

## Western Montana Fair Commercial Booth General Rules and Guidelines 2008

The 2008 Western Montana Fair is August 5-10, 2008. Commercial vendors are a vital part of our 6 day fair and we value their participation. This year our theme is "Something Worth Crowing About". Our opening concerts this year are two Grammy Award Winning Bands: Third Day (August 5) and The Nitty Gritty Dirt Band (August 6)! Tickets are on sale now, and for more information go to our web site at: [www.westernmontanafair.com](http://www.westernmontanafair.com) Also, included again will be PBR, Rodeo and Demolition Derby evening events.

The Western Montana Fair has the capability of accommodating over 120 indoor and outdoor commercial spaces. Commercial booth space preferences are assigned to previous year's exhibitors before March 30<sup>th</sup>. Waiting List applicants are then awarded space based on product, quality of exhibit, and/or duplication of product or services.

### GENERAL RULES AND GUIDELINES

- Tables, tents, or awnings are not provided by the WMF. Drapes are provided between wall booths, and partitions are provided in center aisle only of Commercial Building.
- Commercial Booths shall confine all operations within the assigned space. Commercial Booths are not allowed to advertise or promote their products or services in any location on the fairgrounds other than assigned space. No Commercial Booth is to sublease or allow any person or business to use their contracted space. Commercial Booth shall not sell or engage in any business or sale of any goods upon the WMF grounds other than that which is provided for in the application. No fliers of any kind may be distributed outside of Commercial Booth location or in the parking lots. Large inflatable balloons with company's name/logo may be used, with prior WMF approval, and must be physically attached to the top of the Commercial Booth or tent/canopy. Advertising signs must be inside of the Commercial Booth with the exception of the booth name.
- Exhibits may not extend beyond the designated space. Tents or other structures used outside are the responsibility of the Exhibitor to ensure that the tent and stakes will fit within the designated space measurements. No stakes shall be placed in the asphalt. Outdoor exhibits must be designed to withstand 40 mph winds without creating a danger to the public. Temporary buildings must be removed from the Fairgrounds and the area the temporary building occupied must be cleaned no later than 5:00 p.m. on Wednesday, August 13, 2008.
- Carpet in any Commercial Booths are prohibited. Exhibitor shall not make any alteration or otherwise permanently affix any personal property to the premises.
- No propane, butane, or open flame cooking will be allowed in the Commercial Building.
- Booths must be kept clean and orderly at all times, and operate in a legitimate, safe, sanitary, courteous and responsible manner. The WMF will furnish janitorial services for aisles in the buildings and areas used by the public. The Commercial Booth must, at their own expense, be responsible for the service, maintenance and repair of the contracted space. All cardboard boxes/garbage must be broken down by the Commercial Booth and placed in the garbage DUMPSTERS/ GARBAGE containers. Non-compliance to this rule will result in a *Violation Warning* and/or a penalty fee.
- Your booth should be properly staffed at all times. An unoccupied booth has very little value to your fair patrons. Failure to occupy the Commercial Booth during operating hours will result in a *Violation Warning* and may result in non-renewal of the Commercial Booth space for subsequent Fairs. Reasonable restroom breaks may be allowed provided a sign is posted.
- Commercial Booth shall conduct its business so as not to interfere with the rights of others contracting with the WMF. Radios, television sets, throat microphones, public address systems, and all other sound-producing devices are subject to the approval of the WMF and shall be controlled so as not to interfere with other exhibitors or the public.
- The WMF reserves the right to deny the selling of, or require the removal of, any objects which are in its opinion offensive, hazardous, or might adversely affect the Fair's image (laser lights, large knives, blow darts, fireworks, pornography, etc.). Booth may not display or offer nudity nor sexually explicit or similarly offensive products, demonstrations, presentations, literature or other related matter
- Commercial Booths operated by minors shall have adult supervision during all hours of operation.

