



# 2023 Allen County Fair Commercial Vendor Packet

June 20-25, 2023  
Allen County Fairgrounds

Dear Merchant,

Enclosed is a contract for Outdoor Merchant space at the 34th annual Allen County Fair. We are celebrating HUGE ATTENDANCE— over 35,000 last year.

Attendance and excitement is strong and our improvements and changes to vendor location has ensured more business and maximum exposure-producing results. Booths run the length of Main Street and lead between the carnival, food vendors and big attractions.

Premium Main Street space is marked 10' wide x 10' deep for \$400.00. Main street space is VERY limited and will be reserved only with a signed contract and paid in full, on a first come first served basis. Additional large bulk space is available @ \$1.00 sq ft. (1000 sq. ft plus).

We are recommending that you bring your own tent. If you are not able to provide your own tent, pricing is available.

We would love to make the Allen County Fair work for you and your needs. If a standard booth is not for you, please let us know and we can work up a custom agreement.

Please fill out the enclosed contract and mail with check to:

Allen County Fairgrounds  
2726 Carroll Road  
Fort Wayne, IN 46818

We accept cash, check, Visa and MasterCard.

If you have any questions, please contact the Fairgrounds office at 260-449-4444 or email at [allencountyfairgroundsin@comcast.net](mailto:allencountyfairgroundsin@comcast.net)

Thank you.  
Sincerely,

Allen County Fair Commercial Vendor Committee



# 2023 Allen County Fair Commercial Vendor Packet

June 20-25, 2023  
Allen County Fairgrounds

Please Print Clearly:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Indiana Retail # \_\_\_\_\_ Items Being Displayed: \_\_\_\_\_

This contract does not automatically reserve requested space due to limited amount of main street space available. The entire contract must be completed fully, all payments and insurance submitted before space reservations will be confirmed.

Outdoor Space 10'W x 10'D \_\_\_\_\_ @ \$400.00  
 Bulk Space (1000 Sq ft +) \_\_\_\_\_ @ \$1.00 sq ft (1000 sq. ft. plus)  
 Number of 20 Amp Plugs \_\_\_\_\_ @ \$50.00 each

Total Cost \$ \_\_\_\_\_ **All Fees must be paid in full to guarantee space**

Please sign and mail this contract along with the contract fee by **May 1st, 2023**. Checks are made payable to: **Allen County Fairgrounds** and mailed to **2726 Carroll Road, Fort Wayne, IN 46818**.

Neither the Allen County Fairgrounds nor the Allen County Fair assumes any liability for the contents of the exhibits. The Fairgrounds sole responsibility shall be to provide the facilities set forth above and the Fairgrounds sole liability for failure to provide the facilities shall be the return of the funds paid pursuant to this agreement. The exhibitor waives any and all other claims it may have or may accrue to it against the Fairgrounds should the Fairgrounds, for any reason, breach this agreement.

The exhibitor agrees to indemnify and hold harmless the Fairgrounds from any claim, demand or judgment arising out of the exhibitor's use or occupancy of the space or the actions of any of the employees or agents of the exhibitor while on the fairgrounds. Said indemnification includes all expenses incurred including reasonable attorney fees, if any.

This contract is not valid until review and execution of this contract by appropriate agent for the Allen County Fairgrounds, Inc. The attached Outdoor Merchant rules are incorporated herein by reference.

I have reviewed the above contract and agree to its terms. I also understand no monies are refundable under any circumstance except as outlined above.

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ (Printed Name & Title)

Card # : \_\_\_\_\_ Exp Date: \_\_\_\_\_ CV2#(back of card): \_\_\_\_\_

To pay by credit card fill out the form above or call the Allen County fairgrounds at 260-449-4444.

Keep copy as receipt for your records- none will be sent automatically.



ALLEN COUNTY FAIR  
LIABILITY CLAUSE

Please return with exhibitor application

Liability Clause

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, or other property brought unto the premises of the Allen County Fairgrounds. Exhibitor shall indemnify, hold harmless, and agree to make no claim against Allen County Fair, Its board, committees, members, agents or employees of the Allen County Fairgrounds for any reason whatsoever including negligence, theft, damage or destruction of goods, or any injury to the exhibitor, his agents, or employees while in the exhibit area, or for any damage to his business by any reason of failure to provide exhibit space or removal of the exhibit, or for failure to hold the fair as scheduled, or for any action of any nature of Allen County Fairgrounds, its board, committees, members, agents or employees.

Additionally, Exhibitor acknowledges that Allen County Fair and Allen County Fairgrounds do not maintain insurance covering exhibitor property and that it is the sole responsibility of Exhibitor to obtain interruption and property insurance covering such losses by Exhibitor.

Please sign the Liability Clause to indicate that your organization has both read and understood the contents thereof.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide a description of your company, service and products.

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Please return this form, along with completed application and payment to:  
Allen County Fairgrounds  
2726 Carroll Road  
Fort Wayne, IN 46818



## 2023 Outdoor Merchant Rules

1. Merchants may start setting up displays on the Monday before the fair from 10:00am to 6:00pm. Absolutely NO vehicles will be allowed on the grounds on Tuesday. Articles, Displays, etc. must be placed no later than 6:00pm on Monday prior to the fair. If space rented is not filled by this date it will be resold to another merchant and NO refunds given.
2. Payment for space and signed contract must be received before setting up exhibit or display.
3. The outdoor merchant displays will be open each day from 10:00am to 9:00pm. It is requested by the Fair Committee that your booth be opened and manned during the hours of 12:00pm to 8:00pm each day. Security will be on the grounds, but it is not strictly there to protect exhibits. Please take precautions to secure your display.
4. Displays and merchandise must not be removed until after the close of the fair on Sunday at 5:00pm. **NO Exceptions due to the public on the grounds until 5:00pm. We will charge a \$300 fine for leaving early.**
5. All exhibits must be removed from the Fairgrounds by noon on Monday following the Fair. The Fairgrounds is not responsible for anything left on the grounds after this date.
6. The Allen County Fairgrounds assumes no liability or responsibility for any stole, lost, damaged or misplaced articles relating to your display.
7. General illumination of the Fairgrounds will be furnished by the fair. If you paid for a 20-amp plug, you will need to provide an extension cord to reach your outlet.
8. There will be no preparation of food permitted by anyone. This includes but is not limited to coffee pots, microwaves, toaster ovens, etc. If appliances and or equipment that causes the circuit to be interrupted repeatedly, the merchant will be asked to repair or replace any damaged equipment and remove the equipment causing the interruption.
9. NO subleasing of space without prior written permission of the Fair Committee.
10. Fair Office is located in the Home & Family Arts Building and is open from 9:00am to 10:00pm.
11. NO business solicitations are to be made outside of your rented space. Violation of this rule could result in expulsion from the grounds with no refund. All Vendor personnel are to remain in their designated areas at all times. No blocking of the entrance sidewalk is allowed.
12. NO raffle tickets may be sold. Free giveaways are strongly encouraged. Drawing announcements will NOT be made by the Fairgrounds personnel.
13. Location of your rented space will be determined by the Commercial Exhibits Committee.
14. A Fairgrounds map, space layout and passes will be given to you when you setup. There will be a limited number of passes available.
15. All Merchants must provide liability insurance prior to the Fair. Insurance must be provided before setup of merchant space. Minimum liability must be \$1, 000,000.00 dollars; this may be obtained by placing us on your insurance policy as a secondary insured for the week of the fair including setup times.
16. No Refunds after May 1<sup>st</sup>, 2023.
17. All rules are enforced unless agreed upon with the Fair Committee.