

2017 INDOOR BOOTH REQUIREMENTS

BOOTHS- Each indoor booth is 10x10 and includes draping and electrical outlet access

BOOTH GUIDELINES-Booths should look professional, be aesthetically pleasing and in good structural condition. Table coverings and skirting should be wrinkle free and of good quality. All products and materials related to the operation of the booth must be contained within the confines of the assigned area.

Buildings close one hour prior to the close of the fair each day

Your booth must be manned during fair hours. Empty booths create the impression that the building is closing and it is damaging business for all. In addition, unmanned booths tend to fill up with clutter (i.e. Empty cups, leftover food and brochures) become messy and detracting from their effectiveness. Our guests are paying to see a complete fair. We advertise that the fair is open certain hours and we must adhere to those hours.

SIGNS – All signs should be professionally lettered and designed. Pricing must be easily visible for customers to read, and not crowded and confusing. This will be enforced during the Fair. **HANDWRITTEN OR UNPROFESSIONAL PAPER SIGNAGE WILL BE REMOVED IMMEDIATELY.**

PAYMENTS- All payments for booth space needs to be taken care of before the start of the fair unless other prior arrangements have been made with the fair vendor's department.

ALL INDOOR BOOTHS MUST REMAIN OPEN UNTIL 9:00 PM ON CLOSING DAY. FAILURE TO COMPLY COULD MEAN FORFEITURE OF YOUR LOCATION AND/OR CONTRACT FOR NEXT YEAR.

INSPECTIONS All concessions/exhibits will be reviewed and inspected during the Fair. We are concerned about appearance of booths and the professional look of the fair. Booths that look good are good for business, yours and ours.

RULES OF CONDUCT: All Exhibitors are expected to conduct themselves in a professional manner and according to the rules governing exhibits. **Exhibitors will refrain from mentioning their competitors of their products or services in a derogatory manner or in any way disparaging another Exhibitor who is also participating in the fair.** Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the fair. Such Exhibitors may not be invited to return to subsequent Fairs.