



Brought to you by Lancaster County Agricultural Society, Inc., a 501(c)(3) non-profit

**Thursday, July 29 – Sunday, August 1, 2021**

**INDOOR VENDOR APPLICATION**



Note: changes from 2019/20 in yellow—150<sup>th</sup> specials still honored

Corporate booths—see NEW offer to save 10% if pay in full by January 4, 2021 & support your local fairgrounds!

Company Name: \_\_\_\_\_ Nebraska State Tax ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone:\* ( \_\_\_\_\_ )

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

**Product/Service Categories\*\*** Please describe your product(s)/service(s) in detail, including brand name, and a short description of what your booth space will look like. If possible include photograph for new Vendors or new booth design.

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

Authorized Contact:\*\*\* \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Contact Cell Phone: ( \_\_\_\_\_ )

\*This phone number will be listed as the official contact number if contract is received prior to two weeks from the start of the show.  
 \*\*Fair management reserves the right to limit the number of Vendors with similar products/services (especially for commercial Vendors) and approve type of merchandise/services appropriate for family oriented fair.  
 \*\*\*This person will receive ALL of our mailings and must be authorized to commit your company to an exhibit space or to pay for any requested services.

I have read and fully understand all parts of this show information packet and agree to abide by the rules and regulations governing the show.

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

**Booth Pricing:**

\*Special Pricing in honor of our 150<sup>th</sup> fair for our non-corporate Vendors!

Booths	Corporate Business	Non-profit, Govt. Org or Home Based Business**
10 x 10	\$500	*\$150 (\$175 savings)
10 x 20	\$950	*\$300 (\$300 savings)
10 x 30	\$1,400	*\$450 (\$350 savings)
10 x 40 or 20 x 20	\$1,850	*\$600 (\$464 savings)
Refundable Deposit required in addition to booth rent less any damages or penalties	\$250	\$150

\*\*Must submit Non-Profit Certificate with application.  
 Call Susan Bulling at Lancaster Event Center fairgrounds 402.441.1828 for more information.

**Booth Price Includes:**

- 8' background drape, 3' side drapes.
- 42" x 7" booth sign with name of organization.
- Free Vendor parking passes in designated parking lot (must be limited to booth staff actively working).
- Listing on the Super Fair Indoor Vendor Show map at [SuperFair.org](http://SuperFair.org) with company website and phone number.

**150<sup>th</sup> Anniversary special thank you to our Vendors: one N/C standard speed wireless connection per booth (\$12 savings)**

This application available online at:  
[SuperFair.org](http://SuperFair.org) (Get Involved/Be A Vendor)

OR

Mail Contract and Deposit to:  
 Lancaster Event Center Fairgrounds  
 Attn: Susan Bulling  
 4100 N. 84<sup>th</sup> Street  
 Lincoln, NE 68507

**Move-In Hours**

**Indoor Vendor Schedule**

**Move-Out Hours**

Tuesday, July 27, 2021 4pm to 9pm  
Wednesday, July 28, 2021 8am to 9pm\*

\*Booths must be set up by 9pm on Wednesday July 28, 2021 or you will lose your damage deposit.  
No fork-lifts allowed (contact Susan Bulling if needed)

**Show Hours\*\***

Thurs, July 29- Sat July, 31 10am to 9pm  
Sunday, August 1 10am to 7pm

Sunday, August 1, 2021 7pm to 10pm  
**Note:** very limited vehicle access on Sunday to MPA due to animal move-out blocking MPA west doors until 8pm and no vehicle access on N side due to carnival until after 11pm. Golf cart service available.

Monday, August 2, 2021 8am to Noon

**\*\*Your booth must be staffed during all show hours or you will lose your damage deposit & at risk of not being allowed in future fairs.**

**Booth Size and Cost Information**

**Booth Preference:** Booth assigned on first come first served basis. If your choice is not available, you will be assigned the closest to your preference in location and size. Some adjustments may be necessary to meet show requirements and to allow proper show layout. (See new layout map for 2021)

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Is a trailer or other large display that needs to be driven into the MPA part of your booth space or display? Yes No  
(Note: early move in/late move out will be required.)

