



New Vendor Information

Thank you for considering the Nebraska State Fair for your means of promoting, introducing, and or producing sales and interest for your product, service, business, or organization!

2020 State Fair: **Friday, August 28 through Monday, September 7 (Labor Day)**

Commercial Exhibits, Displays, and Building Hours:

10am to 9pm each day, except 10am to 7pm on Monday, Sept. 7th.

(Due to safety reasons, on Monday, Sept. 7th, vendors may close and start packing up at 7 pm but NO VEHICLES will be allowed IN THE CORE BEFORE 8 pm.)

Please Read all Rules & Regulations carefully, available at www.statefair.org.

Photographs are required with ALL applications. Concession trailers, commercial, educational, and non-profit booths must submit a photo of what their set-up will look like at the 2020 Nebraska State Fair (photos may be returned if requested).

Complete the enclosed Application Form please print clearly, or type, or complete the online app at www.statefair.org.

List all items that you would like to have on display and/or available for sale - include brand and/or manufacturer's name. Any item that is not included on your application, will not be included on your final contract, and will not be allowed to be on display or for sale at the Fair. NO CHANGES will be approved after July 26.

Liability Insurance is required, and may be purchased through an existing business policy or via the State Fair group policy. Insurance application forms will be available online at www.statefair.org.

Exhibitor Tickets All full-price (paid) spaces will include one season admission pass. Ticket Order Forms will be included with your contract to request your complimentary pass(es) and for any additional tickets that you need to purchase for your staff or volunteers, exhibitor discount will apply.

Submit application and photo(s), to address below.

All application forms will be considered based on your proposed product/service/merchandise available, appearance of display or stand, quality of professional references, also by date application was received. If you would like to inquire about the status of your application – please e-mail: jparr@statefair.org. Applications for products or services not already being shown at the Fair, may be located sooner than ones with a duplicate product. The Nebraska State Fair reserves the right to consider the total number and requested location of merchandise offered for sale or display, including food and/or beverages, as relates to space contracts. **Applicants agree and acknowledge that all legal rights to challenge a denial of this application are waived by submitting this application, and any complaints in that regard will be handled exclusively pursuant to the Nebraska State Fair Rental Rules and Regulations.**

Please allow at least 30 days from date mailed, for an acceptance call or letter regarding a possible space at the Nebraska State Fair. Provide a mailing address and phone number where you can be reached Monday thru Friday from 8am – 5pm.

Food and/or beverage concession locations are highly competitive. We continually look for NEW products and food items not currently being offered. **If you think you have something new, unique, and exciting, please submit an application.** All applications must include photos of your operation during an open for business time.

←←← Fee Schedule and Common Questions are continued on the back side. →→→

Thinking about applying?

You will want to be aware of the following...

Fee Schedule

- **PAYMENTS:** First ½ agreement payment is due at time of acceptance of offer.
Final payment due by July 1, 2020. See **Rules & Regulations #15.1 & 15.2.**
- **BOOTH RENT:** Indoor 10X10 range is from \$592.32 - \$970.26 depending on specific needs. Outdoor Commercial Market Place spaces start at \$27.50/front foot. Outdoor Agricultural Market starts at \$25.00/front foot.
- **ELECTRICITY:** Basic service starts at \$90.00 for a 20 amp outlet (phone charger, laptop, lighting, fan, tv/video, etc.)
- **PERFORMANCE DEPOSIT (PD):** \$200.00 refundable deposit. The deposit is refunded within two weeks after the Fair when your booth follows Rules and Regulations. The most common reason for loss of PD is insufficient staffing of the booth. Workers are allowed to head to the restroom or go get something to eat and that will not be counted against the deposit. However, if the booth is late to open, early to close, or otherwise not open for an extended period, then the booth is in violation.
- **INSURANCE:** General Liability Insurance must list our four (4) entities as Additional Insureds. We have specific limits and wording in our rules. If you can add us to an existing policy, that works. If you cannot, then you may choose to purchase the coverage from our User Policy.
- **ADMISSIONS:** Each full priced booth space will receive one season admission pass. Additional passes may be purchased at the vendor discounted rate.

Common Questions

- **PAYMENT METHOD:** Cash, Money Order, VISA or MasterCard.
No checks will be accepted after July 1, 2020. A return check fee of \$25.00 will be administered for all checks that do not clear on the first try. See **Rules & Regulations #15.5**
- **INSURANCE CERTIFICATE:** Lessee agrees to carry commercial general liability insurance.
Valid coverage is required in the amount of \$1,000,000 per occurrence with four (4) entities listed as Additional Insureds: **the Nebraska State Fair Board, Fonner Park Exposition and Events Center, The Hall County Livestock Improvement Association, and the City of Grand Island as additional insured.** See **R&R #11.1, 11.2 & 11.3.** COI must be on file with our office prior to booth set-up.
- **MAPS OF LOCATIONS:** Maps of indoor and outdoor locations are available at statefair.org
- **BOOTH SET UP / STEP DOWN RULE:** Indoor booths have 8' tall back-walls and 3' tall side-walls.
Both are composed of drapery material provided by Lessor. No lessee exhibit shall extend higher than 8' above floor including signage. No lessee exhibit shall extend higher than 4' above floor in the front 5' of booth.
See **Rules & Regulations #3.5 & Illustration A.**
- **DATES:** Nebraska State Fair runs Friday, August 28 – Monday, September 7, 2020.
- **SET-UP DATES:** Move In for Buildings is
Tuesday, 8/25 8:00am – 5:00pm **XXL EQUIPMENT ONLY:** vehicles, hot tubs, furniture, etc.
Wednesday 8/26 8:00am – 5:00pm **ALL +** Last day to move a vehicle inside EXPO or 4-H Bldg.
Thursday 8/27 8:00am – 8:00pm **ALL** See **Rules & Regulations #3.1.**
- **OPERATING HOURS:** All Indoor & Outdoor Exhibits must be open to the public from 10:00am until 9:00pm each day except for Monday, September 7, when operating hours are 10:00am to 7:00pm. See **R&R #3.2.**
- **PERFORMANCE DEPOSIT:** will be sent out by September 21, 2020, providing the exhibitor is in good standing with Rules & Regulations of the Fair. See **Rules & Regulations #2.6**
- **REFERENCES ARE REQUIRED:** We verify two references on all applications, **BEFORE** we extend any space offer. Be sure to list contact information for two event references where you have participated.

Sales Director, Nebraska State Fair, PO Box 1387, Grand Island, NE 68802

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