



## Somerset County 4-H Association

Ted Blum 4-H Center  
310 Milltown Road  
Bridgewater, N.J. 08807  
Tel. (908) 526-6644  
Fax (908) 704-1821

Dear Commercial Exhibitor:

It is time to reserve your exhibitor space for the 2009 Somerset County 4-H Fair, which will be August 12, 13 and 14. We look forward to having you join us.

Commercial space for the Fair is assigned on a first-come, first-served basis. No reservation is firm until all requirements are met. A 10% discount is available on the **SPACE price only** if your envelope (with all necessary paperwork and checks) is postmarked by May 29. So register early and save!

You may choose space in the main Commercial Tent, Gallery 1, Gallery 2, or outdoor space. If you choose to rent outdoor space, please note that no one will be allowed to erect a privately owned tent. All tents must be rented from the 4-H Association and erected by Southern Tent Company, supplier to the 4-H Association.

### TO RESERVE YOUR SPACE, MAIL:

1. A check made payable to SC 4-H Association for your space rental, tent rental and wiring fee for extra outlets.
2. A separate \$150 check, made payable to SC-4-H Association for your good faith deposit (to be returned if rules are followed).
3. Green copy (or a PDF/Faxed copy) of signed contract and Space/Tent Rental Form.
4. A certificate of insurance issued directly to the Somerset County 4-H Association for the dates of the Fair. The certificate must be received with your paperwork or no later than July 31, 2009. The Somerset County 4-H Association should be named as an additional insured with limits of liability of \$1,000,000. **VENDORS WHO DO NOT SUBMIT A CERTIFICATE OF INSURANCE WILL BE UNABLE TO PARTICIPATE IN OUR FAIR.**

During the week of August 3, 2009, you will receive your space assignment.

**We cannot guarantee that your product and/or service will be the only one of its kind. Every effort will be made to separate similar products/services, but this cannot be guaranteed.**

Sincerely,

Dawn Hribik  
732-652-5527 (day)  
908-625-6730 (evenings)  
Commercial Coordinator  
e-mail: [dhribik@pharmagistics.com](mailto:dhribik@pharmagistics.com)

# 2009 SOMERSET COUNTY 4-H FAIR

## Rules of the Fair for Commercial Exhibitors

1. Fair hours are 10 a.m. to 10 p.m. Wednesday, Thursday and Friday, August 12, 13 and 14. **You must complete setup and have your vehicles off the fairgrounds by 9:45 am Wednesday.** No late deliveries of display materials will be allowed through the gate. Clean up and dismantling of booths may proceed **after** 10:15 p.m. on Friday. All exhibits must be removed by 10 a.m. Saturday, August 15th.
2. State Fire Regulations prevent the use of flammable materials such as hay and straw. Open flames (candles), operational machinery and fuel are also prohibited.
3. **NO SELLING OF PRODUCTS** is allowed except for food in the Food Tent by non-profit community organizations. NO taking of orders and/or deposits, NO collection of donations will take place at the fair. Commercial exhibitors are allowed to advertise and take mailing lists.
4. **Exhibit booths MUST BE MANNED each day from 10 a.m. to 10 p.m. Exhibit must remain in place until 10 pm Friday night. Failure to comply will result in the loss of your deposit.**
5. Solicitation **MUST** be restricted to your own exhibit area.
6. Absolutely **NO BALLOONS** or **FOOD** are to be handed out.
7. Commercial exhibitors will not be allowed to use the public address system or have announcements made. No PA or amplification systems will be allowed other than those operated by Somerset County 4-H will be allowed.
8. **NO ALCOHOLIC BEVERAGES** are permitted on the Fair grounds in any form (including prizes to be given in drawings.)
9. All prizes offered are to be awarded at the Fair, and winners' names and phone numbers are to be given to the commercial chairperson.
10. Spaces will be assigned upon receipt of fees and paperwork.

