

March 15, 2011

Dear Vendor/ Exhibitor:

Attached, please find two copies of your 2011 Ross County Fair Commercial Building booth contract. One copy of the contract is for your records. The other copy must be filled out completely, signed, and returned to the address on the bottom of the contract no later than May 2, 2011. **To guarantee your booth, a deposit of 50% of the total fee must accompany your contract when it is returned. Please note that the balance of the fee is due on or before Saturday, August 6, 2011, the first day of the fair. Please remember, all contracts are due by May 2, 2011. If contracts are not received by the due date, we will assume you do not want the space and it will be offered to other vendors on the waiting list.**

This contract has a place for you to indicate whether you will be supplying your own certificate of insurance or if you will be purchasing a rider from our insurance company. If you are providing your own coverage it must be a liability policy in the amount of one million dollars and list the Ross County Agricultural Society as an additional insured. If you decide to purchase the insurance from us you will need to add an additional \$88.00 to your deposit amount and return it with your contract before the May 2, 2011, deadline. I have also enclosed a Vendor/Exhibitor Information Form for you to provide all the necessary information we will need to generate a certificate of liability insurance for your venue. Please fill out this form as completely as possible and return it with your contract.

Again this year two parking passes for Gate #1 will be provided along with two admission wristbands or fourteen daily admission tickets for your entry to the fairgrounds. Please indicate on the Vendor/Exhibitor Information Form which admission option you prefer. You may wish to acquire additional admission passes other than those provided by the Agricultural Society. If so, please indicate the additional amount of your request on the information sheet and increase your deposit amount due by \$4.00 per daily admission ticket or \$20.00 per weekly admission wristband.

Your contract fee receipt, parking passes, and admission tickets or wristbands may be picked up at the fair board office on Thursday, August 4, 2011, after 4:30 p.m. or Friday, August 5, 2011, noon-9:00 p.m. Please contact me if other arrangements need to be made concerning delivery of tickets. The Commercial Building is open daily during the fair from 9:00 a.m. to 9:00 p.m. You may begin setting up your booth as early as Thursday morning, August 4, 2011, and should be completely set up by the first morning of the fair Saturday, August 6, 2011. As in the past we ask that you remain open and not begin to tear down before 9:00 p.m. Saturday, August 13, 2011, the last evening of the fair.

We greatly appreciate your continued support of the Ross County Fair and look forward to working with you during this year's fair. Should you have questions or concerns pertaining to the Commercial Building please do not hesitate to contact me by calling the number listed below. Again, thank you for being part of the 2011 Ross County Fair!

Sincerely,

Peggy Gray
Member, Ross County Agricultural Society Board of Directors
(740) 773-4054