

- **PAYMENT** – 25% non-refundable deposit due within two weeks, balance due no later than July 1.
- **INSURANCE** –County of Jackson policy requires all vendors to provide an *Original Insurance Certificate*, listing the **COUNTY OF JACKSON** as **“Additional Insured.”** (see sample) The certificate shall be on file in the Fair Office **no later than July 1.** If you do not carry liability insurance, you can purchase it thru our website at www.JacksonCountyFair.net
- **PASSES** –Each Booth/Vendor License Agreement shall receive four (4) complimentary gate admission passes (*good for all week*). Licensee is responsible to distribute passes to workers in advance. The proper pass shall be presented and is required each time you enter the Fair or the full gate fee is paid, no refunds or exchanges. Merchants and workers enter the fairgrounds by using the main entrance on Ganson Street and park in the designated area. If additional admission tickets are needed for staff only, they can be purchased as follows:

Walk-in Gate Pass (one person only)	\$4.00 / day	\$26.00 / week
Car & Driver Pass (main gate only, one person and vehicle)	\$6.00 / day	\$42.00 / week

Stock trailers and/or motor homes driven into the Fairgrounds and parked in the infield lot will have to pay an additional admission fee. (Complimentary vendor pass does not cover this)
- **BOOTH SETUP** – Stop at the Fair Office before booth is setup to pickup a weekly schedule of events and passes. Setup shall begin on Friday before the Fair, from **10:00 to 4:00 PM**, also on Saturday **9:00 AM to 5:00PM**. We strongly recommend **booth setup before Sunday**, otherwise it becomes extremely difficult to unload booth supplies. Licensee shall notify the Fair Office if setup will not be done until Sunday. Licensee is responsible to pickup passes or he/she will be required to pay regular gate and parking fees. Electricity is provided but you need to bring own tables, chairs, etc. No tape on floors/walls.
- **FIRST DAY** – Booths shall be open to the public at **10:00 AM daily, (including Sunday, first day) and operate until Building closes thru Saturday evening (last day).** Terms of Booth License Agreement state that a booth shall remain open for the entire Fair starting on opening day Sunday, through closing on last day Saturday at building closing time. Anyone setting up late or leaving early shall not be permitted to return the following year.
- **HOURS** – Both the **American 1 Events Center and Grandstand will be open to the public daily beginning at 10:00 A.M. to 10:00 P.M.** Licensee shall be allowed access into both buildings at 9:45 A.M. each day; doors in the Fair Events Center shall be locked at 10:00 P.M. *It is not mandatory that you staff your booth all of the open hours of the building, however we ask that your booth is checked and restocked no less than twice daily.* Grandstand gates at both ends of building shall be locked to secure the booth area walkway but leaving access to the restrooms (at each end) for concert patrons. **All booths must be open and available to the public by 10:00am daily or a fine of \$25.00 will be accessed for each day of non-compliance along with the inability to participate in the following years fair.**
- **AMERICAN 1 EVENT CENTER ONLY - PARKING SPACES** – A limited number of parking spaces are available at the south entrance (Ganson St.) of the Fair Events Center on a first come basis. The cost for the entire week is **\$35.00 per space**, limit (1) space per licensee and the full parking fee shall be paid in advance and in addition to the contract deposit of 25%.
- **MISCELLANEOUS** – No food may be prepared, consumed or served from a booth to anyone unless listed on Booth License Agreement and meet MDA requirements. Raffles and drawings shall follow rules as listed on the booth license rules inside Vender contracts agreement.