Number of Parking Hang Tags for free fair gate entry for your staff to be handed out during set up time: # \_\_\_\_\_

Please note extra requirements for non-prepackaged food vendors-permits, safety, etc. could apply.

**Post-Fair Carnival:** Please check if you would like info on staying six more days with the Carnival through Sat, Aug 7<sup>th</sup>. Yes No  
Are you willing to be outside? Yes No **Price for Second Half:** TBD if your booth application accepted

**Deposit Upon Reservation:** \$250 payment due (\$150 for non-profit, gov't. or home-based) with Vendor application to reserve your Vendor booth to be held (deposited with first booth payment or on July 1, 2021) as a reservation/damage/Vendor participation deposit, depending on terms and conditions being followed.

- NEW - Corporate Business booths to receive 10% discount on total booth rental including deposit if paid in full by January 4, 2020 (will be deposited).
- Pandemic Note: We are very hopeful as we've reopened successfully with health dept. guidance that the public Super Fair will go forward in 2021 to celebrate its 150<sup>th</sup>!! If not, know that you will receive a FULL refund! Please consider supporting your local non-profit fairgrounds by 1) at least reserve your booth now to reduce last minute rush & 2) if you can, allow us to deposit your full payment if your organization is in position to do so, let us know!

1. Enter Reservation/Damage/Participation Deposit Amount (\$250 or \$150) = \$ \_\_\_\_\_
  2. Booth Fees: Number of booths \_\_\_\_\_ at \_\_\_\_\_ = \$ \_\_\_\_\_  
Corner premium (\$25 per corner) \_\_\_\_\_ x \$25 = \$ \_\_\_\_\_
  3. Vinyl banner - 4' x 8' with logo and design (other sizes please ask) \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_
  4. Draped table \_\_\_\_\_ x \$15 = \$ \_\_\_\_\_
  5. Padded chairs \_\_\_\_\_ x \$2 = \$ \_\_\_\_\_
  6. Electrical connection (Connection = one cord including power strip)  
110v \_\_\_\_\_ x \$75 or 220v \_\_\_\_\_ x \$175 = \$ \_\_\_\_\_
  7. TOTAL COST (add Lines 2-6) = \$ \_\_\_\_\_
  8. TOTAL COST Corporate Business if paid before January 4 (Lines 7 \* 90%) = \$ \_\_\_\_\_
- PAY BY CASH OR CHECK (See credit card option to follow)**  
TOTAL BALANCE DUE by June 30, 2021 (Jan 4, 2021 for Corporate Business Discount) = \$ \_\_\_\_\_  
Minimum 50% of line 7 or 8 due with application  
AMOUNT PAID by cash/check with application = \$ \_\_\_\_\_

Payments after June 30, 2021: A penalty of 10% will be added and you may lose your spot if we sell out

**PAY BY CREDIT CARD OPTION (full payment upon application only)**

9. TOTAL COST from Line 7 or 8 here = \$ \_\_\_\_\_
10. 4% credit card fee (Line 9 x 4%) = \$ \_\_\_\_\_
11. TOTAL COST PAID BY CREDIT CARD (Add lines 9+10) = \$ \_\_\_\_\_

FOR OFFICE USE ONLY	
Date Security Deposit:	_____
Total Amt Rec'd	_____
Ck/Cash:	_____
Date Pmt	_____
Rec'd:	_____
Ck/CC/Cash :	_____
10% discount for full payment by January 4, 2021	Yes _____ No _____
Pmt. towards Booth:	_____
Balance Remaining:	_____
<b>Additional Payments</b>	
Date Pmt	_____
Rec'd:	_____
Ck/CC/Cash:	_____
Pmt towards Booth:	_____
Balance Remaining:	_____
Date Pmt	_____
Rec'd:	_____
Total Amt Rec'd:	_____
Ck/CC/Cash:	_____
Balance Remaining:	_____

**Full Payment required with all credit card payments (we accept Visa, Mastercard, American Express and Discover)**

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_  
Print Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

# Indoor Vendor Terms & Conditions

*Keep a copy of this for your records*

Note: Fair refers to Lancaster County Super Fair.

