

**NEW SIZE
ALL BOOTHS
ARE NOW 8' X 12'**

Bradford County Fair Association, Inc., d/b/a
The Bradford Agricultural Fair
 APPLICATION FOR EXHIBIT BOOTH SPACE AT THE 2024 FAIR

**DEADLINE FOR APPLICATION
SUBMISSION: 2/14/24**

APPLICANT INFORMATION FORM

PLEASE PRINT

Contact Name: _____
 Company/Group: _____
 Address: _____
 City: _____ Zip: _____
 Phone: _____
 Cell Phone: _____
 E-mail: _____

Annual Theme Booth Contest

The BCFA will award the best overall booth with the following recognition:

- 1st Place - Plaque and \$100 2nd Place - Plaque and \$50
 3rd Place - Plaque and \$25

In order to be judged, your booth must be completely set-up and ready for the judges by 12:00 noon on Tuesday, March 5th.



Sales Tax rates are different for your booth rentals this year, they are taxed at 5.5%.

Booth and Area Rental Fees

_____ Booth(s) @ \$250 + \$13.75 Sales Tax* = \$263.75 \$ _____
 Kitchen in Bldg #1 @ \$1,000 + \$55. Sales Tax* = \$1055.00 \$ _____
 Back porch, Bldg 1, \$750 + \$41.25 Sales Tax = \$791.25 \$ _____
 _____ Tables @ \$20 + \$1.10 Sales Tax* = \$21.10 \$ _____
 _____ Chairs @ \$3 + \$0.17 Sales Tax* = \$3.17 \$ _____
 _____ Admission Tickets @ \$6 ea. \$ _____
(General Admission is \$7.00 this year if not purchased in advance)
 _____ Weekly Passes @ \$25 ea. \$ _____
(Weekly passes reflect a \$21.00 saving off the daily rates)
 _____ **Total Enclosed** \$ _____

For limited spaces outside contact our office (904) 964-5252.
 Does your exhibit area need electricity? _____
(This will determine where your booth can be placed)

Briefly describe your booth and any products and/or foods you wish to sell: _____

PLEASE NOTE: The Bradford Agricultural Fair will be open during normal weather conditions. If severe weather, such as tornadoes, severe lightning or excessive rain threaten our area the Fair will shut down based on the projected duration of the storm. A final decision to close the Fair will be made with the consultation of Deggeller Attractions, Bradford Emergency Management and the Bradford County Fair Inc., d/b/a The Bradford Agricultural Fair.

Sales Tax Notice

* Non-profit and tax exempt organizations still have to pay certain sales taxes on products sold at events. It is your organizations responsibility to collect and report the required taxes to the Florida Department of Revenue. Your booth space is subject to Florida State Sales tax **UNLESS** you provide us with a Sales Tax Exemption form and a 501(c) 3 designation.

Anyone selling food of any type is also subject to the State of Florida Health Department Regulations for dispensing such items. You are responsible for any fees associated with these permits. You are required to have a copy of you sales tax exemption form and your Federal exemption form when the Health Dept. performs their inspections on opening day.

By my signature below I certify that I have read the Rules and Regulation for the 2024 Bradford Agricultural Fair concerning these application for booth space and certain areas at the Fair. I understand that a "Certificate of Insurance" may be necessary. (See the Liability Insurance statement (on the right) above.)

Signature _____

PRINTNAME _____

BCFA 2 - 01/24 Date: ____ / ____ / ____

Dates and Times of Booth Operations

Tuesday	March 5th	5:00 - 10:30 PM
Wednesday	March 6th	5:00 - 10:30 PM
Thursday	March 7th	5:00 - 10:30 PM
Friday	March 8th	5:00 - 10:30 PM
Saturday	March 9th	2:00 - 10:30 PM

Booth Dimensions: All booth spaces are 8'x12'. and chairs are available for an additional fee.

See column at the left to order them.

Booth Set-up and Removal Policy

Exhibitors may start their booth set-up on Saturday, March 2nd from 12:00 Noon until 3:00 PM and Monday, March 4th from 10:00 until 4:00 PM. **No Set-up activities on Sunday, March 3rd.** All Booths **MUST** be totally set-up by 12:00 noon on Tuesday, March 5th.

REMOVAL OF EXHIBIT MATERIALS CANNOT BEGIN UNTIL SUNDAY, MARCH 10th 10:00 am - 3:00 pm and continue Monday, March 11th, 9:00 am - 3:00 pm

Exhibitor Passes - ALL EXHIBITORS, NO EXCEPTIONS!

Each Exhibitor booth space will be given **TWO (2)** passes for each day. This will allow two people to work your booth for each space rented. (1 booth = 2 passes; 2 booths = 4 passes, etc.). Additional passes will cost the discounted rate *at the left* or you can purchase weekly *individual* (per person) passes for \$25.00 each. **BOOTH WORKERS MUST ENTER THROUGH BUILDING 1 ONLY.** If you want to purchase these additional discounted admission tickets or weekly passes please indicate in the space provided to the left and include your payment.

