



Visit us at: farmfestival.org

Rules & Regulations for the 2024 Farm Festival

Location of event:

Delaware County Fairgrounds, 1210 N. Wheeling Ave. Muncie, IN 47303

SET UP TIME: **Monday, March 18, 2024 - 3:00 p.m. to 7:00 p.m. (*No set up before 3 pm*)**
SHOW HOURS: **Tuesday, March 19, 2024 – 8:30 a.m. to 8:00 p.m.**
Wednesday, March 20, 2024– 8:30 a.m. to 7:00 p.m. (All items MUST be removed this night)

TOURS: Approximately 2,000-3,000 students from the City and County schools will be arriving on field trips throughout the two days, viewing exhibits and enjoying the demonstrations. This also includes many unscheduled tours from pre-schools and day care centers.

These tour groups will be visiting from 8:30am to 2:30pm. Please keep in mind to secure your booth during these times. **BE HELPFUL IN TELLING THE CHILDREN HOW YOUR EXHIBIT RELATES TO THE FARMER AND THEIR FAMILY.** Farmers use all types of products.

EXHIBITORS: are asked to have someone in the booth at all times. You never know when another person or group will be coming past your booth. Often our down time comes between 2:30 – 4:30pm. This gives you an opportunity to clean up your area and prepare for the evening portion of the show. We ask that any food or drinks you are enjoying in your booth be placed out of sight. Please make your booth look neat and professional.

You may give away items, sell or have registration for give-a-way items in your booth. If you have a give-a-way during the day tours you may wish to put them in one sack for the teacher to pass out later at school, or you may wish to remove certain brochures from immediate display and only hand them out in the evenings when more adults are present.

BOOTHS: Booth Sizes are 10 x 10 (includes 2 chairs and 1 table with skirting) and 10 x 20 (4 chairs and 2 tables with skirting)

TABLES: ALL TABLES ARE TO BE SKIRTED to the floor...no exposed cartons or table legs

CARPET: The Memorial Building has a painted floor – you may wish to bring carpet with you to make for a warmer floor. You may want to use painter's tape (NO Duct Tape to be used on floor) on all four sides to keep the carpet from rolling up.

CURTAIN DIVIDERS: Curtains will be furnished in the Memorial Building to separate exhibitors– Backdrop is 8' and Sides are 30".

ELECTRICITY: Electrical outlets are available for all booths. However, YOU may wish to bring a **HEAVY-DUTY EXTENSION CORD** in the event your booth is not directly under or near an outlet. We will NOT have extra extension cords available.

PA SYSTEM: The PA system is available for announcements (can be used to announce winners of give-a-ways).



PEDAL PULL- The Pedal Pull begins at 6:00 pm on Wednesday and many parents and children will be in the building and want to tour your booth after the pull is over. Dinner will end at 7:00 pm.

AUCTION- The auction will be held on Tuesday night starting at 6pm.

We ask that all exhibitors donate an item for the auction.

The Pork Chop dinner will end at 7:00pm and people will want to visit the displays following their dinner.

IT IS IMPORTANT THAT YOUR BOOTH IS OCCUPIED AND MAINTAINED UNTIL NOTED TIMES.
We realize that after two long days you will be tired and may be ready to leave early, but once you are tearing down, people will feel they must leave.

TEAR DOWN ON WEDNESDAY NIGHT (everything must be removed this night)

NO EXHIBITOR MAY TEAR DOWN A BOOTH UNTIL 7:00PM SHARP!

**We want to THANK EACH OF YOU for coming and making the 2024
Farm Festival the BEST YET!!
The Delaware County Farm Festival Committee**

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## BOOTH RENTAL CONTRACT

The Committees for the Delaware County Farm Festival and any of its sub-committee for same shall not be held responsible for any injury that may occur to any exhibitors, their employees, their families or person or persons working in said exhibit or connected with same, or for loss or theft of, or damage to any goods whatsoever...while in transit to, or from or during said show.

The Farm Festival Committee reserves the right to refuse exhibitors.

Please Contact Marie Scott at 765-749-8575 or [marie.delawarecofarmfest@gmail.com](mailto:marie.delawarecofarmfest@gmail.com) with any questions.

The 2024 Delaware County Farm Festival Days is governed by the RULES & REGULATIONS set forth on the enclosed sheet titled the same. The undersigned Exhibitor hereby agrees to receipt of and to follow the RULES & REGULATIONS.

### 2024 Booth Space Cost

10x10=\$100

10x20=\$200

**Set up Hours: Monday March 18<sup>th</sup>, 3:00 – 7:00 PM**

Please return the completed reservation page and payment by **March 1, 2024** to:  
Marie Scott, PO Box 278 Yorktown, IN 47396



## Reservation Form Rules & Regulations Agreement

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Date: \_\_\_\_\_, 2024

\_\_\_\_\_  
Company/Exhibitor Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Signature of authorized person-  
Accepting Rules & Regulations of this contract

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Daytime Phone Number& Evening Phone Number

Comments: \_\_\_\_\_

**Exhibitors Booth Reservation**  
**Event dates March 19<sup>th</sup> & 20<sup>th</sup>**

**10 x 10 = \$100** \_\_\_\_\_

**10 x 20 = \$200** \_\_\_\_\_

**TOTAL REMITTED \$** \_\_\_\_\_

Mail this page by March 1, 2024 to:

Delaware County Farm Festival: Marie Scott, PO Box 278, Yorktown, IN 47396

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**We ask that all exhibitors donate an item for the auction.**

*Payment must be received prior to set up.*