



# Walton County Fair Association, Inc.

Established in 1924 as an agricultural fair

**Dear Vendor,**

Thank you for your interest in becoming a vendor for the DeFuniak Springs Home & Garden Show. The DeFuniak Springs Home & Garden Show is a local marketplace where you can shop for home-related products and services, purchase unique decor and gifts from arts and crafts vendors, get products from local hobby farms, support small business owners, view displays to help inspire your next home project, connect with home improvement and real estate professionals, and enjoy informative presentations from local home and garden experts. Our mission is to provide a fun, entertaining event that not only helps businesses grow, but is a great resource for our local community.

Indoor and outdoor booths are available for a fee. Tents, tables, chairs and power cords will not be provided. Tables and chairs can be rented for a fee. If you need any special help setting up or tearing down please let us know 48 hours before the event date so that we can have enough staff on hand.

Each vendor will be assigned a booth space either inside or outside depending on preference on a first come first serve basis so make sure to get in your applications and fees in as early as you can. Food spaces are outdoors only.

**Booth Fees:**

**\$35- 10' X 10' Space**

**\$65- 10' X 20' Space**

**\$100- Food Vendors (outside only)**

**Rental Fees:**

**Table- \$10**

**Chair- \$5**

All fees and the attached application are due no later than February 28, 2022. Payments must be made in cash or check only. Checks need to be made out to Walton County Fair Association. Applications will not be processed until fees are received.

**Mailing Address:** P.O. Box 550 DeFuniak Springs, FL 32435

**Event Information:**

**Set up:** March 4, 2022, from **5 PM to 8 PM**; March 5, 2022, from **8 AM to 9 AM**

**Event:** March 5, 2022, from **9 AM to 3 PM**

**Tear down:** March 5, 2022, from **3 PM to 5 PM**

**Physical Address:** Walton County Fairgrounds 790 N. 9th St, DeFuniak Springs, FL 32433 (also known as Hwy 83 N)

**Thank you,**

Dawn Martin (Walton County Fair Manager)

Laurie Truett (Home and Garden Chairperson)

**Location:** 790 Highway 83 North, DeFuniak Springs, Florida 32433

**Mailing Address:** Post Office Box 550, DeFuniak Springs, Florida 32435

(850) 892-5261 / dawnmartin@waltoncountyfair.com



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## 2022 DeFuniak Springs Home and Garden Show Exhibitor Form

**Exhibitor** (Company or Entity): \_\_\_\_\_

**Contact** (First and Last Name): \_\_\_\_\_ **Contact Preference:** Mail \_\_\_ Email \_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Exhibit Category:** \_\_\_\_\_

**Preferred Exhibit Area:** Inside \_\_\_ Outside \_\_\_ (Tents, tables and chairs will not be provided)

**Booth Size:** 10' by 10' \_\_\_ 10' by 20' \_\_\_ **Space Preferences:** \_\_\_\_\_

**Table:** \_\_\_ **Chairs:** \_\_\_

(We will try to accommodate you as best as we can. All preferences are met according to a first come basis.)  
By signing this agreement, the Exhibitor above agrees to the following rules. Exhibitor shall keep all of their assigned booth area clean and free of clutter. All booths shall have at least one person manning them at all times during event. Event Committee and Fair Association cannot be held liable for any accidents or theft of merchandise. If any exhibitors need help setting up or taking down, they must contact the event committee at least 48 hours before event date. Exhibitor agrees to pay **\$35 or \$65 booth fee (\$100 for Food Vendors)** on or before **February 28, 2022** in order to reserve booth space. Payment can be made by either cash or check made out to: **Walton County Fair Association**. Exhibitors can make payment in person to either event committee chair member or by mailing to: **P.O. Box 550, DeFuniak Springs, FL 32435**. Please return this form with payment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Vendor Agreement with Walton County Fair

### **BUILDING DAMAGE**

Painting of any kind within the Walton County Fair is strictly prohibited. Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the Walton County Fair. Nothing may be attached to exhibit floor columns, even within booths; drilling into Walton County Fair concrete floor is prohibited. The use of glitter, glue, staples, and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Walton County Fair. Exhibitors are responsible for the removal of booth-marking tape, carpet tape, and tape residue left on exhibit hall floors. Exhibitors who do not remove tape and residue will be billed for all labor and materials charges for Walton County Fair removal of tape and residue. Procedure for removal of tape, paint, glue, glitter etc. must meet Walton County Fair guidelines. Contact the Walton County Fair Management for more information.

### **BALLOONS**

Helium-filled balloons are allowed in the Walton County Fair only as part of a display, and must be securely fastened to the booth. Balloons may not be given out within the Walton County Fair. Exhibitor is responsible for all expenses incurred in removal of balloons that become entangled in the Walton County Fair's ceiling trusses. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the Walton County Fair during all event hours.

### **ANIMALS**

All live animals are prohibited, with the exception of guide and service animals. An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the Walton County Fair with Show Management's written approval before any waivers can be made. All approved live animal displays must be located at least 150 feet from any food and/or beverage service. Waiver of this prohibition may depend on type, size, and number of animals, their containment method; handler/trainer supervision, required insurance certificates, etc. Contact the Walton County Fair management for information.

