**Autauga County Fair Booth/Exhibitor Rules**

Forms submittal deadline **October 1st**

*Mail completed registration form and payment to:*

Autauga County Fair Organization (ACFO)

P. O. Box 680267

Prattville, AL 36068-0267

**ACF Physical Location**

1050 Martin Luther King Drive

Prattville, AL 36067

**ACF Hours**

Tuesday to Friday 5 PM to 10 PM

Saturday 12 PM to 10 PM

**SETUP TIMES** for Booths – Friday &Saturday (weekend prior to Fair week)

Doors open 9 am to 4 pm

**TAKEDOWN** – Sunday following Fair Week ….Doors open - 10 AM to 3 PM

***Booth Rules***

**GENERAL RULES**

* All groups erecting a booth inside or outside must complete a Booth Registration Form.
* Tables and chairs are not provided by the Autauga County Fair Org. You must provide your own.
* Each booth should have its Organization/Business name displayed prominently.
* Rent for Booths vary. Please refer to Booth Rental Map. Rent is non-refundable.
* Booth space is limited; therefore, spaces will be pre-assigned on a first come first-assigned basis as
* Booth Registration Forms are received.
* Due to limited space to unload, please completely unload your vehicle in the designated area and move your vehicle to the parking area.
* PETS ARE NOT ALLOWED ON THE FAIRGROUNDS OR EXHIBITION FACILITIES. The only exceptions are trained service dogs, and dog show entries, on leash. All contestants with animals must have proper credentials. Fair Management must approve animals on the fairgrounds for Commercial or Sports and Wildlife displays. Animal owners are responsible for cleaning up after animals.
* NO GUNS, ALCOHOLIC BEVERAGES or ILLEGAL DRUGS allowed on the Fairgrounds.
* Exhibitors are responsible for the collection and remittance of sales tax on their sales.

**BOOTH SET UP TIMES**

* Upon arriving at the Fair, check in with the Fair Office located in the back of the Arts and Crafts Building to receive your booth card. This card must be visible in the booth at all times.
* During the above times, Fair Officers will be available to assist Unless prior arrangements are made, any booth not occupied by Saturday night will be made available for additional Commercial Booths on a first come, first served basis.

**BOOTH DISASSEMBLY TIME**

* All booths must be disassembled on Sunday. This includes complete cleanup of exhibit area and removal of all nails, tacks, and staples from booth frames. Any booth material not removed from the Exhibition Center by 3:0pm on Sunday, becomes the property of ACFO and will be disposed of accordingly.

**BOOTH POLICY AND PROCEDURES**

* The Fairgrounds are closed at all times other than the published times, no one other than ACFO members and volunteers are allowed in the buildings except during hours the Fair is open to the public.
* Staffed Booths are defined as a booth in which a person(s) remain(s) at the booth.

**General Booth & Arts and Crafts Judging Rules**

1. Only ACFO members and their Volunteers are allowed in the exhibit display area during judging.

2. Competition is open to the general public.

3. The ACFO reserves the right to change any and all rules and cancel any classes because of acts of God, excessive rains or cause not within the power of the management to control.

4. Each exhibitor must confine himself to the booth provided.

5. Unless otherwise listed in catalog, judging will be Monday.

6. The names of the individuals, schools, communities, or clubs having booth exhibits will not be displayed until after the judges have made the awards.

7. Money will not be awarded this year, only ribbons.

8. Where there is no competition, the judge shall have the authority to place awards according to merit of the article or exhibit.

9. While every precaution will be taken for safeguarding exhibits, the owners assume all responsibility for any accident, loss, of damage that may occur. Neither the ACFO, its officers nor agents will be responsible for any accidents, loss or damage.

10. Unless otherwise stated, exhibits entered for competition will not be permitted to be sold or removed during the fair. They may be sold the last day of the fair but are not to be removed prior to the time specified in BOOTH DISASSEMBLY TIME above.

11. Articles on display must not be handled by visitors.

12. Clubs or organizations that entered booth exhibits last year and enter again this year must have a theme different from last year.

