



ALL EXHIBITORS RECEIVE:

- Four vendor-only tickets per day
- 10 ft. x 10 ft. pipe and drape booth
- One 6 ft. table, two chairs (no tablecloth provided)
- One electrical outlet

EXPO SCHEDULE:

- Setup: 6 - 9 a.m.
- Exhibitors must staff booths from 10 a.m. to 10:30 p.m.

**PICK THE DATE(S) OF YOUR CHOICE DURING FAIR WEEK:
AUGUST 23 – 28 • 10 A.M. - 10:30 P.M.
DUTCHESS COUNTY FAIRGROUNDS**

YES, I WOULD LIKE TO BE AN EXHIBITOR! *Open to all Chamber members*

Vendors are allowed to sell, take orders and may offer samples of 2 ounces or less. Exhibitors can book a minimum of one day and a maximum of three days. We suggest each table be staffed by at least two people.

- Tuesday Wednesday Thursday \$275 per day x _____ days = _____
- Friday \$300 per day x 1 day = _____
- Saturday Sunday \$350 per day x _____ days = _____
- Additional vendor-only fair passes (maximum purchase of 2) . . . \$6 each x _____ tickets = _____
(Four fair passes are included each day you purchase a booth)

Sub-total: _____
No refunds, no exceptions.

+ \$150

Total: _____

A \$150 required refundable deposit must be included along with your payment and will be returned to the vendor within five business days after the fair. The deposit has been implemented to ensure the imposed rules and regulations are followed:
1. Exhibitors must staff booths from 10 a.m. to 10:30 p.m. 2. Booths cannot be left unattended at any time.
3. Booth areas must be clean when vacated. 4. Pre-packaged food sales only. No prepared food distribution.

Company _____

Address (for website marketing) _____ City _____ Zip _____

Contact name _____ E-mail _____ Phone _____

Website _____

Payment must accompany this completed registration form to secure your exhibitor space.

SEND TO: Dutchess County Regional Chamber of Commerce, One Civic Center Plaza, Suite 400, Poughkeepsie, NY 12601

PAYMENT: CHECK (PAYABLE TO): Dutchess County Regional Chamber of Commerce AMEX VISA MASTERCARD

Name on card: _____ Billing address: _____

Card no. _____ Security code: _____ Exp. date: _____ Billing zip Code: _____ Total Enclosed: _____

As an exhibitor, you receive:
A listing on the Consumer Expo website with a link to your website.
For more details, visit dcrroc.org

PLEASE RETURN FORM BY JULY 1
WITH CERTIFICATE OF INSURANCE NAMING DUTCHESS COUNTY AGRICULTURAL SOCIETY, INC., 6550 SPRINGBROOK AVE., RHINEBECK, NY 12572
AS AN ADDITIONAL INSURED FOR AT LEAST \$1 MILLION.
PLEASE SEE REVERSE SIDE



IMPORTANT INFORMATION

HOURS OF OPERATION:

All exhibits and concessions must be manned and open to the public by 10:00 A.M. on opening day and EVERY DAY during regular Fair hours (10:00 A.M. to 10:30 P.M. unless otherwise ordered by Fair management and all exhibits, displays and concessions shall remain in full until closing hour on last day of Fair. Sunday breakdown will be permitted at 10:00 P.M. but NOT before.

NO SOUND DEVICES:

Microphones, Video Voice Overs, Amplifiers, Talking Machines, or any other noise making devices will not be permitted in any booth or concession in any of the Exhibit Buildings.

GARBAGE AND TRASH:

Rake or sweep around your leased area, place trash cans, boxes or other items for removal out in front of concession or building at close of each Fair day.

RECYCLING:

Cardboard must be broken down; plastics, glass and tin must be rinsed and placed in plastic bags outside in front of booth or at the end of Exhibit buildings.

FIRE RULES AND REGULATIONS:

Decorations and any inflammable material will not be permitted. All exhibits and display material must be flame-proof and pass the State Police and Fire Marshall inspection and approval. No gasoline stoves for cooking or heating, or storage of any inflammable liquids in booths or buildings.

ADVERTISING MATTER:

Not allowed to distribute advertising matter in the Fairgrounds except from place of business, where such privilege is granted. The tacking or posting of *any* advertising cards or signs on outside of buildings is prohibited. All signs must be inside concession area. No adhesive materials can be distributed.

INTOXICATING BEVERAGES:

Shall not possess, give or sell any intoxicating beverages or illegal substances.

SIGNS:

No hand-written signs will be allowed. All signs must be professionally generated.

BANNED ARTICLES:

The following items are not allowed: guns, knives (excepting kitchen cutlery), poppers, cap guns, smoke bombs, fireworks, explosives, drug paraphernalia, stretch bottles, silly string, laser pointers, any type of blowgun and any other item deemed dangerous or controversial by Fair management. Raffles, free or paid, and donation collections are not allowed. Obscene and inappropriate materials are forbidden. The management reserves the right to make these judgments. Products bearing the Fair logo or name are prohibited except from vendors with permission. No stickers or adhesive materials can be distributed or applied to patrons or grounds. There will be a \$500 fine for distribution of such. No alcohol sales or sampling.

PET POLICY:

Insurance regulations rule that dogs will not be permitted within the Dutchess County Fairgrounds. (Exception: dogs in contracted shows, acts or performances, and Seeing Eye dogs)

NYS SALES TAX:

It is your responsibility to obtain proper documentation from the NYS Sales Tax Office. A search on the Internet for How to Register for New York State Sales Tax; Tax Bulletin ST-360 will guide you to the appropriate site for information. Your Sales Tax Certificate should be on display at your booth location.

RAFFLES:

Raffles and drawings are not allowed on the Fairgrounds' property.

LIGHTING:

It is recommended that you bring your own lighting as tent gets dark during evening hours. As of 2015, all lighting should be energy efficient lighting. Halogen and Quartz lighting is not allowed. There is a \$150 penalty fee for non-compliance. Inspections will occur during the Fair.

DEPARTMENT OF HEALTH:

Food permits can be obtained from the Dutchess County Department of Health, 85 Civic Center Plaza, Suite 108, Poughkeepsie, NY 12601, (845) 677-4001.