



Post Office Box 1001, Cookeville, Tennessee 38503  
Email: [info@putnamcountyfair.org](mailto:info@putnamcountyfair.org) or [bgentry@tntech.edu](mailto:bgentry@tntech.edu)  
Telephone: 931-267-4910 or 931-528-9316, during the fair

**2014 Most Improved Fair, AAA Division, Tennessee Association of Fairs**

**2016 First Runner Up, AAA Division, Tennessee Association of Fairs**

**Commercial Exhibit Space – North and South Exhibit Halls and Outside Space on the Putnam County Fairgrounds**

**10' X 10' \$200 for ten days (if no product is sold and if space is reserved and paid for by May 15, 2018)  
After May 15 a 10 X 10 space will be \$250  
After June 15 a 10 X 10 space will be \$300**

***If you are selling something add \$150 to the above fee.***

***North Exhibit Hall Open as follow:***

***Wednesday, August 1, and Thursday August 2 Open for Commercial Exhibit Set-Up***

***Thursday all exhibits must be in place no later than 4p for the Fair's Opening.***

***Weekdays Building Open 4p – 9p***

***Saturdays Building Open 12 noon – 9p***

***Sunday Building Open 11a – 9p***

***Exhibitors in outside spaces may want to follows these hours as this is when guests are expected to be on the grounds in significant numbers.***

## **Check One: \_\_\_ inside space or \_\_\_ outside space**

***The Putnam County Fair attracts people from not only Putnam County but counties all over the Upper Cumberland area. It is an award winning county fair that in the last three years has experienced phenomenal growth – attendance has increased from 33,000 to over 48,000.***

***The ten day fair features six nights of motor sports, world class rodeo, horse shows, dairy, beef, sheep and goat shows, chickens, rabbits, turkeys and geese and the Fairest of the Fair pageants.***

***Over \$165,000 premium and awards offering is the largest in the history of the fair.***

- ***The Putnam County Fair Board makes available a wide-array of commercial and educational space each year to businesses and individuals who want to be a part of an award winning fair.***
- ***The Putnam County Fair is planned and managed by volunteers. No member of the fair board receives any monetary pay or reward for their work. As volunteers we make every effort to show respect to all who attend the fair. It has become necessary that we add this statement to all contracts: "Any participant, exhibitor, or individual being disrespectful to any volunteer or guest prior to or during the fair will be asked to leave the grounds immediately, or denied admission to the fair. If it's during the fair and a paid exhibitor then any fee paid for space will be refunded after the fair and the exhibitor will not be invited back in the future."***

### ***All space must be paid for no later than July 1, 2018***

- ***Exhibitors entering into this contract agree to hold the Putnam County Fair harmless and indemnify the Fair, its board members, officials, employees and volunteers from all liability arising out of the exhibitors actions or the actions of those employed by the exhibitor. The Putnam County Agricultural & Industrial Fair including the officers and members are not liable for fire, theft, personal injury, or any other loss or damage in any way in connection with the Fair.***
- ***Space may be set-up anytime during regular business hours on Wednesday and Thursday, August 1 or 2 and must be in place no later than 4p on Thursday Opening Day.***
- ***All equipment and furnishings are to be located inside each exhibit space, and the aisle/walkways must remain open and clear at all times.***
- ***Music is permitted in each exhibit; however, the volume must be kept low so as not to interfere with adjoining exhibitors.***

- ***No food or beverages may be sold in the exhibit spaces unless agreed to at the time of reserving your space. Food or beverage being handed out must not compete with products being sold in the concession stands and by James Gang Amusements.***
- ***James Gang Amusements holds exclusive rights to sell cotton candy, candy apples, sno-kones, popcorn, corn dogs, funnel cakes and pizza.***
- ***All Commercial Exhibitors shall be subject to the general rules, regulations and information, especially rule number 14 as printed in the Fair Book.***

***14. Only businesses or individuals holding a signed contract from the Putnam County Fair shall be permitted to advertise, make sales, take orders, and/or to make delivery on the Putnam County Fairgrounds.***

- ***Commercial exhibit space cannot be transferred, resold, or shared with another person or company without the written permission of the Putnam County Fair.***
- ***Two (2) Commercial Exhibitor Admission Badges will be provided to each commercial exhibitor. If more than two people will be working your exhibit we will provide individual tickets good for one day's entry instead of the admission badges. Badges/tickets will allow admission through the East or South Gates of the fairgrounds after 4p when admission is charged on weekdays and noon on Saturdays and Sunday. Badges can only be used for commercial exhibitors. Additional ten day badges may be purchased at \$30 each.***