13. Clubs or organizations that enter booth exhibits must not duplicate any exhibit shown the previous year. Those exhibitors that do so will not be judged and will receive no awards.

14. Exhibitor must also observe any additional rules that apply to the different classes in which their exhibits are entered.

15. Individuals may enter one item per class, except in the “Other” class and it is approved by the ACFO .

16. No club may have more than one exhibit.

17. Advertising on the grounds by means of posters, prints, handbills, samples, etc. will not be permitted, except upon agreement with the management.

18. Only one business / club per space allowed. No sharing of space.

19. Commercial booths and special exhibitor's booth are to remain in the commercial and exhibit building all week (Tuesday thru Saturday). You may dismantle your booth on Sunday after the fair ends on Saturday.

20. No club, organization, group or individual will be permitted to sell or serve food, drink, or any other items that conflict or are in competition with the food booth concession or vendors on the Midway.

21. The AFCO Fair Committee will award a "Best of Show" ribbon to the highest scoring booth.

22. No pets will be allowed in exhibit buildings other than service animals.

23. The decision of the Selection Committee is final.

24. ACFO Committee cannot assume responsibility for theft or damage.

25. In the event of cancellation of ACF due to weather, refunds cannot be made.

26. Exhibits must be set up by 4 pm, Saturday April 12 and not dismantled before 10 am, Sunday, April 20, 2014. This will be enforced. If you dismantle early, you will not be invited to participate next year.

27. The use of any loudspeaker, other instrument, or device for the purpose of attracting attention by creation of music or any noise is prohibited unless approved by the ACFO Committee.

28. The ACF Food Court will be located in the stage area. Please visit the food vendors and enjoy.

29. Remember if you did not request electricity, we have not provided any. We have made great efforts to provide reliable electricity when requested. Our electrical hookups are limited. The unauthorized use of electricity is strictly prohibited.

30. Please remember there will be no "fresh" food sold within the boundaries of the booths. All "fresh" food will be located in a designated Food Court area. Please comply with this request.

31. Vendors are not allowed outside their designated booth space to sell items or solicit patrons. No exceptions.

32. It is your responsibility to know the following rules and regulations and abide by them as part of your contract with the Autauga County Fair. It is important that any representatives or employees working in your exhibit be aware of the rules set forth herein. In the event the Exhibitor fails to comply in any respect with the terms of this agreement, all payments for the exhibit space shall be deemed earned and non-refundable by the Fair, and the Fair shall have the right to cancel the contract and occupy the space in any manner deemed in the best interest of the Fair, without further notice to Exhibitor.

33. The management of the Autauga County Fair reserves the right to amend, add to, and interpret these Rules and Regulations and to determine, finally, all questions and differences with respect thereto, arising out of, connected with, or incident to the Fair.

34. The Exhibitor agrees to indemnify and save harmless City of Prattville, the Autauga County Fair Organization, its officers, agents, employees, and volunteers from any and all claims, causes of action and suits accruing or resulting from any damage, injury, or loss to any person or persons, including but not limited to all persons to whom the Exhibitor may be liable under any Worker’s Compensation Law and Exhibitor himself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares, or merchandise, caused by, arising out of, or in any way connected with the exercise by the Exhibitor of the privileges granted herein.

35. BOOTH BOUNDARIES WILL BE CLEARLY MARKED BY FAIR PERSONNEL AND NO PORTION OF EXHIBITOR’S DISPLAY MATERIALS MAY EXTEND BEYOND THE CONFINES (FRONT, BACK,OR SIDES) OF THE SQUARE FOOTAGE ALLOCATED. NO VENDOR WILL BE PERMITTED TO DISPLAY PRODUCTS THAT OBSTRUCT THE VIEW OR DISADVANTAGEOUSLY AFFECT THE DISPLAY OF OTHER VENDORS!. Exhibitors are prohibited from displaying, selling and/or promoting

any product not listed in the space contract and shall not exhibit any advertising material not directly pertaining to the approved items.

