

2022 Lyon County Fair

Commercial Outdoor/Indoor Exhibit Regulations and Guidelines

Please read the following regulations and guidelines regarding the operation of the commercial exhibit in the 2022 Lyon County Fair. By reading this, it could save questions and confusion in the future regarding your safety obligations in operating your exhibit properly as a part of our commercial division.

1. **This is Not a Food Concession:** No food or drink may be sold in your exhibit.
2. **Furnishings and Equipment:** You are entitled to one 110- volt electrical outlet to power your exhibit. The cost of electricity is included in your rental fee. Outdoor exhibits you must provide your own extension cords.
3. **Exhibit Management:** You are asked to have our exhibit manned at all hours of operation. If you fail to do so, please have a neighboring exhibitor watch your booth. You are responsible for your products and equipment whether you or a representative are manning your booth or not. Please have your exhibit secured for the time the exhibits are not open.
4. **Exhibitor Parking and Camping:** You are asked not to camp on the fairgrounds overnight unless you have a self-contained unit that runs on a battery. If you do have such a unit you are asked to stay in the unit from closing until daylight. The grounds are patrolled overnight by commissioned security personnel and the less movement in the night the better. Exhibitors commuting to and from home or their motel are asked to park in the public parking areas.
5. **Set up and Strike:** Each exhibitor is responsible for setting up their own exhibit, after which it must be left up for the entire time. Adherence to the set-up and take-down hours is requested.
6. **Location:** The Lyon County Fair Board does not guarantee, verbally or otherwise, the final location of your exhibit. No protests will be allowed; however, you will be excused without refund of rental if you desire to leave early. In this case you must stay through the evening in which you decide to leave. All attempts will be made to make your location as satisfactory to you as possible. You will not be allowed to move your exhibit after noon Friday, August 5, 2022, to another location outdoors unless it is agreeable to the Exhibit Coordinator. All requests to move must be taken up initially with the Exhibits Coordinator.
7. **Products:** Exhibitors found to be selling or promoting unlawful and immoral items whether it be by poster, spoken word, or the product itself will be closed immediately and then removed at the close of the evening by security at the decision of the Exhibit Coordinator. We ask that you do not sell KNIVES OR GUNS. Any and all complaints of suspected wrongdoings in this context will be researched and you are subject to further questioning by either fair or Security personal. You will further cooperate in this questioning, or you will be asked to leave at the conclusion of the evening of operation. In all cases, no refund of rent will be allowed, and you will be subject to all local laws and law enforcement officers. If you are in question of any items, you may be displaying, contact the Exhibit Coordinator before your first day of operation and okay those items ahead of time to avoid any of the ramifications of this regulation.

8. **Nightly Closing:** Each exhibitor will adhere to the planned hours of operation and will assist the Exhibits Coordinator and staff in dispensing crowds at their exhibit to achieve a timely and orderly shut-down for the evening.
9. **Hazards:** No open campfire or other hazards such as sharp objects or contaminated materials are permitted. Extreme caution is emphasized to avoid overloading or excessive, dangerous extensions being hooked up to power on exhibit.
10. **Display and Shopping Area:** Exhibitors are prohibited from overstepping their allocated shopping area of their exhibit unless the neighboring exhibitor(s) are in agreement of these actions. In the case of selling or passing out fliers or coupons, all due respect and tact will be taken in doing so from your area in order to not harm the exhibit or neighboring patrons.
11. **Advertisers:** The Lyon County Fair Board strictly prohibits any person soliciting advertising from you, the exhibitor, during your stay, for money, products, or coupons. If you wish to advertise by media or printer, contact the Exhibit Coordinator, otherwise report any solicitation immediately to the Exhibit Coordinator.
12. **Cooperation:** All exhibitors are expected to work together; any complaints should be reported to the Exhibits Coordinator, as soon as possible. Likewise, any problems such as power outages, etc. should be reported immediately to the fair office. Each exhibitor is asked to keep their space clear of litter and in good order at all times. Failure to abide by any of these regulations or within the parameters of our program as set forth in the proceeding information or following setup/strike/operation schedule is subject to either a warning and or removal from the grounds without recovery of rental monies, and all future participation privileges revoked.
13. **Pets:** No pets are allowed to be in the exhibit area at any time. The only exception is a service dog.
14. **Tax Number:** Each exhibitor selling items is required to have a tax number and it is their responsibility to report their sales to the Kansas Dept. of Revenue. Your name and business will be forwarded to the State of Kansas. The state does not provide temporary tax numbers anymore.
15. **Trash:** We ask that you police the area around your exhibit and pick up all trash that is laying around.
16. **Insurance:** You are REQUIRED to provide a Certificate of Insurance when sending in your application Stating Lyon County Fair/Lyon County Commissioners P.O Box 1161 Emporia, Kansas 66801 under certificate holder.

DESIGNED HOURS FOR SET-UP
OUTDOORS

Outdoor exhibits should be set up by 5:00 p.m. on Thursday, August 4th. If possible, please set by Wednesday, August 3rd. All cars MUST be removed from the vendor area by 5:00 p.m. each day.

BOWYER BUILDING SET-UP

On Thursday, August 4th at 9:00 a.m., you may start setting up your Commercial Exhibit. Friday, August 5th the building will open at 8:00 a.m. It will be open all day for set-up. Please have your exhibit set up by 5:00 p.m. Friday, August 5th. Exhibitor hours will be from 5:30 p.m. - 9:00 p.m. starting August 5th-August 8th.

HOURS OF OPERATION

Each night the Bowyer Building opens at 5:30 p.m. and will close at 9:00 p.m. The outdoor exhibits need to be open by 6:00 p.m. The carnival will run from Thursday, August 4th thru Saturday, August 13th every night from 6:00 p.m. - 10:00 p.m. If you would like to open your outdoor exhibit before 6:00 p.m. you may do so. Exhibits should be shut down when the carnival shuts down.

DESIGNATED HOURS OF TAKE DOWN

Outdoor exhibits may be taken down on Saturday, August 13th after the carnival has stopped. If you cannot get your exhibit taken down by Sunday, August 14th please let the fair office know when you will be taking it down.

The above hours must be strictly adhered to.

If you have any questions, please call Sheila Price at 620-342-5014 (Fair Office) or Ken Duft at 620-343-5347. You may also send an email to lyoncountyfairks@gmail.com.

**LYON COUNTY FAIR
PO BOX 1161
EMPORIA, KANSAS 66801
620-342-5014**