



2019 Shawnee County Fair – Non-Profit Registration Form

Kansas Expocentre – Exhibition Hall

July 25-28, 2019

Mail completed registration form to:
Shawnee County Fair Board
1740 SW Western Ave
Topeka, KS 66604
shawneecofairboard@gmail.com
(785) 260-0382

Mail your registration before July 1.
No entries will be accepted after July 19.
We cannot reserve your space until
we receive your signed registration form.

All applications must meet Fair Board approval.

Business Name: Contact Name:
Address: City: State: Zip:
Phone: Email:

List items for display/demonstration:
Description of table layout:
(Table/Booth numbers listed on second page on map.)
Table location requested :
(list in order of preference)

Equipment requested is as follows:

1 - 8' table space: [ ]

Electricity (if needed): [ ]

All locations are first come first serve. Please see map for spots.

\* \* \*

Wireless internet is included for the duration of the fair.

\* \* \*

Please ask for the password when you check in.

\* \* \*

Expocentre Security is provided; however, Vendors are responsible for their own products and equipment.

VENDOR/CRAFTER HOURS:

- Check-in and setup: Thursday, July 26 from 8:00-10:00 am
Vendors are not required to remain open ALL hours of fair. Expocentre doors open at 7am each morning.
Fair open Thursday: 8:00 am - 10:00 pm
Friday: 7:00 am - 10:00 pm \*Concert starts at 6:30pm so traffic may be slow.
Saturday: 7:00 am - 10:00 pm \*4H Family Fun Night at 6:30pm so traffic may be slow.
Sunday: 7:00 am - 4:00 pm (fair closes following the fashion revue)

The Fair Board reserves the right to refuse entry to Non-Profits with items that are inappropriate for the fair environment, including (but not limited to) drugs, tobacco/cigarette products (including smokeless/vapor cigarettes), alcohol, firearms and other weapons, profanity, and vulgarity. Pursuant to Kansas State Statute 2-139.

Each Contractor shall obtain and keep in force until completion of the Shawnee County Fair including set up and tear down, a commercial general liability insurance contract with liability limits equal to or greater than \$1,000,000 each occurrence. The contractor shall provide a certificate of insurance to the Shawnee County Fair Board evidencing such coverage within ten days of the signed contract. Such Contractor shall name Shawnee County Fair Board as an Additional Insured.

**Hold Harmless/Indemnification:** The undersigned hereby releases and indemnifies and agrees to hold harmless the Shawnee County Fair Association, its board and sponsors, Shawnee County Commissioners, Global Spectrum, L.P., and the Kansas Expocentre on accounts for damages, injury, theft, or losses of any kind to the undersigned's property for personal damage or injury at the Shawnee County Fair. July 25<sup>th</sup> through 28<sup>th</sup>, 2019. The undersigned agrees to abide by all rules set forth by the Shawnee County Fair Association and all pertinent laws, codes, and regulations of municipal or other authorities having jurisdiction over the exhibit facility. Contractor shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from the Shawnee County Fair. Contractor shall INDEMNIFY, SAVE AND HOLD HARMLESS Shawnee County Fair Board and its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from the Shawnee County Fair.

If you have any questions, please email [shawneecofairboard@gmail.com](mailto:shawneecofairboard@gmail.com)

**By signing below I state that I have read and fully agree to be bound by the guidelines and information of this application and that the information I have provided is accurate and current.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only:

This is the current known layout for the Vendor Section of the Fair. We have been informed that with proposed remodeling of the Expocentre Facilities, this layout could potentially change. Should the Fairboard be notified of a change of venue we will do our best to notify vendors as quickly as possible.

