



**PAYMENT:** Your balance must be returned with the signed contract before the deadline. **Return signed contract even if there is no balance due.**

**SET UP:** Your exhibit must be in place before 6:00 PM the Saturday prior to the fair. All vendors must check in with the office upon entering the fairgrounds, a representative will assign your location. **Do not setup in any location until you have been directed to do so.** Booth buildings will be opened at 10am and locked at 10pm each day. You must make arrangements for the protection of your property. If you move in before Thursday and desire electric, there will be a \$50 flat charge per unit. The Hartford Fair is not responsible for any electric outage due to inclement weather or conditions beyond our control.

**TEAR DOWN:** We do **NOT** permit tear down before 8:00 PM final day of fair, in consideration to those entering the grounds Saturday evening. All exhibits must be removed within 48 hours after the closing of the fair. The Hartford Fair Board is not responsible for any loss or damage to property.

**INSURANCE:** Exhibitors participating in the Hartford Fair shall maintain a comprehensive commercial general liability insurance policy (including Premises-Operations; Contractual Liability; Product Liability and Completed Operation; Broad Form Property Damage) with liability limits of \$1,000,000 or greater and property damage limits of \$25,000 or more. All exhibitors must supply a certificate of insurance that confirms that coverage is in place. This certificate must indicate coverage for entire time on Hartford Fairground, certificate must include extra days to allow for setup and removal. The certificate must provide for a 30 day notice of cancellation to the Hartford Fair. Have your insurance agent or company send a Certificate of Insurance evidencing the above coverage to: The Hartford Fair, 14028 Fairgrounds Road NW, Croton, Ohio 43013-9794. If you do not have insurance coverage you must contact our office for further information.

**PASSES:** You are entitled to two privilege passes per exhibit. These passes will be given when you arrive to set up. The general admission cost is \$10.00 per day. If you need additional passes you can purchase a weekly pass for \$60.00. The weekly pass will have a punch place for each day. It can only be used by one person each day.

**TRASH:** You must clean your own general area each morning and place trash in bags, heavy enough to adequately hold contents. Place bag next to barrels for daily pick-up no later than 8:00 AM. Please leave the barrels for patrons use only. Waste material is not permitted to accumulate and create a nuisance.

**DELIVERIES:** **Supply trucks and golf carts will not be permitted on the midway after 10 am.** All deliveries after 10 am must be made on foot from the gate. No moving vehicles on midway after 10:00 AM. The office will not accept deliveries.

**REFUNDS:** **No refunds shall be issued after July 1st.** Vendors desiring refunds must submit a letter to the fair office postmarked no later than July 1<sup>st</sup> requesting a refund. Refunds must be submitted in writing stating reason for the request.



## ***RULES & REGULATIONS:***

1. Exhibitor shall not allow any exhibit other than his own to occupy any part of his space.
2. All items sold or displayed must be approved. All vendors must secure state licenses and conform to all laws.
3. The Society reserves the right to cancel any contract, at any time.
4. Additional items can NOT be added to your contract without the approval of the Concession Committee.
5. Selling and/or giving away free items with vulgar wording or design is prohibited.
6. No gambling or games of chance will be permitted. "Give Away" items need to be approved by the Society.
7. P.A. systems or loud speakers are prohibited.
8. The selling and/or giving away of helium filled balloons is prohibited.
9. The use or sale of silly string, laser lights &/or pointers is prohibited.
10. Booths & Tents must be occupied at all times during fair hours of (10 am - 10 pm).
11. No person is permitted to make solicitations on the fairgrounds except in contracted concession or commercial rented spaces.
12. No person is permitted to display signs, distribute advertising merchandise, except persons under contract or with permission.
13. Use of the Hartford Fair logo on any item sold or given away is prohibited without permission from the Society.
14. Smoking/Vaping is prohibited in all buildings and grandstand.
15. The Society is not responsible for damage or loss of property.
16. The Society reserves all rights of contract renewal, placement and items sold.
17. Vendors agree to indemnify the Society, its officials, employees and volunteers for all liability arising out of their actions.

All questions concerning vendor information should be directed to:  
The Hartford Fair, 14028 Fairgrounds Rd NW, Croton, Ohio 43013-9794  
(740)893-4881  
[help@hartfordfair.com](mailto:help@hartfordfair.com)