



DUPLIN AGRIBUSINESS FAIR

Sponsored by Duplin Agri-Community Center Foundation

2017 Vendor Kit

October 18-21

www.duplinfair.com

Duplin Agribusiness Fair | 195 Fairgrounds Dr. | Kenansville, NC 28349

Phone : (910) 275-0009 | Fax : (910) 275-0028

Show Rules & Regulations

Booth space rental **fees and a signed copy** of the registration form must be received prior to booth set-up and postmarked by September 30. No refunds will be made.

Exhibitors may **check-in and setup** beginning **Tuesday, Oct. 17 from 12 Noon until 6 p.m. and Wednesday, Oct. 18 from 8 a.m. until 12 noon**. If you have not checked in by 12 noon on Wednesday, booth registration fees and space may be forfeited and the Fair Committee may rent the space to another exhibitor.

NO vehicles will be allowed in the building. It is recommended that you bring handcarts or other product transport system you need.

No merchandise, demonstrations, or displays are allowed in the aisles. They must be kept clear for safety reasons. Fair hours are

from **5pm - 9pm on Wed. and Thurs.; 5pm - 10pm on Friday; and 11am –10pm on Saturday.**

Exhibitors shall not begin to close or disassemble booths until closing time, 11 p.m., on Saturday. All booths must be out of the building by 12:00 Noon Monday, Oct. 23 or vendor may be subject to a \$500 charge.

Exhibitors must have a **sign/banner** identifying their booth and must keep their own booth space clean.

The **sale or use** of any items that are of an irritable nature (excessive noise & trash such as poppers & silly string) are not allowed.

The Fair Committee will not accept or knowingly allow the display or sale of any **item deemed questionable** in nature or of a demoralizing content.

The Fair Committee reserves the **right to reject or accept** any exhibitor.

All booths using **flammable liquids or gases**, shall comply with the Fire Marshal's regulations. Electrical codes shall also apply. **All required permits and licenses must be obtained prior to booth setup from Duplin County Environmental Health at 910-296-2126.**

Exhibitor booths will be assigned upon receipt of an approved Fair Application. Vendor information packets will be available at Check-In.

The **location of all exhibitor booths** is at the discretion of the Fair Committee.

Fair management makes reasonable efforts to protect the property of those working at or attending the fair, but disclaims any liability for loss or damage sustained while the Fair is in progress, being set up or taken down.

Exhibitors who would like to insure their exhibits must do so at their own expense. The Fair is not responsible for damaged, lost or stolen items or accidents.

For their safety, children must be accompanied and supervised by an adult at all times on the premises.

The **exhibitor's signature** on the Registration form indicates that they have read and agreed to these guidelines and policies.

Admission tickets for booth workers must be requested with application. Fair Committee reserves the right to reject and/or modify number of tickets requested.

NO HELIUM BALLOONS or GLITTER



Application & Contract for Exhibit Space

All exhibit forms and payments are due by Sep 30

Duplin Agribusiness Fair
195 Fairgrounds Drive
Kenansville, NC 28349
Phone: (910) 275-0009

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell Phone: _____ Fax: _____
Email: _____

Are you a previous exhibitor: Yes No

Your company listing for show program and exhibit ID, if different from above:

PLEASE LIST THE PRODUCTS AND/OR SERVICES YOU WISH TO EXHIBIT
Be specific. Only items listed will be allowed in your exhibit. (Attach extra sheet if more space is needed.)

PLEASE CHECK THE FOLLOWING LIST AND NOTE WHICH CATEGORY

- Automotive Fashion & Accessories Home Improvement & Décor Media
 Beauty & Cosmetics Gifts Jewelry Travel & Leisure
 Business & Education Gourmet Lifestyle Other
 (photography, wedding, clubs)
 Cooking & Food Health & Fitness

Check appropriate needs below:	Cost	Quantity	Total cost
(Booth specials include booth, skirted table, & 2 chairs)			
Inside Non-Chamber Member Booth	\$80.00		
Inside Chamber Member Booth	\$50.00		
Inside Non-Profit booth	\$35.00		
Outside Booth	\$100.00		
Inside Booth	\$80.00		
Additional TABLE (with skirt)	\$10.00		
Additional FOLDING CHAIR	\$5.00		
<i>Number of Admission Tickets required (see rules for more)</i>	\$0.00		
TOTAL DUE			

IF ACCEPTED, I AGREE TO ABIDE BY SHOW RULES, REGULATIONS, AND POLICIES.

Applicant's Signature: _____ Date: _____

*Exhibit Space Reservations are subject to acceptance of this application by show management.

This space for use by Duplin Agribusiness Fair only.

Deposit: \$ _____ Date: _____ Check: # _____ Badges: _____ Tickets: _____
Building: _____ Exhibit Space: # _____ Size: _____ X _____ = _____
Exhibit: \$ _____ + Corners \$ _____ = Total \$ _____
Comments: _____

Make checks payable to:
Duplin Agri-Community
Center Foundation
Mail to:
Duplin Agribusiness Fair
195 Fairgrounds Dr.

Kenansville, NC 28349