

Indoor/Outdoor Non-Food Vendor Contract for Mitchell County Fair

Contract Year: 2026

Email Address: nwpeters20@gmail.com

Fair Dates: July 28-August 2, 2026

Set Up: Monday, July 27 from 1:00-5:00 PM or Tuesday, July 28 from 8:00 AM-6:00 PM

Booth Hours: 12:00-8:00 PM on Wednesday-Thursday and 10:00 AM-9:00 PM Friday-Saturday

Vendor Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Products/Items being offered: \_\_\_\_\_

Size of Area: 10x10 \_\_\_\_\_ 10x20 \_\_\_\_\_ 10x30 \_\_\_\_\_ 20x20 \_\_\_\_\_

Federal ID #: \_\_\_\_\_ IA Sales Tax#: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Electricity needed: Yes or No (please circle)

**ALL Contracts are due July 15**

This contract is accepted upon conditions that the business as stated above is to be conducted in accordance with the Rules and Regulations of the Society and the State of Iowa, and further that the Purchaser of this contract pledges and offers to the Society any and all structures occupied or erected by him/her or them, all goods, implements, or appurtenances which are used in transacting business to which this privilege pertains, as a Guarantee for the payment of the sum herein stated, and in the case of such forfeiture, said Society shall have the privilege of offering the same at public auction, and apply enough of the proceeds from such sale of the discharge of the amount due. The locations for said privilege to be assigned by the Fair Board. Retention of this contract on the part of the purchaser will be taken as evidence of acceptance. Further the Society assumes no responsibility for the loss or damage of the Concession's property. It is also agreed as a consideration for the Mitchell County Agricultural Society accepting lease of stated space that the Concession will hold the Agricultural Society harmless by reason of any claims given rise to anyone patronizing the Concession's business, and the Concession does hereby release, relieve and discharge the Mitchell County Agricultural Society from any claims. Mitchell County Agricultural Society assumes no responsibility for damaged, missing, stolen, or weather-related events.

I, (please print) \_\_\_\_\_, as Agent for the Concession, accept this contract and agree to lease the assigned space at the Mitchell County Fair for the above stated year and agree to the conditions set by this contract, as stated on the back side of agreement.

Signed: \_\_\_\_\_, dated this \_\_\_\_\_ day of \_\_\_\_\_  
(Agent for Concession)

Signed: \_\_\_\_\_, dated this \_\_\_\_\_ day of \_\_\_\_\_  
(For Mitchell County Agricultural Society)

**Please complete and return lease along with fee by deadline stated above.**

**Send to Mitchell County Fair, c/o Nolan Peters, 1021 Walnut Street, Osage, IA 50461.**

Contract Terms and Conditions on reverse side.....

## Conditions of Contract for Mitchell County Fair

Read over contract to make sure information is accurate for your concession. Make changes to the contract and initial each one if needed. Especially needed are your utility demands. Please take time to return the contract as soon as possible. *If for some reason you cannot exhibit this year, for courtesy sake, please return the contract unsigned with a note of your intention not to exhibit.* **Contracts not returned by the Response Deadline date will be voided and the space will be leased to another vendor.**

### ALL VENDORS

1. All desiring to obtain leases for the sale of articles or for exhibitions must pay the price of such permits in advance. Contracts issued by the Fair Board must be returned by the deadline date for booth as specified on the contract, or the contract will be voided, and the space will be leased to another exhibitor
2. Set up hours for commercial exhibits will be Monday from 1:00-5:00 PM or Tuesday from 8:00 AM-6:00 PM of Fair week.
3. Space assigned and not occupied before 12:00 PM on Wednesday, the first day of the Fair, will be forfeited.
4. Commercial exhibit spaces must be occupied by the lessee by 11:00 AM on Wednesday of the Fair and **remain in place until Saturday at 8:00 PM for indoor vendors and Sunday at 3:00 PM for outdoor vendors.** Varied Industry hours for inside displays will be Wednesday through Friday 12:00-8:00 PM and Saturday 10:00 AM-8:00 PM. Outside exhibitors may open earlier and remain open later if so desired.
5. Any lessee of space leaving before designated time loses right to return to the fair, unless expressed permission has been secured from the Fair Board. Lessee also forfeits any deposits made to Fair for the space.
6. No parking of vehicles, unless a part of the exhibit, will be allowed around the exhibit and Event Center (central building complex). Vehicles may enter the area to load/unload goods or exhibits only. **No vehicles are allowed in this area from 10:30 AM-11:30 PM, unless expressed permission is received from the Fair Board. The Fair Board will determine location of additional supply vehicles.**
7. **All vendors must furnish the Fair with a certificate of liability insurance,** naming the Mitchell County Fair as additional insured. Minimum liability coverage shall be \$1,000,000 per occurrence.
8. All campers must park in the campground of the fairgrounds and pay fees of \$150/week in advance for camping at Fair Office as set by the Fair Board prior to electrical box being unlocked by a Fair Board member. Camping spaces are limited.
9. Exhibitors may advertise and distribute from their assigned concession space only.
10. No part of a commercial exhibit, inside or outside, may be in any way attached to any buildings and other property of the Fair. All exhibits must be free standing.
11. Indoor Varied Industry exhibitors are **prohibited from using nails, duct tape, pins or other metal fasteners on walls and ceilings. At no time may any inside exhibitor hang or attach any signs, materials, banners, articles and such from light fixtures and/or any part of the ceiling.**
12. All exhibitors selling a product(s) or service from their leased space at the Fair must pay Iowa Sales Tax. The Fair requires a Federal ID number, Iowa Sales Tax number from each exhibitor. If the exhibitor does not have an Iowa Sales Tax number, a temporary form is available at the Fair Office.
13. Exhibitors are rented space only. All outside exhibitors must provide their own chairs, tables, backdrops, enclosures, equipment and such. Indoor exhibitors may use chairs and tables of the varied industries building on a first come first serve basis. Any other supplies for inside use like backdrops, enclosures and such will not be provided by the fair board.
14. The Fair Board will carefully guard against extortion in any form being practiced on the patrons of the Fair. A violation of the rule will cause forfeiture of contracts, money paid, and expulsion from the grounds.
15. All Varied Industries exhibitors are to shut off all electrical items they might have in their booth when the booth is not occupied, and when the building is closed to the public. This means fans, special lighting and other enhancements.