## VENDOR DEPOSIT & PREPAYMENTS

Upon reservation of booth space, Fair is requiring that a separate check or credit card information to be written/given for \$250/\$150 deposit which will 1. Reserve your booth space, 2. Act as damage deposit and 3. Vendor participation deposit which will be deposited with first rental payment for Corporate vendors and for all Vendors on July 1, 2021. Periodically throughout the Fair and on move-out day, a Fair representative will be in the building checking to make sure all booths are staffed throughout all published open hours and through move-out time. Any deposits and pre-payments will be refunded in the event this Indoor Vendor Show is not allowed to go forward due to an official order from local health authorities due to the COVID pandemic or a show cancellation by the Lancaster County Agricultural Society—both will be done as far in advance as possible to notify Vendors with goal confirmed going forward before all non-Corporate deposit checks are deposited July 1, 2021

## CUSTOM BOOTH CONSTRUCTION

Vendors must keep all products, displays, furniture, structures, etc. contained to their designated booth space. Any exhibit taller than 8 ft. must be approved by show management. Signs must be professionally done. Custom displays should be about 6" narrower than actual space specifications to insure proper fit. Any Vendor display that has an unfinished side facing another Vendor's display must have it either finished or draped. Written permission must be obtained in advance if there is to be any masonry or unique construction. Vendors will not apply paint, lacquer, adhesive or any other coating to the Lancaster Event Center (Fair), or its floors, walls, etc. Nothing will be attached to the floor. All exposed edges of carpeting or floor covering must be taped down. Landscapers must put a protective barrier between landscaping materials and carpeted areas. All sharp or dirty portions of exhibit on provided carpet must be on plywood or cardboard to avoid damaging carpet. Absolutely no chemicals/paint to be sprayed on carpet other than water. Professional standards pertaining to appearance, materials and signage eliminate the use of used or scrap lumber, "blue tarps"/tarpaulins and handwritten signs. Continued participation in the Fair is dependent upon conformation with these standards.

## CHARACTER OF EXHIBITS

Vendor agrees that no vulgar, offensive, controversial or obscene material of any type or nature will be displayed, exhibited, presented or offered for sale. The Fair Manager shall be the sole judge of what is vulgar, offensive, controversial or obscene and their judgment shall be final. All material, including political or campaign material must be distributed from WITHIN the boundaries of the assigned booth space. No material may be distributed from aisles and/or outside of the grounds. Failure of the Vendor to abide by the decision so made shall constitute forfeiture of all rights obtained by the provisions of the agreement and forfeiture of all rentals paid by the terms of this agreement.

Each exhibit will comply with the laws of the State of Nebraska and with all ordinances and regulations of the City of Lincoln and Fair. Vendor agrees to display only products and services which are sold by their organization in the regular course of business. Fair officials reserve the right to eject or prohibit any exhibit, in whole or in part, or any Vendor or their representatives which it considers not in keeping with the character of the Fair, with or without giving cause. If cause is not given for ejection of an exhibit or Vendor, liability shall not exceed the return to the Vendor the amount of rental unearned at the time of the ejection. If ejection is for violation of these rules and regulations or for a stated cause, no return of rental fees shall be made.

## COMBUSTIBLE MATERIALS

Combustible products cannot be used without prior written approval. All flammable material must be fire-proofed. Any gas grills or fireplaces in use must meet the approval of management and the Fair before and during the Fair. Display vehicles must have one battery cable disconnected with end taped, gas caps locked and taped and no more than a 1/2 tank or 10 gallons of gas (whichever is less). All fueling must occur outside the building. Vehicles cannot be moved during the show, only during setup/tear down when not open to the general public.

## ELECTRICAL

All electrical extension or flexible cords shall be of type S, 20 amp. 12 ga, with UL approval. Such cords may be used only when necessary, NEVER for fixed wiring, NEVER spliced, tacked, stapled or fastened to walls, tied or draped over pipes or supports.