***Parking is not permitted behind the North Exhibit Hall at any time, except for vehicles related to radio and television operations and handicapped parking permits. You may stop there to unload before the fair, and load out after the fair.***

- ***In the North and South Exhibit Halls exhibit space cannot be painted; no holes can be made in the walls, or items attached to the wall in any form other than hanging on the two bolts provided in each space.***

***No display items can be used that might leak grease or oil, no dirt/mud or hay or straw bales allowed in displays.***

***All equipment, materials, fixtures, rugs, etc. must be removed from the space no later than two days after the fair ends. Any materials not removed will be removed by the fair and exhibitor will be billed for the labor and disposal.***

***Outside vendor spaces may have one main banner located on the front lower half of the tent. There will be no banners or signs to be located above***

**4 feet from the ground. Banners, signs and flags cannot be hung that will restrict the view of other vendors. No signs will be located on tent or structure above 4 feet from ground up. Items displayed on tables and**

**shelves shall not block the view of any other vendor. The fair board will have final say in these rules and they will be strictly enforced. Anyone not following these rules may be asked to leave the grounds and no refund will be given.**

**Tents can have signs printed on the tent canopy but no attached signage on tent canopy. Signs printed on canopy such as screen print directly printed on top and sides of canopy are acceptable.**

**All vendors are assigned space. Vendors cannot move to other location due to slow traffic or poor sales without permission from the Fair Board President.**

- This contract covers the period August 3 – August 12, 2017 (plus two day prior to the opening and two days after the end of the fair).**
- Any dispute over the meaning or interpretation of these rules shall be submitted to the Fair Board for resolution. The Fair Board shall have full, complete and absolute power to make a ruling on any dispute among exhibitors. Failure of any exhibitor to abide by the Fair Board’s decision shall constitute an immediate forfeiture of all rights under this contract and the exhibitor shall vacate the space within 24 hours of being given written notice by the Fair Board.**

**I/we hereby voluntarily assume all risk of accident, injury, or damage to person or property that might arise from said contract and hereby release discharge and agree to save harmless the said Fair along with the individual Board Members, Agents, Volunteers and Employees of the Board along with Putnam County, Tennessee, their Agents and Employees from any claim, liability, or demand of any kind for or on account of any personal injury or damage of any kind sustained by I/we, whether caused by the negligence of said Fair along with the individual Board Members, Agents and Employees of the Board along with Putnam County, Tennessee, their Agents and employees of any or otherwise.**

**It is also a part of this agreement that the individual, group or organization making this contract shall be wholly responsible and entirely liable for obtaining and having available the correct type of complete insurance coverage that may be necessary for the type of event for which this contract was requested. In addition the Maker of this contract shall be completely responsible to make certain that**

**The individual or group coverage is necessary for those participating under the maker of this Contract; the Contract Maker shall be held totally liable for informing the participants of the event for their safety.**

**I/we certify that having fully read and understanding all the conditions as stated herein, the affixed signature/s on this agreement, hereby affix and set forth our signature/s in good faith as testimony to acceptance of this Contract as written.**

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***The undersigned by signing this document states that he (she) has read and understands the above rules. The undersigned and any worker and/or agent further agree to be bound hereby.***

***Please be reminded and remind your workers that the Putnam County Fair is a family event and appropriate attire is expected to be worn by all providing a service to our guests.***

***Payment must be made payable to the Putnam County Fair.***

***Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.***

***Commercial Exhibitor Signature: \_\_\_\_\_***

***Telephone Number: \_\_\_\_\_***

***Email Address: \_\_\_\_\_***

***Fair Board Member Signature: \_\_\_\_\_***

***Fair Board Member Signature: \_\_\_\_\_***

***The Full SIGNED CONTRACT MUST ACCOMPANY PAYMENT – do not return only the signature page.***

***If products are sold a list of those products and prices for each is required to accompany this contract. Failure to submit a list of products sold, or failure to include all products on the list, or failure to provide prices will result in a null and void contract and forfeiture of the deposit or payment. Return the signed contract to:***

***Putnam County Agricultural & Industrial Fair, Inc.,  
Post Office Box 1001,  
Cookeville, Tennessee 38503***

***Fair Board's Commercial Exhibitor Representative: Brenda Gentry,  
Treasurer -- 931-267-4910***

***The Putnam County Fair Association, Inc. – a non-profit organization dedicated to showcasing Putnam County and Tennessee heritage, agriculture and the arts for over 90 years.***

***\_\_\_\_\_ Brenda Gentry's initials that contract is ready for signature by two board members.***