

Preble County Pork Festival, Inc.
2010 EXHIBITOR INFORMATION, RULES & REGULATIONS
(Please Read & Keep)

1. EXHIBITS: Arts, crafts, commercial and related items, manufactured and assembled items can be exhibited. We encourage demonstrations and assembly in your exhibit area to enhance your display and the festival. The words 'Preble County Pork Festival' and the corporate logo are copyrighted and cannot be used on any item without permission of the Board of Directors of the corporation.
2. HOURS: Exhibits are open from 8 a.m. to 9 p.m. Saturday, Sept. 18, and from 8 a.m. to 5 p.m. Sunday, Sept. 19.
3. SECURITY: Security is provided from 6 p.m. Friday to 6 p.m. Sunday.
4. CHECK IN & SETUP: All exhibitors must check in at the Exhibit Office located on the Main Drive near the center of the fairgrounds upon arrival. Check in times are as follows: Thursday Sept. 16th, from 5:00 p.m. - 9:00 p.m. and Friday Sept. 19th, from 7:00 a.m. - 9:00 p.m. **LOCATION ASSIGNMENTS WILL BE GIVEN WHEN EXHIBITORS CHECK IN, location of your booth will not be available until check in time.** All vehicles must be out of the exhibit area by 7 a.m. Sat. and Sun.
5. **VEHICLES: All vehicles are prohibited in the EXHIBIT AREA during festival hours.** Towing will be enforced!
6. FOOD: No exhibitor shall sell food or drink items for consumption in the exhibit area.
7. TOYS-NOVELTIES: **Only handcrafted toys shall be exhibited and sold.** No other toys, toy novelties, inflatables (except authorized balloons), or noisemakers shall be sold by an exhibitor. **The Exhibit Committee has the right to ask for removal of these items.**
8. RAFFLES: Raffle tickets may not be sold by any exhibitor. Drawings are permitted if no consideration is involved.
9. OBJECTIONABLE ITEMS: Objectionable items, such as **WEAPONS, FLEA MARKET ITEMS, DRUG PARAPHERNALIA, OBSCENE AND/OR PORNOGRAPHIC MATERIALS CAN NOT BE SOLD.** **The Exhibit Committee has the right to ask for removal of these items.**
10. SUBLETTING OF SPACE: PROHIBITED - NO EXCEPTIONS
11. OUTSIDE SPACES: Outside spaces are 20' x 20' but, could vary according to space limitation. An ELECTRICAL HOOK-UP is necessary for most outside spaces. Only 20' frontage available per space rented.
12. INSIDE SPACES: Inside spaces are in open-sided livestock barns or enclosed buildings. All inside spaces are under roof.
 - A. The **majority** of inside spaces are 10' wide and 8' deep.
 - B. Some inside spaces have a 4'-high back wall; **many do not.**
 - C. All inside spaces are within 15' of an electrical outlet. There is no charge to use an extension cord.
 - D. Each single electrical outlet shall be limited to 500 Watts, i.e. 5 -100 Watt light bulbs.
13. SPACE LIMITATIONS: The Exhibit Committee may limit exhibits to eight (8) spaces.
14. DELIVERIES: The Exhibit Committee will not be responsible, at any time, for deliveries made to individual exhibitors.
15. TABLES & CHAIRS: Exhibitors must furnish everything they need to display their merchandise, i.e. tables, chairs, dividers, etc.
16. DIGGING: No exhibitor shall dig on the fairgrounds because of buried cables and service lines.
17. GENERAL EXHIBIT AREA: Impromptu demonstrations, the carrying of placards or any activity deemed disruptive to the safety or general operation of the festival or interfering with the normal conduct of business by authorized vendors shall not be permitted in the exhibit area. **Each exhibitor must stay in their assigned exhibit spaces.**
18. EXHIBIT AREA APPEARANCE:
 - A. Each exhibit must be within its **DESIGNATED AREA.** **NO items will be allowed in walkway.**
10x10 pop up tents are not acceptable inside spaces. All walkways must be clear of obstructions.

