

85th Annual Faulkner County Fair & Exposition

September 18th – 23rd, 2023

COMMERCIAL EXHIBITS GENERAL INFORMATION AND BOOTH SPACE APPLICATION

The exhibit building layout may differ from last year. Every effort will be made to locate vendors in similar locations. 2022 Vendors must turn in your booth space application by August 1st in order to receive the same or similar location.

GENERAL INFORMATION

Booth Set-Up:	Monday, September 18 th	10:00 am – 6:00 pm
	Tuesday, September 19 th	10:00 am - 5:00 pm
Exhibition Hours:	Tuesday, September 19 th	5:00 pm – 10:00 pm
	Wednesday, September 20 th – Saturday, September 23 rd	9:00 am – 10:00pm

Booth Rental: \$2.50 per Square Foot (Includes 8' back drape, 3' side drapes, 8' Table, 2 Chairs and ID Sign) Space is available in 10 x 10 increments. As we assign space we will try to accommodate islands, peninsulas, and in-line booths as requested. Booth location priority by previous year vendors; however, final layout is determined by booths sold.

Outdoor Booth Rental: Is available on the grounds in a limited supply and may be based on midway capacity. Outdoor booth space is provided on a **quote only basis** and MUST BE APPROVED by the Exhibit Supervisor.

Parking Passes: (2) Two passes will be provided per 100 sq.ft. of booth space. Additional passes may be purchased at the Fair Office for \$20 per pass. **NO EXCEPTIONS, PLEASE DO NOT ASK FOR ADDITIONAL PASSES AT NO CHARGE. A designated area will be set aside for exhibitor parking in the west parking lot; however, once that is full exhibitors will need to park in general parking. NO PARKING BETWEEN BUILDINGS OR BESIDE BUILDING.**

Booth Security: It is the Exhibitor's responsibility, not the Fair Board, for all property in the booths from the setup of the fair to the closing date. The buildings will be locked upon closing hour each night and will not be accessible to the public during closed hours.

Move Out Policy: Exhibitors MAY NOT remove any items prior to 10:00 pm on Saturday, September 23rd. Exhibitors must have ALL booth materials removed by Sunday, September 24th at 5:00 pm. Exceptions must be approved by the **City of Conway Parks and Recreation Department Facility Manager**.

Electrical: If you will require electrical service, please note your requirements on the application. Every effort will be made to provide electrical service at or near your booth space. An extension cord may be necessary and would be the responsibility of the vendor to provide. Electrical available is 115/60/1. Limited access to 220V service is available but must be approved prior to booth rental.

Items for Sale: Items may be sold inside the building with the approval of the Commercial Exhibits Supervisor only. **Tax liability to the State of Arkansas will be the responsibility of the vendor.** A report of the gross sales may be required to be provided to the Fair Board prior to the end of the fair. Internet is available but no phone lines operational for the booths. It is suggested that if you are using a credit card machine for sales that you provide your own wireless equipment.

Items for Give-Away: Items to be passed out at no charge to the general public must be approved by the Commercial Exhibits Supervisor. **ABSOLUTELY NO FOOD OR DRINK ITEMS MAY BE SOLD OR GIVEN AWAY AT NO CHARGE THAT IS OFFERED FOR SALE BY APPROVED VENDORS, i.e. Bottled Water, Soda, Popcorn, Nuts, etc.**

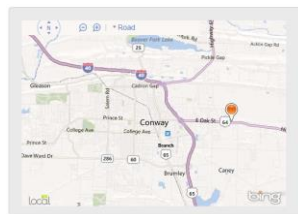
Competitive Exhibits: Exhibits containing like or same products will be allowed. Efforts will be made to locate booths apart from each other as best as possible. If two applicants apply that represent the same brand, the first applicant received will be given priority or if the one of the applicants is a previous year vendor they will receive priority.

Raffles/Drawings: Raffles and/or drawings are the responsibility of the Exhibitor with prior approval of the Commercial Exhibit Supervisor.

Height Restrictions: Materials in the booth cannot be over 48" H in the front 5' of your booth space if you are in a linear booth with adjacent booths. Exceptions must be approved by the Commercial Exhibit Superintendent at time of set-up or you may be asked to remove the item.

Motor Vehicles on Exhibit: Fuel tank must meet City of Conway Fire Code regulations for level of fuel and the positive battery wire must be disconnected while the vehicle is on exhibit. Please call with questions.

CONWAY EXPOSITION AND FAIRGROUNDS ADDRESS: 2501 E. Oak Street
Conway, AR 72032



NOTE: Any Federal, State or Local Guidelines in a accordance with CDC recommendations need to be followed while on premises.