefully!

***Food Vendors:** Please pay special attention to the enclosed memo, regarding the MT Dept. of Health & Human Services. That application is available by calling Linda Wolff at 406-853-2516 or emailing to hlwolff@midrivers.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.

Return Vendors have first priority. We must hear from those returning by July 1, 2017. If you are a new vendor, we have ample space in the air-cooled Home Show Building, as well as outdoors. There are also spaces available, in the Exhibition Hall, for vendors with information and a few spaces for vendors selling items.

Upon arrival, report to the Fair Office, in the Exhibition Hall, for booth location. Two courtesy gate passes will be provided, for admission to the grounds. 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. 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 1st, 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 HOME SHOW CONTRACT**

Name of Business _____
Business Address _____ City _____ St _____ Zip _____
Business Phone _____ Home Phone: _____ Email _____

Exhibition Hall (No Merchandise) ___ 8' x 12' - \$125 ___ 10' x 12' - \$150 ___ 12' x 12' - \$175	Home Show/Trade Show Building (Air Cooled) ___ 14' x 8' - 4 days \$50	Outdoor Space ___ 40' x 20' (including hitch) - \$225 ___ 20' x 20' (including hitch) - \$175
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Indicate what type of electrical outlet needed: ___ 110v ___ 220v.
Add an additional \$20 if 220v is required.
Number of outlets needed: _____
Add an additional \$10 if more than 2 outlets or required.

- Electrical is subject to availability
- Water is available, but not for direct hookups

Two gate passes will be given to each Space Contract, on the first day of the Fair. Set up time will be at your convenience, the week of the Fair, with the exception of the Exhibition Hall, which will be available after 2:00pm Monday. **Booths must be set up and in place by 3:00pm on Wednesday August 23, 2017. All Booths must remain in place until the scheduled closing time, August 26, 2017. There will be NO exceptions to this!** Anyone leaving early, before the Saturday night closing, will not be asked to return in future years. (Outdoor vendors will stay open until at least 9:00pm, due to the late exit of the Demolition Derby. Please be very specific about what you have in your booth: _____

Payment is due on or before August 3, 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 Linda Wolff at 406-853-2516, or the Fair Office at 406-234-3758 (after August 1st)

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 9:00pm
Thursday & Friday 11:00am to 9:00pm
Saturday / Exhibition Hall Booths: 11:00pm to 5:00pm
Saturday / Food Vendors & Home Show/Trade Show Bldg. Vendors: 11:00am – 9:00pm (or up to 11pm if desired)

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. Due to the late exit of the Demolition Derby on Saturday, vendors will be allowed to stay open until 11pm, if they so desire.
7. The Home Show/Trade 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 10, 2017, if an exhibitor is unable to fulfill their contract. **THERE WILL BE NO REFUNDS AFTER THAT DATE.**
10. The 2017 Eastern Montana Fair theme is "Past, Present & Future". Please try to decorate your booth according to the Fair Theme: Past, Present & Future.
11. Food Vendors, and Vendors in the Home Show/Trade Show Building, 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.

Vendor Survey

Not using this in 2017

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**