- B. Each exhibit shall be neat and orderly.
 - C. **All merchandise shall be of #1, Class A quality.**
 - D. No used items shall be exhibited or sold unless they are part of an art or craft.
 - E. **Jewelry shall be displayed in cases or hung on racks.**
 - F. Cardboard boxes shall not be used to display items.
 - G. Only those items listed on the contract shall be exhibited.
 - H. **All items must be sold within the booth area. Roving sales are prohibited.**
 - I. **Informational materials are not to be "handed out" or otherwise randomly distributed.** They must be securely displayed in an established booth where they are available to interested parties.
 - J. **Clothing, and clothing accessories (including belts and purses) must be hung up properly on display mounts.**
19. CHANGE: Exhibitors should bring enough change for their monetary needs. For those needing change, the EXHIBITOR BANK, located in the lobby of Bruner Arena, will be open from 11 a.m. - 1 p.m. and 4 p.m. - 6 p.m. on Saturday and from 10 a.m. to noon on Sunday. **You must bring your exhibitor badge to be recognized by the tellers.**
CHANGE IS UNAVAILABLE AT ANY FOOD or DRINK STAND.
20. EXHIBITOR CAMPING: Exhibitors must camp in the designated area and reserve a campsite PRIOR TO THE FESTIVAL. Only the camping unit and one other vehicle is allowed on each campsite. **THE TOTAL LENGTH OF THE UNIT(S) MUST BE PLACED ON YOUR CONTRACT FOR PROPER PLACEMENT (OF YOUR CAMPER) BY THE COMMITTEE.**
21. ELECTRICITY: Access to all electrical switch boxes must be kept clear. An electrician is available at all times.
22. FEES: Please see application. Applications are due in by April 30th. Applications RECEIVED after April 30th will incur additional charge. Please see application.
23. PAYMENT: Full payment must accompany a completed contract. **Anything less will be returned with application.**
24. RETURNED CHECKS: A fee of Fifteen (15) Dollars will be assessed for each returned check. A Money Order or Cashiers Check in the amount of the returned check plus the \$15 fee will be required for payment.
25. CONFIRMATION: Confirmation of payments received will be mailed (or e-mailed) promptly by the committee. If you receive a confirmation this means you WILL be assigned space(s). You will receive your assigned location once you check in. **IF YOU DO NOT RECEIVE A CONFIRMATION OF YOUR PAYMENT WITHIN 60 DAYS, PLEASE EMAIL porkfestival@hotmail.com.**
26. REFUNDS: Refunds will be limited to 80% prior to August 1st. No refunds after August 1st, no exceptions. No refunds for directory advertising at any time.
27. AREA MOTELS: A list of area motels, campgrounds or directions to the festival are available Call (937) 456-7273 or e-mail pauleray@embarqmail.com.
28. LIABILITY: EXHIBITORS DISPLAY AT THEIR OWN RISK. THE PREBLE COUNTY PORK FESTIVAL, INC., ITS DIRECTORS AND COMMITTEES ARE NOT RESPONSIBLE FOR ANY THEFT, DAMAGE OR ACCIDENT OCCURRING DURING THE FESTIVAL OR RESULTING THEREFROM.

EXPO CENTER RULES!

**The following items are not acceptable in the Expo Center
BEDSHEETS, T-SHIRTS (UNLESS EMBROIDERED), SUNGLASSES, FLEA MARKET ITEMS, WEAPONS**

1. NO BOXED ITEMS
2. NO ITEMS SHALL BE SOLD OUT OF BOXES - OR BINS
3. All items MUST be displayed professionally
4. All tables MUST be covered with tablecovering
5. Commercial and Demonstration Exhibits ARE allowed but have to be kept inside booth area.
6. NO Seating or storage to be around the expo center walls

EXPO RULES WILL BE ENFORCED