- Commercial Booth should cover and/or secure all valuable items after closing. Security will be on duty from 10:30 P.M. each night until the gates open to the general public the following morning. Losses or infractions should be reported to the Security Office immediately upon detection. Valuable items in outdoor booths and all other portable items should be removed or properly secured and concealed after closing. WMF suggests that Commercial Booth obtain a temporary insurance policy to cover commercial displays for the period of the Fair, as an added protection against possible losses. The WMF and its employees will not be responsible for lost, damaged or stolen merchandise.
- Commercial Booth may conduct a public registration within their space. Commercial Booth must provide a list of items being sold including drawings and raffles. Definitions of drawings and giveaways are as follows:
  - a. Drawings are defined as sweepstakes that require no purchase to enter. Drawing must be pre-approved by fair management. Drawing offer must stay within limits of booth. The winner's name and contact information must be submitted to the fair within 60 days of drawing.
  - b. Raffles are defined as a sweepstakes that requires a purchase to enter. Raffles are limited to non-profit organizations that provide a non-profit certificate. Raffle must be pre-approved by fair management. Raffle sales must stay within limits of booth. Commercial Booth must provide a list of items being sold or given away from their space. The winner's name and contact information must be submitted to the fair within 60 days of drawing.
- Commercial Booth must provide all services, programs and activities in accordance with all applicable federal, state and local statutes, regulations and requirements, including health regulations. No ales, beer, wine, spirits or intoxicating liquors (including non-alcoholic beer and wine) or drugs, of any kind, shall be kept or sold by Commercial Booth on the Western Montana Fairgrounds. Commercial Booth agrees to indemnify and hold the County harmless for any loss, expense, or damage which may result from the Commercial Booth's violation of these guarantees. Commercial Booth is responsible for any claims, liabilities and actions relating to the conduct and representation of personnel in said space.
- Each Commercial vendor is allowed one 110v electrical outlet. Electrical needs will be determined from the information provided on each application. If, electrical needs of Commercial Booth have changed or increased, approval must be sought from the WMF Management before any hook-up will occur. It may be determined that additional electrical service is not available. The WMF does not provide extension cords or surge protectors; you must bring your own if needed. All extension cords must be 3-prong and in proper working order. The WMF shall not be responsible for any loss arising out of Commercial Booth's use of premises nor for loss or damages.
- All commercial exhibitors are required to carry liability insurance. No Booth shall be allowed to open without proper proof of general liability and product liability. If vendor is unable to provide proof of insurance, coverage is available for \$88.00.
- Each Commercial Booth employee or volunteer must have a ticket to enter the Fair August 6-10 (Free admission August 5). It is the responsibility of the signer of this Contract to ensure that all workers have a WMF admission ticket for their shift. The Fair Office will provide up to ten (10) gate tickets and two (2) season passes to each Commercial Booth. Additional tickets available for purchase at the WMF Office. Representative of Commercial Booth is responsible for tickets and delegating them to the Commercial Booth's employees/ volunteers. Commercial exhibitor will not sell, exchange or barter, or permit employees to sell, exchange or barter any tickets of admission to the grounds issued to him or vendor's employees.
- Delivery permits available with Commercial Booth packet. Delivery vehicles used for making deliveries to Commercial Booths shall have the appropriate delivery permit clearly displayed hanging from the rearview mirror of the delivery vehicle (or dash, if no rearview mirror is available). Commercial Booth delivery vehicles shall use the main gate (east gate) during delivery hours. All deliveries made by delivery vehicles to Commercial Booth shall be completed before 10:00 A.M. August 5-10. Deliveries after 10:00 A.M. shall be brought onto the Fairgrounds by hand (hand carts may be used). Absolutely no unattended vehicles may be parked on the Fairgrounds during the Fair; violators will be towed at the owner's expense with no advanced notice.

## **NEW PROMOTIONAL BONUS FOR VENDORS – ONLY at the WESTERN MONTANA FAIR!**

This year we are adding a NEW commercial booth page to our web site this year! This is a FREE service that we have created that no other surrounding fairs have provided, and we are very excited to offer this opportunity to our commercial vendors. More bang for your buck at the Western Montana Fair! We will list your organization's name with a link to your web site, list your product and/or services, and provide your booth location on the fairgrounds.

### SET UP GUIDLINES

All Commercial Booths must be completely set up and operational by Monday at 9:00 P.M.  
 Gates open to the public on Tuesday at 11:00 A.M. Only MINOR adjustments to the booth are permitted Tuesday morning.  
 Exhibitor set up times are listed below. Booth areas will be closed or locked at times other than those specified.