## MOVE IN & MOVE OUT

No move-in, rearrangement or adjustment may be done after **9pm on Wed, July 28**. NOTE: On first day of fair (**Thurs, July 29, 2021**) until 2pm services requested from Fair will be delayed due to opening of entire fairgrounds. Vendors will unload and load only at designated areas. Vehicles must be unloaded and loaded quickly and then immediately moved from the unloading and loading areas. Any vehicle left parked in these areas will be towed at owner's expense. Heavy materials or equipment will not be dragged, skidded, or rolled over the floors, but carried or moved in on wheels. Outside drop-off is at no charge but must be with approval and coordination with a Fair Operations Manager and Fair management. The Fair management will retain the deposit of anyone who moves in after **9pm Wed, July 28** or attempting to move out before **7pm, Sun, August 1**. It is highly recommended that all small items, merchandise, lighting fixtures and other portable equipment be removed immediately after the show closes. Very limited vehicle access on Sunday to MPA, including MPA courtyard on West side only after 8 pm due to animal move-out & no vehicle access on N side due to carnival until after 11pm. EXHIBITS MUST BE REMOVED BY **NOON ON MONDAY, AUGUST 2**. If any accounts against the Vendor have not been paid in full prior to the end of the show, no items exhibited shall be removed from the building until full settlement is made. In case of attachments or other legal proceedings, Fair officials reserve the right to take charge of the Vendor's props and properties.

## PARKING

Ample, free parking is available in designated LOT K Indoor Vendor parking area with provided Fair Indoor Vendor parking hangtags. Vendors must use designated Vendor Parking areas once the Fair begins. Violation of the posted "No Parking" signs or Vendors parking outside of the designated Vendor Parking areas shall subject vehicle to towing and impoundment. Parking hangtags may not be used except by Vendor staff working a booth.

## FAIR SERVICES

A schedule of rates will be sent to all Vendors covering electricity, wireless internet access, and furniture rental. Vendors will be billed for these services at reasonable and uniform rates. Any Vendor who wishes to hook up to the Fair's gas line will be charged no less than \$150 plus permit costs. It is the responsibility of the Vendor to place their order with Fair management no later than 45 days in advance.

## CARE OF EXHIBIT SPACE

Fair personnel will clean the aisles, but the Vendors must keep their carpets and exhibits in good order. Vendors are allowed to bring in vacuum cleaners as long as they are compliant with UL regulations and cords are in good shape. Vendors must cooperate by maintaining their exhibits throughout the show in perfect condition. Vendor will be required to replace, repair, or otherwise assume the expense for any

defacement or injury of premises caused by their exhibit or representatives. No Fair or Fair sponsor display material, banner or equipment may be removed for any reason. If any item is removed, there shall be a \$250 fee for replacement of said item.

## **SELLING PRODUCTS**

Retail selling of products over-the-counter on a carry-out basis must be included on Indoor Vendor application at the time of requesting space. Orders may NOT be taken for merchandise or service to be delivered or rendered at a future date without prior written approval. Vendors are required to be aware of and compliant of local and state tax and other applicable laws. For more information on sales & use tax and income tax & withholding laws that apply to events, please see information guides for “Sales at Special Events” at [www.revenue.ne.gov](http://www.revenue.ne.gov) or Nebraska Department of Revenue at 402-471-5729.

## **FOOD & BEVERAGE**

No outside food or beverages can be brought to the Fair including coolers and deliveries of prepared food from outside food establishments due to health/fire code rules and due to competing with non-profit Fair & 4-H concessions. Alcoholic beverages can only be consumed when sold by the Fair in designated areas. No sales or sampling of food products from Vendor booths will be permitted without prior approval from Fair. As required by the Fair, any Vendors giving samples of their (made or purchased) food product must have a level IV food handlers permit and/or catering permit on file at the Fair and a signed agreement and/or statement stating that it shall be 2 oz. sample ONLY with one sample per customer and said statement on file at Fair. Food samples that are being handed out must be made in a commercial kitchen. All Vendors who are handing out food samples must have a hand washing station. Food vendors are responsible for displaying their Dept. of Health Food Handlers Permit and Fair Outside Food Vendor Permit. All arrangements shall be agreed upon not less than 14 days PRIOR to Show. If an agreement is not on file, the Fair reserves the right of refusal. No bottled water, soda or full cups of coffee may be given. Vendors are restricted to less than 2oz. pre-approved samples only.