**These rules MUST be followed to the letter in order for the \$150 good faith deposit to be refunded and in order for the exhibitor to be allowed to return another year.**

## 2009 4-H COMMERCIAL EXHIBITOR CONTRACT

1. As a condition for use of your exhibition space, you, the exhibitor covenant and agree to indemnify and hold harmless the 4-H Association, its officers and membership for any and all claims for property damage or personal injury arising out of your use and occupancy of their premises. **YOU MUST SECURE INSURANCE IN ORDER TO PARTICIPATE IN THE FAIR.**
2. A \$150 good faith deposit is to be submitted with this contract agreement. Exhibitor deposit checks will be returned the week following the fair if the exhibitor has abided by all the Rules of the Fair. This includes keeping displays in place until 10 pm Friday evening.
3. Exhibit space will not be assigned until ALL FEES ARE PAID AND ALL NECESSARY FORMS (AS LISTED IN THE COVER LETTER) ARE RECEIVED. A diagram showing your location will be mailed to you one week before the fair.
4. Two electrical outlets will be provided for each exhibitor space. See charge for additional outlets on the Space/Tent Rental Form.
5. I have read the "Rules of the Fair for Commercial Exhibitors" and will adhere to them.

We count on our exhibitors to cooperate with us and with one another to provide fairgoers with the cleanest, most wholesome and fun fair possible. Your participation indicates to us that you share our goals, and we welcome your help in offering "Free Family Fun."

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT AUTHORIZED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE (\_\_\_\_) \_\_\_\_\_ EVENING PHONE (\_\_\_\_) \_\_\_\_\_

e-mail \_\_\_\_\_

Please complete both copies.

**Return the GREEN copy (or PDF/Fax) and keep the white copy for yourself.**

Received by email: Please make a copy of this form to keep for your records.

dmh/09

# THE 62nd Somerset County 4-H FAIR - AUGUST 12, 13 and 14, 2009

## Space/Tent Rental Form

All information must be filled out completely for orders to be accepted. If all paperwork and payments are received by May 29, you may deduct 10% for each space. For example: (\$290 - \$29.00 = \$261.00). **DISCOUNT APPLIES TO SPACE FEE ONLY.**

**You must rent a space whether inside or out.** A tent for an outside space is optional.

<i>*Spaces Include two electrical outlets</i>	#Spaces	Total
<u>INSIDE</u> main Commercial Tent 10' x 10' space	_____	@ \$290=\$_____
<u>OUTSIDE</u> 20' wide x 40' deep space	_____	@ \$290=\$_____
Additional electrical outlets	_____	@ \$ 75=\$_____

### Outdoor Commercial Gallery 1- Shared-Tent Spaces near the Horse Rings

**See drawing 1 (Space fee included) (Deduct \$29 if discount applies)**

20' by 20' tent space with 20 ft. outdoor space (40x20) \_\_\_\_\_ @ \$530=\$ \_\_\_\_\_

### Outdoor Commercial Gallery 2- Shared-Tent Spaces near the County Tent

**See drawing 2 (Space fee included-Deduct \$29 if discount applies)**

20' by 20' space opening to outside \_\_\_\_\_ @ \$515=\$ \_\_\_\_\_

### Tents Available for a Single 20' Outside Space (you must reserve an outdoor space also)

10' by 10' tent \_\_\_\_\_ @ \$200=\$ \_\_\_\_\_

15' by 15' tent \_\_\_\_\_ @ \$275=\$ \_\_\_\_\_

### Tents Available for TWO or More 20' Outside Spaces (you must reserve 2 outdoor spaces)

20' by 20' tent \_\_\_\_\_ @ \$345=\$ \_\_\_\_\_

20' by 40' tent \_\_\_\_\_ @ \$470=\$ \_\_\_\_\_

PLEASE NOTE: All exhibitor fees must be paid in **TWO** checks, one for your space and tent (if applicable) and one check for \$150 good faith deposit. A signed contract (green) or PDF/Fax, this Space/Tent Rental form, Certificate of Insurance and two separate checks must be returned to guarantee reservation. **REMEMBER:** If reservation is received by May 29, 2008 deduct 10% of the cost of your **SPACE(S) ONLY.**

**Checks should be made payable to "Somerset County 4-H Association".**

Please **PRINT** neatly.