Saturday, Aug. 2nd, 2008 -	10:00 A.M. to 5:00 P.M.
Sunday, Aug. 3rd, 2008 --	10:00 A.M. to 5:00 P.M.
Monday, Aug. 4th, 2008 --	10:00 A.M. to 9:00 P.M.

### HOURS OF OPERATION

Commercial Booth must be staffed at all times during the hours of operation

Tuesday, August 5 <sup>th</sup> , 2008 -	Business Hours 11:00 A.M. to 10:30 P.M. (West Lot Booths remain Open Until 11:59 P.M.)
Wednesday, August 6 <sup>th</sup> , 2008 -	Business Hours 11:00 A.M. to 10:30 P.M. (West Lot Booths remain Open Until 11:59 P.M.)
Thursday, August 7 <sup>th</sup> , 2008 -	Business Hours 11:00 A.M. to 10:30 P.M. (West Lot Booths remain Open Until 11:59 P.M.)
Friday, August 8 <sup>th</sup> , 2008 -	Business Hours 11:00 A.M. to 10:30 P.M. (West Lot Booths remain Open Until 11:59 P.M.)
Saturday, August 9 <sup>th</sup> , 2008 -	Business Hours 11:00 A.M. to 10:30 P.M. (West Lot Booths remain Open Until 11:59 P.M.)
Sunday, August 10 <sup>th</sup> , 2008 -	Business Hours 11:00 A.M. to 8:00 P.M. (West Lot Booths remain Open Until 11:59 P.M.)

*Commercial Building Doors Open 10:00 A.M. Monday for last minute set up August 5<sup>th</sup>.*

*Commercial Building Doors open 10:45 A.M. the remainder of the fair dates.*

### TEAR DOWN GUIDLINES

All Booths Must Remain Open and Completely Set Up Until 8:00 P.M. on Sunday, August 10, 2008.

Commercial Booths will close at 8:00 P.M. on Sunday. Carry out items may be removed from 8:00 P.M. to 10:30 P.M.

NO VEHICLES will be allowed on the grounds on Sunday night.

Removal of items will begin again on Monday at 10:00 A.M. Fair security will only be in effect until 10:00 A.M. on Monday.

Sunday, Aug. 10<sup>th</sup>, 2008 -- 8:00 P.M. to 10:30 P.M. Hand-cart only.

Monday, Aug. 11<sup>th</sup>, 2008 – Wednesday, Aug. 13<sup>th</sup>, 2008 -- 9:00 A.M. to 5:00 P.M.

### PARKING AND CAMPING

Parking permits are limited and can be purchased prior to fair at the fair office. NO overnight camping available on the fairgrounds or in Commercial Booth for any reason, at any time. \*The following Motels, Hotels and RV Camp areas are recommended:

#### Hotels, Motels and RV Parks

<p><b>* Hilton Garden Inn Missoula</b>                  3720 North Reserve Street,                  Missoula, Montana, USA 59808                  (406) 532-5300</p>	<p><b>* Southgate Inn</b>                  3530 Brooks                  Missoula, MT                  (406) 251-2250</p>
<p><b>Motel 6</b>                  3035 Expo Pkwy                  Missoula, MT                  (406) 549-6665</p>	<p><b>Super 8 Motel</b>                  3901 S. Brooks                  Missoula, MT                  (406) 251-2255</p>
<p><b>Val-U-Inn</b>                  3001 Brooks                  Missoula, MT                  (406) 721-9600</p>	<p><b>Brooks St. Motor Inn</b>                  U.S. Hwy 12                  Missoula, MT                  (800) 538-3260</p>

#### Missoula Area Campgrounds and RV Parks

<p><b>Jellystone RV Park</b>                  I-90 &amp; Hwy 93 North Exit 96                  Missoula, MT                  (800) 318-9644 (406) 543-9400  <a href="http://www.campjellystonemt.com">www.campjellystonemt.com</a></p>	<p><b>Missoula KOA Kampground</b>                  I-90 Exit 101 (Reserve St                  Missoula, MT                  (800) 562-5366 or (406) 549-0881  <a href="http://www.missoulakoa.com">www.missoulakoa.com</a></p>
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