## **LITERATURE & SOUVENIRS**

Printing, advertising, souvenirs, etc., may be distributed by Vendors from their own space only. Any objectionable advertising will not be permitted at discretion of Fair management. Giveaways will not be of noise or mess-making variety. All such gifts are subject to prior approval by Fair management. Vendors must confine all sales activities to their own exhibit space.

## **PRIZES, DISCOUNTS & DRAWINGS**

Drawings for giveaways, prizes, discounts, etc., must be registered and approved by Fair management. A list of all recipients, winners, etc., must be supplied to the Fair officials before the end of the Fair.

## **UNOCCUPIED SPACE**

If Vendor fails to occupy space contracted for or fails to comply with all the terms of the agreement, the Show officials have the right to rent such space to any other applicant without releasing the Vendor from paying the sum agreed upon in their Show contract. No refunds will be made. Vendor shall not assign, share or SUBLET the whole or any part of their space without written permission from Fair Management.

## **EVENTUALITIES**

In the case the Fair shall be destroyed by fire, other elements or by any other cause, or in case other circumstances make it impossible for the Fair officials to permit the contracted space to be occupied by the Vendor, the Fair contract shall terminate and the Vendor shall waive any claim for damages or compensation. In case of strikes, acts of God, the authority of law or any cause beyond their control, the Fair officials, Fair and their employees shall not be held liable for the fulfillment of the rental contract of space. Vendors hereby waive any claim for damages or compensation.

## MISCELLANEOUS

- Speakers, radios, televisions or noise which is of sufficient volume to be annoying to other Vendors or fairgoers will not be permitted.
- No animals are allowed on the show floor.

## LIABILITY

- Neither the Lancaster County Agricultural Society, the Lancaster County Fair committee nor Lancaster Event Center fairgrounds will be responsible for any injury, loss or damage that may occur to the Vendor or to the Vendor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the Fair contract. Upon signing this contract, the Vendor expressly releases the foregoing named except if and to the extent directly attributable to the fault, negligence, error, omission or action of Lancaster County Agricultural Society, the Lancaster County Fair committee, Lancaster Event Center fairgrounds or any of their subcontractors, employees or representatives. The Multi-Purpose Arena (MPA) will be secured during all non-show hours but Fair management is not liable for any portable valuables left unsecured at any time during or outside of show hours.
- The Vendor agrees to defend, indemnify and save harmless Fair, its appointed officials and elective officers and employees, from and against any and all liability, loss, cost, damage and expense including costs and attorney's fees in defense thereof, because of actions, claims or lawsuits for damages because of personal or bodily injury, including death at any time resulting there from, sustained or alleged to have been sustained by any person or persons and on account of damage to property including loss of use thereof, asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this agreement, whether such injuries to person or damage to property is due to the negligence of the Fair or as their interest may appear, their subcontractors or agents, successors or assignees, or the Vendor, its employees, or its agents.
- It is a provision of this contract that all Vendors have public and property liability insurance with \$1,000,000 minimum coverage to protect themselves, the Lancaster County Fair and its representatives and Fair against possible claims arising out of negligent acts of their employees and booth visitors during the operation of their equipment in this show. **The Lancaster County Agricultural Society dba (doing business as) Lancaster Event Center fairgrounds and Lancaster County Super Fair: All three names must be named insured on Certificate of Insurance provided to Fair management no less than 30 days before move in.**

## BREACH OF CONTRACT

The Vendor shall comply with the following conditions. In the event the Vendor fails to comply with any of the following conditions the Event Center may treat the Vendor as being in breach of this contract and at its option, may re-let the space to an alternate Vendor for the remaining term of this contract, remove the Vendor from the premises, placing any exhibits, supplies and materials in storage to be disposed of as the Event Center deems fit and/or retain all consideration paid as forfeiture.

## AMENDMENTS

Show officials and committee shall have full power to interpret or amend these rules and to make additional rules in the best interest of the Fair. The Vendor agrees to accept and abide by such rules.

## FAIR MANAGEMENT:

Vendor Show Coordinator: Susan Bulling [sbulling@LancasterEventCenter.org](mailto:sbulling@LancasterEventCenter.org) or 402.441.1828

Fair Manager: Amy Dickerson [adickerson@LancasterEventCenter.org](mailto:adickerson@LancasterEventCenter.org) or 402.441.1810