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

DESCRIBE EXHIBIT \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

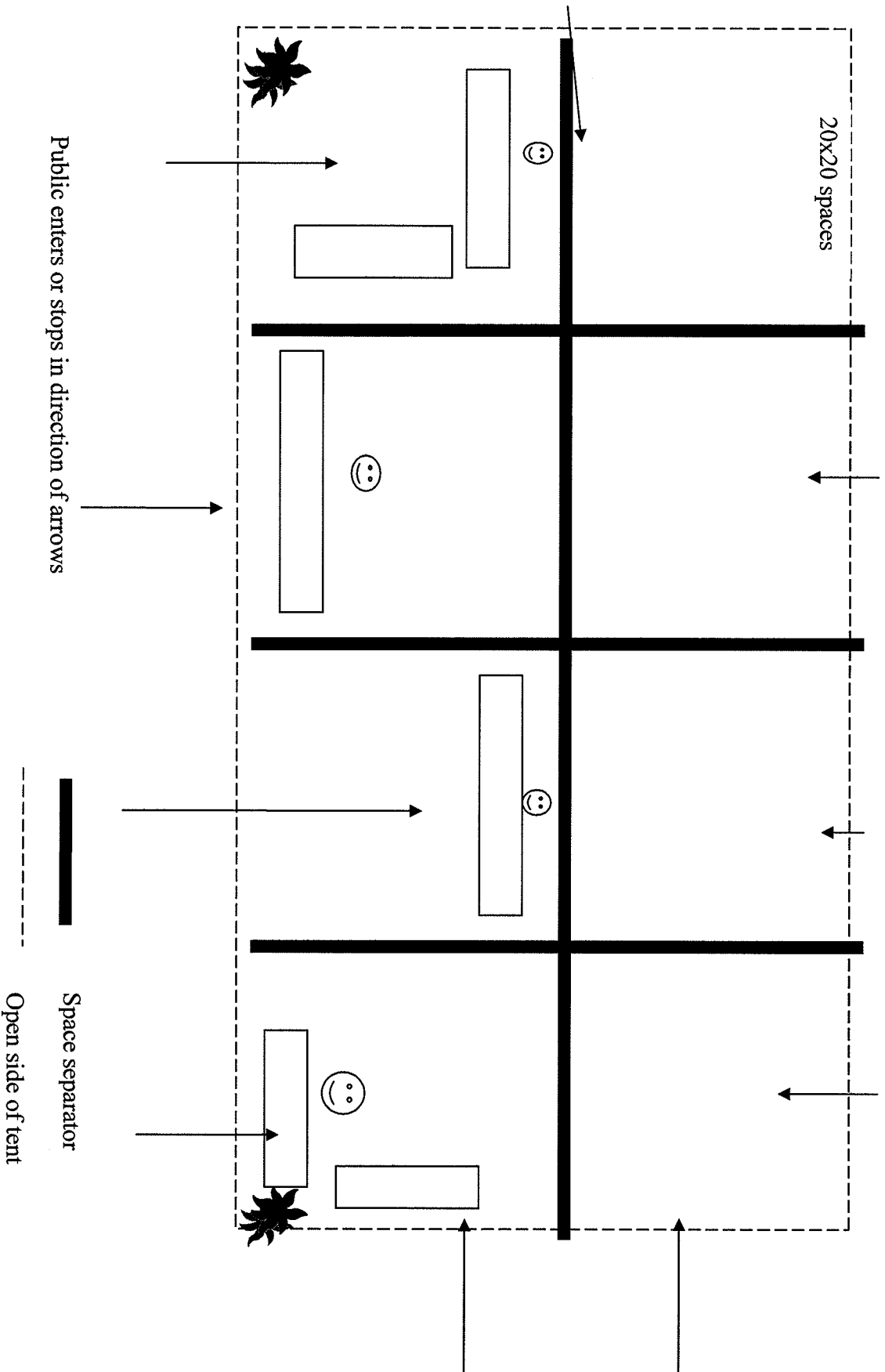
SIGNATURE \_\_\_\_\_ FAX \_\_\_\_\_

# Somerset County 4-H Fair

# Drawing 2

## Commercial Gallery 2- Shared Tent Space near County Tent

*Expected exhibitors: Sheriff's Office, Veterans Services, RVCC, Political Parties, other services & commercial vendors. There will be no small tents in the area traditionally reserved for these groups.*

