

To All Food Concessionaires/Exhibitors:

It's time to start planning for Fair and to also start scheduling and reserving your booth space. The dates for this year's Fair are Tuesday, July 27 through Saturday, July 31, 2010 and this year's theme is "Park County Fair, A Timeless Tradition"
I will be handling your questions now and through Fair week. I will be in the Fair office Monday through Friday 8:00 a.m. to 5:00 p.m.

DON'T FORGET!!!!

1. Set up time by Tuesday, July 27, 2010 at 11:00 a.m.
2. **ALL BOOTHS MUST BE MANNED BY PERSONNEL DURING OPENING HOURS. BOOTHS WILL REMAIN IN WORKING ORDER UNTIL SUNDAY.**
3. Time schedule: CON/EX

Tuesday, July 27, 2010	11:00 p.m. to 10:00/9:00 p.m.
Wednesday, July 28, 2010	11:00 a.m. to 10:00/9:00 p.m.
Thursday, July 29, 2010	11:00 a.m. to 10:00/9:00 p.m.
Friday, July 30, 2010	11:00 a.m. to 10:00/9:00 p.m.
Saturday, July 31, 2010	11:00 a.m. to 10:00/9:00 p.m.

Everyone must have his or her booth ready during these hours. Any time for closing, after 10:00 p.m., will be agreed upon by the majority of exhibitors.

NOTICE: Note that the closing hours for Exhibit Booths has been changed to 9:00 p.m.. Food/Concessionaires closing hours remain at 10:00 p.m..

4. Once you have set your booth up, please be sure to move your vehicle to the parking area.
5. **All booths must remain in working order until 6 a.m. on Sunday August 1st.**

CONTRACTS:

1. Be sure to sign and return it with the payment by June 1, 2010. After June 1st you will not be guaranteed your same location from last year.
2. Certificate of Insurance must be in our office by Fair time to finalize your contract.

Notice:

All disposal of food or waste discharge must be disposed of in accordance with the current Health Standards. Anyone not doing so will be removed from the fairgrounds and will forfeit any fees paid to Park County Fairgrounds.

Once we receive your signed contract you will be sent a confirmation that will have a copy of your contract and your passes for parking and admission. If you do not receive confirmation of booth entry please call the Fair Office at (307) 754-5421, Monday through Friday 8:00 a.m. to 5:00 p.m., or leave a message on our answering machine. If there were any problems from last year please let us know right away so we can get them corrected. Our staff is here to help make sure everything goes smoothly. So let us know if you need anything.

See you all soon,

Becky Wagner
Office Manager
Park County Fair Grounds