



## 2023 GUTHRIE COUNTY FAIR

August 31-September 4, 2023

[www.guthriecountyfair.com](http://www.guthriecountyfair.com)

TO: Fair Vendors

Hello from the Guthrie County Fair! The board would like to invite you to exhibit at our fair that is held over Labor Day Weekend. Here is current information about our fair and a vendor application.

**INSIDE VENDORS:** Vendors in our Event Center will have booth spaces 8' x 10'. This building is air conditioned and there are electrical outlets. Each booth will have one banquet size table and 2 chairs available. There are no pipes or tarps dividing spaces. You are encouraged to decorate your space as you see fit as long as it is within the space provided. You are welcome to bring additional tables or supplies, as long as they do not extend into the walkways. No tape, tacks, nails, etc. are to be attached to the walls or ceiling. A \$200 fine will be charged if you are in violation of this and you will not be allowed to exhibit in the future at the fair. There is a wood railing on the wall around the building that can be used to hang items with if needed. Hooks are available for the railing, but must be returned after fair!

**OUTDOOR VENDORS AND CONCESSION STANDS:** Electrical hookups are provided. Outdoor vendors and concessions are encouraged to be open at a minimum the hours listed below. The Fair board does need a few food booths who are willing to be in the grandstand area for the entertainment at night. Please indicate if you would prefer a spot there.

**GENERAL INFORMATION:** Booth space will be on a *first come basis*. If you are interested in renting a booth space for 2023, please complete the vendor application and return it to the address listed on the form with a check. Make all checks payable to the GUTHRIE COUNTY FAIR. No free exhibitor passes or wristbands are included with the fees. You will need to purchase them the first day you arrive. Parking is always free on the fairgrounds. You may begin setting up your booth any time after 9 a.m. on Thursday. Note: Thursday is free gate admission and the building will be open to the public at noon that day. Feel free to set up earlier than Friday if you prefer.

**BUILDING HOURS OPEN TO PUBLIC:** If you are a vendor at the Event Center, the building hours are listed below. You must have your booth set up no later than by NOON on Friday.

Thursday	Noon to 8 p.m.	Sunday	11 a.m. to 8 p.m.
Friday	9 a.m. to 8 p.m.	Monday	9 a.m. to 2 p.m.
Saturday	11 a.m. to 8 p.m. (Open after the parade)		

We look forward to seeing you at the 2023 Guthrie County Fair!  
Guthrie County Fair Board



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### Booth Rental Agreement

\_\_\_\_\_ agrees to the following provisions for a booth at the 2023 Guthrie County Fair.

1. Exhibitor/Vendor agrees to pay the Guthrie County Fair Board a rental fee of:  
\_\_\_\_ \$50.00 – 8 x 10 Inside booth at the Event Center, 1 table and 2 chairs  
\_\_\_\_ \$50.00 – Outside booth on fairgrounds (electric only provided)  
\_\_\_\_ \$250.00 – Concession stand (110 and/or 220 amp electrical outlet)  
\_\_\_\_ \$250.00 – Grandstand Concession stand (110 and/or 220 amp electrical outlet)  
\_\_\_\_ \$220.00 – Event Center Kitchen Rental  
\_\_\_\_ \$\_\_\_\_\_ Other rental \_\_\_\_\_
2. The Health Department will have inspections throughout the week of the Fair. This is to maintain the safety of serving food. **FOOD VENDORS, please send proof of insurance with your application.**
3. Exhibitors/Vendors will be responsible for any and all costs associated with setting up your booth, including, but not limited to display surfaces and clean up. Only the space will be provided.
4. Neither the Guthrie County Fair Board nor any of its agents will be responsible for any losses and/or damages that may occur in conjunction with the Guthrie County Fair.
5. No free admission passes will be given with vendor fees paid. They will be available to purchase when you set up on Thursday or Friday. The cost of the admission pass is \$20.
6. **ALL EXHIBITORS ARE REQUIRED TO STAY FOR THE DURATION OF THE FAIR!** (Friday at noon thru Monday at 2 p.m.)
7. Booths may be taken down between the hours of 1 – 3 p.m. on Monday. You are responsible for cleaning your area of trash and placing trash in the proper containers.

8. Please list below the items your booth will be selling:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The Guthrie County Fair Board reserves the right to revoke this agreement for conduct which does not reflect the views and purpose of the Guthrie County Fair, or adherence to this booth agreement. Exhibitors/Vendors not adhering will be asked to leave the premises and future participation will be denied.

10. The Guthrie County Fair Board will not refund booth fee after August 1, 2023.

Exhibitor/Vendor \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_ Day \_\_\_\_\_ Night \_\_\_\_\_

\_\_\_\_\_  
Signature of Exhibitor Representative

\_\_\_\_\_  
Date Signed

Make check payable to: **GUTHRIE COUNTY FAIR**

Please return completed application with remittance to:

Guthrie County Fair  
Attention: VENDORS  
P.O. Box 153  
Guthrie Center, IA 50115

*For Fair Board Use Only*

Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_