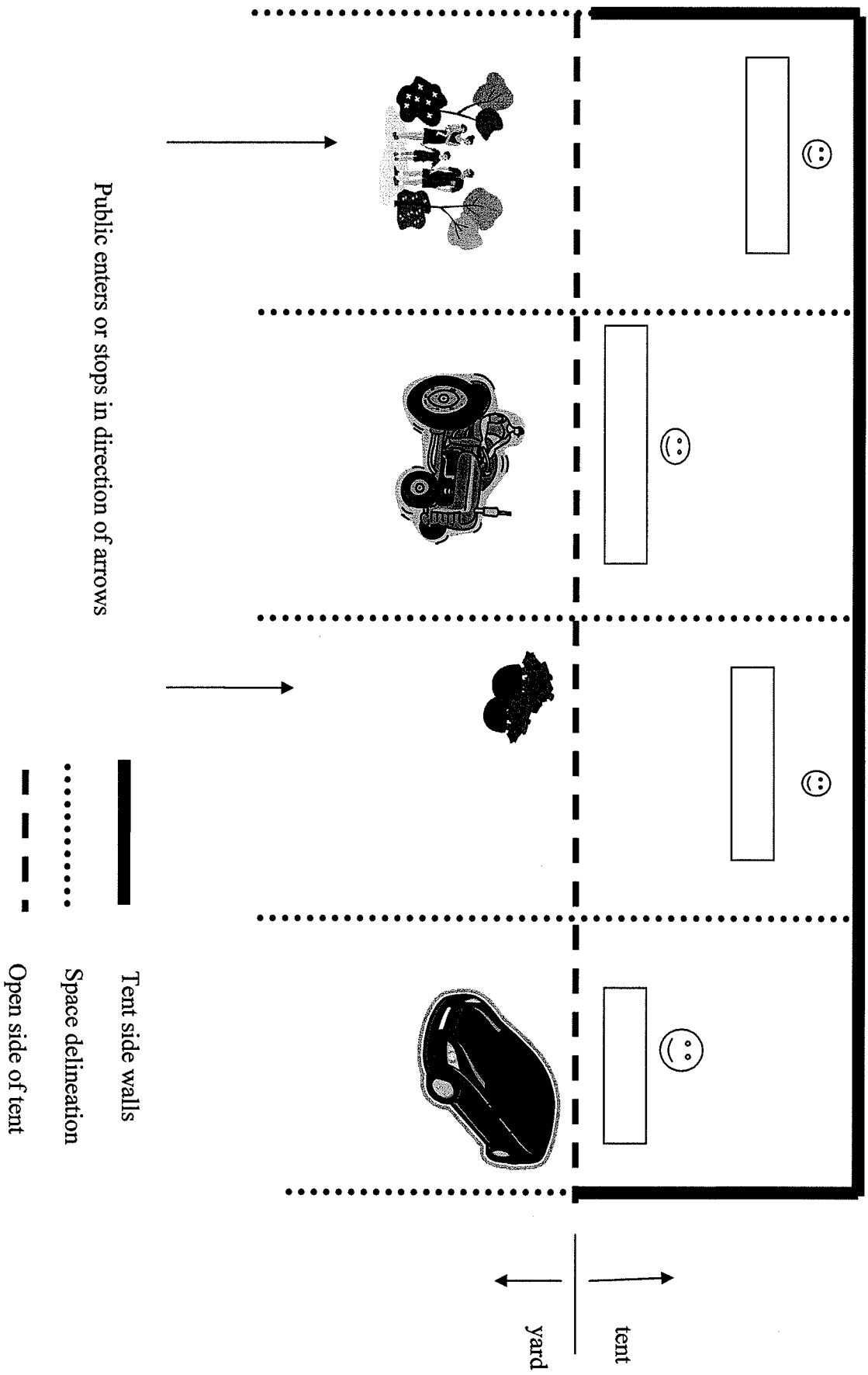


# Somerset County 4-H Fair

# Drawing 1

## Commercial Gallery 1 - Shared Tent Space near Horse Rings

*20x20 spaces under tent with 20 x20 front yard for outdoor display*



Public enters or stops in direction of arrows

Tent side walls

Space delineation

Open side of tent