Liability Insurance

Any entity, commercial or non-profit, selling any food, products or having a service animal on site or in their booth (a state issued animal certification must also be provided) are required to provide a "Certificate of Insurance" naming the *Bradford County Fair Association, Inc.* as an additional named insured. *Your insurance carrier will not charge for this certification.* Please send with this application if at all possible but no later than **10 days before the start of the Fair.**

Contracts

The Bradford County Fair Association, Inc. reserves the right to reject or modify any application for booth/exhibit space. This contract is not binding until approved by the Bradford County Fair Association, Inc. and/or the Fair Manager.



Receipt for application for the 84th Annual Bradford Agricultural Fair to be held March 5th - 10th, 2024

BAF Representative: _____
 Date: ____ / ____ / ____
 Payment Received: \$ _____ Date: ____ / ____ / ____
 Booth number(s) assigned: _____ (To be determined at set-up.)
 No. of Tables: _____ No. of Chairs: _____

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Bradford County Fair Association, Inc., d/b/a
The Bradford Agricultural Fair

2300 North Temple Avenue, Starke, Florida 32091
Exhibit@BradfordCountyFair.com

 Off: (904) 964-5252 Mgr: (904) 964-5995 

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BOOTH / EXHIBIT RULES AND REGULATIONS

All exhibits must be in place no later than 12:00 noon on Tuesday, March 5th. All spaces not occupied at that time will revert to the Fair and all payments will be forfeited and the space will be re-assigned. The judging for all Fair booths will take place at 1:00 PM on Tuesday, March 5th. Please refer to the application for booth or area space for the theme this year - all participants are asked to keep our Fair theme in mind when assembling and decorating your booth.

All exhibits and goods must be unpacked immediately upon arrival and the empty cases/boxes removed by and at the expense of exhibitors and concessionaires, who shall pay all expenses of conveying, delivering, arranging and removing their exhibits, and also the costs of erection of booths, fixtures, counters and all apparatus in connection with their exhibit, the same to conform to the uniform plan of the Fair Management. Lighting and wiring of every description shall be installed at the expense of the exhibitor/concessionaire under the supervision of the Facilities Manager of the BCFA.

Delivery of exhibits and materials for your booth can be made by commercial carrier if the Fair Office is contacted in advance to be able to accept said delivery. The BCFA will not be responsible for any delivery made to the BCFA property. Otherwise

REMOVAL OF EXHIBIT MATERIALS IS REQUESTED TO BEGIN SUNDAY, MARCH 10th 10:00 am - 3:00 pm and continue Monday, March 11th, 9:00 am - 3:00 pm

Aisles must be kept clear: no signs, banners, advertising matter, decorations or parts of exhibits are permitted in the aisles for safety reasons. Any questions concerning this contact the Fair Manager for clarification *BEFORE* the Fair starts. Background curtains and booth dividers are provided for all exhibit spaces located inside buildings. All decorations must be fireproof and are subject to the approval of the County Fire Marshall and Fair management. Use of bottled gas containers (butane, propane, etc) inside any BCFA building is strictly prohibited.

Machinery in motion must be enclosed with a railing at a uniform height from the ground or floor of two feet six inches (2'6"), said railing is to be placed upon or within the boundary of the space occupied by the exhibitor.

No claim for injury to any person, or injury to, or loss of, any property on account of natural disaster, fire, theft or act of God for any reason shall be instituted against the Bradford County Fair Association, Inc., its officers, employees, or agents, by or on behalf of any person, firm or corporation or any part thereof that may be necessary to pay the indebtedness due the Corporation.

In the case that any exhibitor/concessionaire shall be indebted to the Bradford County Fair Association, Inc., the corporation shall have the right to retain possession of all property of any exhibitor/concessionaire located on the grounds of the Bradford County Fair Association, Inc., and shall sell or dispose of, either at public or private sale, all or any part thereof that may be necessary to pay the indebtedness due the Corporation.

The exhibitor/concessionaire is not authorized or permitted to sublet any part of the space herein leased, or the exhibit/concessionaire therein any article other than those sold by himself and specified in the contract.

Exhibitors/Concessionaires may advertise and distribute literature and advertising matter from their booth only. Walking around the buildings/fairgrounds property handing out/distributing materials of any kind is strictly prohibited. No amplification /speaking devices are allowed in your exhibit/concessionaire area.

The Application/Contract does not give exclusive rights to sell or display any product unless specifically specified in writing in your final contract document.

SIGNS - Painted or printed signs in or on the front of your exhibit/concessionaire area must be confined to the firm, product or individual's name to whom the space is leased.

THE MANAGEMENT RESERVES THE RIGHT to remove from the fairgrounds proper and buildings any article, exhibit, show, or concession, or any part thereof, or any appurtenances thereto, including banners, signs, or advertising matter which may be deemed unsuitable or objectionable and no refund of any money already paid for the space or privilege will be made, which action shall exonerate the Bradford County Fair Association, Inc., its employees, volunteers or agents from any and all claims whatsoever on the part of the exhibitors or concessionaire. **PLEASE ASK & UNDERSTAND QUESTIONS BEFORE THE FAIR STARTS!**

**Reminder:
ALL BOOTHS
ARE NOW 8' X 12'
A 10' x 10' pop-up
display will not fit!**