### **FOOD/BEVERAGE EXCLUSIVITY**

Only those vendors pre-approved through Walton County Fair management can dispense food or beverages within Walton County Fair property. All food and beverage items on Walton County Fair property must be pre-approved by the Walton County Fair or purchased through the Walton County Fair's Food and Beverage Vendors. The Walton County Fair prohibits the sell or dispensement of alcoholic beverages.

All mobile food vendors are individuals selling foods (other than fresh fruits and vegetables) from trucks, trailers or similar self-propelled conveyances, or non-fixed structures such as tables, booths or kiosks.

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## **FOOD AND BEVERAGE LICENSING AND INSURANCE**

All food exhibitors must meet the operating codes of the Walton County Department of Health and must meet compliance with any Food licensing entities such as the Florida Department of Agriculture and Consumer Services. Compliance with the Health Department and/or FDACS must be completed prior to the opening of the show or event. All food must be provided in sample sizes. Please contact Walton County Fair Management for approval.

## **FOOD AND BEVERAGE SAMPLING**

Exhibitors are allowed to distribute small, bite-sized, individually wrapped candies. The distribution of chewing gum is strictly prohibited. Only those vendors that fall under the category of cottage industries according to FDACS may provide samples of their food or beverages in any other capacity. Distribution of any other food or beverage items must be coordinated through Walton County Fair management.

## **SMOKING**

Smoking is prohibited at all times in all areas of the Walton County Fair inside or outside of the building, including exhibit halls, livestock barns, lobbies, food service areas, public and service corridors, and restrooms including port-a-potties except in those areas specifically designated for the purpose of smoking.

## **EXITS AND SAFETY**

No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits. The path of travel to exits may not be blocked by furniture or any other movable objects. This includes the use of fog machines, balloons, etc.

## **STAFFING OF BOOTHS**

All exhibitors or vendors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors expect to be able to do business or interact with our exhibitors at any time during show or event hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future. As a courtesy to those attending the DeFuniak Springs Home and Garden Show, and to your fellow Exhibitors, all Exhibitors must open their booth on time and staff it with at least one person throughout all open exhibit hall hours.

## **DEMONSTRATIONS AND HAND-OUTS**

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do so outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

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## **APPLICATION AND PAYMENT**

Applications for exhibit space must be signed, and payment in full must be received before exhibit space will be assigned or program information will be published. Fees are payable in U.S. dollars drawn on U.S. banks.

## **ASSIGNMENT OF EXHIBIT SPACE**

All exhibit spaces that have been paid in full will be assigned their spaces upon receipt of payment. Space preferences will be accommodated when possible. Previous years' vendors will be given priority on booth assignments. Walton County Fair reserves the right to change booth assignments or to move exhibit booths to resolve competitive situations or for any other reason for the good of the overall show or event. No changes will be made without prior notification to the exhibitor(s) involved.

## **BOOTH CONDUCT**

No exhibitor may operate in a way that interferes with the rights of another exhibitor. Exhibits and display materials may not span beyond the space allotted. All exhibits should be presented in a professional manner. Operation of objectionable sound devices and objectionable visual displays are prohibited. Walton County Fair, at its sole discretion, may determine what is objectionable.

The following practices are disallowed by Walton County Fair:

- Loud electrical or other mechanical apparatus disturbing other exhibitors and/or visitors.
- Theater-seating arrangements for more than six (6) individuals and/or presentation stages.
- Canvassing outside the booth, including aisles, entrances, or any other public space.
- Entering another exhibitor's booth without permission.
- Photographs of attendees or another exhibitor's booth without permission.
- Smoking in or around the exhibit hall.
- Threats to Walton County Fair staff, volunteers, or individuals representing other exhibiting companies.

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## **DISPLAYS AND DECORATIONS**

Signs, decorations, promotions, or display fixtures may not be taped, nailed, tacked or attached in a way that may leave a residue or have the possibility to damage any surface within the exhibit halls or building area. All equipment, promotions, signage, tables, and/or advertising must be confined to the exhibitor's space. Nothing may be displayed or projected outside of the exhibit space. Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

## **SUBLETTING AND SHARING OF EXHIBIT SPACE**

Exhibitors may not reassign or sublet their assigned exhibit space and may not display products or services other than those normally sold by them unless prior approval is obtained from Walton County Fair.

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## Home and Garden Show Vendor Agreement

I have requested and have been granted by the Walton County Fair Association the rental of a booth space at the facilities located at 790 N 9<sup>th</sup> St (known as State Highway 83) in DeFuniak Springs, Florida. The undersigned has read the foregoing agreement and fully understands it.

The undersigned further declare(s) and represents that no promise, inducement or agreement not herein expressed has been made and that this agreement contains the entire agreement between the parties hereto, and that the terms of this agreement are contractual and not a mere recital.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print

### OFFICE USE ONLY

Received by: \_\_\_\_\_ Payment type: \_\_\_\_\_ Date: \_\_\_\_\_

Payment total: \_\_\_\_\_ Check No: \_\_\_\_\_

Exhibitor Form Filled Out: \_\_\_ Vendor Agreement Signature: \_\_\_ Copy Attached: \_\_\_

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