36. No food or beverage (including water) may be given away anywhere on the Fairgrounds without approval of Fair Management, as doing so conflicts with concession rights held by others. Exhibitors wanting to distribute free, small liquid and food samples must obtain permission to do so before the Fair opens.

37. The placing of advertising material on or in automobiles in the fairgrounds parking lot is specifically prohibited and no permission for such distribution will be granted under any circumstances.

38. Fair Management reserves the right to refuse exhibits that would in any way detract from the dignity of the Fair, and to refuse space when deemed unsuitable by Management.

39. All Exhibitors are expected to conduct themselves in a professional manner and according to the Rules and Regulations. Any unruly conduct, refusal to follow rules, or use of foul language to Fair patrons or Fair personnel will be considered grounds for expulsion from the Fair. It is Fair policy to maintain clean facilities, neat grounds, and respect for Fairgoers and Exhibitors

39. All Exhibitors are expected to conduct themselves in a professional manner and according to the Rules and Regulations. Any unruly conduct, refusal to follow rules, or use of foul language to Fair patrons or Fair personnel will be considered grounds for expulsion from the Fair. It is Fair policy to maintain clean facilities, neat grounds, and respect for Fairgoers and Exhibitors. For the mutual benefit of all, Management retains the right to remove any Exhibitor and his or her exhibit from the Fairgrounds for violating Fair policy or not complying with these Rules and Regulations.

40. Exhibitor is entirely responsible for the space assigned to him/her and agrees to reimburse Fair for any damage to the real property, equipment, or grounds used in connection with the space assigned to Exhibitor, reasonable wear and tear and damage from causes beyond Exhibitor’s control excepted.

41. EXCLUSIVE CONTRACTS – If ACFO has an exclusive product contract with a vendor (example soft drinks), then any booth in the fair that sells this product has to purchase it from the exclusive vendor only. Failure to follow this rule will result in closing your booth or restocking with the vendor’s product and a fine to be determined by the ACFO Officials.

ASSISTANCE:

ACF volunteers will not set up your booth for you but will otherwise be available to assist in any manner

possible. For other types of assistance, please contact the ACFO office located in the Arts & Crafts building at the Fairgrounds.

Gates will be open to exhibitors at the previously stated dates and times for set-up. After UNLOADING, please move your vehicles to the parking areas noted on the parking map. The Autauga County Fair Organization DOES NOT ASSUME RESPONSIBILITY FOR ANY DISPLAYS OR OTHER PROPERTY. All exhibits must be set up and all vehicles must be removed from the exhibit area by 5 pm Saturday, April 20, 2014.

**EXHIBIT AREA**

Please set up your exhibit within the booth space (s) marked. In the center of each space there will be a marker denoting the space number. Vehicles without special permission will not be allowed to move in and out of the exhibit area. Vehicles must remain in the parking area. Since the area is crowded, please have patience with delays in moving out of the area for everyone's safety. Therefore, ACFO Committee requires that no exhibit is to be dismantled before 10 am on Sunday. THEN PLEASE USE CAUTION.

**PARKING**

Please reference the parking map for parking areas. Parking is on a first-come first-served basis at no charge.

**FOOD & DRINK**

Concession Stands will be located in a designated "Food Court" area surrounding the stage area.

**NO SHOWS**

If you find that you will be unable to attend the fair, please contact the ACFO, telephone number (334) 717.0277.

It is the responsibility of all Exhibitors, including those with booths, to read and comply with the General Rules and Special Rules on our website (www.AutaugaCountyFair.com). Furthermore, the Person in Charge is responsible for informing Booth Staffers of procedures. Fair Management and Volunteers are not responsible for any misinformation. Printed Rules, Policies and Procedures will take precedence. By signing the booth contract, it is acknowledged that the rules have been read, understood, and will be complied with of the Autauga County Fair.

Thank you for participating in the Autauga County Fair! We look forward to working with you.

Shawn Hudak

Autauga County Fair Commercial and Non-Profit Booth Coordinator

shawn@autaugacountyfair.com