



2024 INTERIM EVENT SET-UP FORM

(This form must be completed and returned at least 45 days prior to the first move-in date.)

Event Name: _____

Date(s) of Event: _____ Event Hours: _____

Building Name(s): _____

Set-up Date(s): _____ Set-up Hours: _____

Clean-up Date(s): _____ Clean-up Hours: _____

Event Contact Name: _____

Cell Number: _____ Email: _____

Website for Event Information: _____

Email or Phone Number for Inquiries about your Event: _____

Will you be setting up your own event? YES NO

Please specify your expectations: _____

*A diagram is required for all events. Please include a diagram when you return this form, so everything is set to your expectations, including placement of chairs, tables, etc. even if Grounds Crew is dropping off items and we are not setting them up for you. We will inquire if we have any questions.

Depending on the size and type of your event, we may ask to meet with the set-up person to walk the space and to clarify set-up, parking, etc. so that we are on the same page.

Will you require heat to be turned on in the building(s) if heat is available? YES NO

Do you have any "special" electrical needs other than the standard 120 volts, 20 amp? YES NO

If yes, please explain: _____

Will you require water, other than toilet facilities? YES NO

If yes, please explain: _____

Will you require the use of showers? YES NO



If your event deals with livestock, will you require any special pens? YES NO

If yes, please explain: _____

Tables: YES NO Type: _____ Quantity: _____
Type: _____ Quantity: _____

Chairs: YES NO Type: _____ Quantity: _____

Pipe & Drape: YES NO Quantity: _____

Portable PA: YES NO Projector Screen: YES NO Podium: YES NO

Stage 8x20' (Flatbed Trailer): YES NO Stage 8x12' (Flatbed Trailer): YES NO

Risers 4x8 (12' High): YES NO Quantity: _____

Aluminum Bleachers: YES NO Type: _____

Electric Hand Truck: YES NO Portable Ticket Booth: YES NO

Dividers (Cedar, Lattice (short), or Orange Barricades) YES NO
Type: _____ Quantity: _____

Picnic Tables: YES NO Type: _____ Portable Benches: YES NO

These items are only available in certain building(s)...

Stove: YES NO Refrigerator: YES NO Sink: YES NO

Electrical Drops: YES NO Quantity: _____

Support Personnel: YES NO

Heavy Equipment Operator: YES NO

*A Certified Flagger is required when using the Green Gate only.

Will you be needing a Certified Flagger? YES NO Quantity: _____

What type of directional signage are you providing for your event? _____



Please supply any promotional material you have for your event to the Fair Office.

We will put on the Reader Board the name of your event, date(s), and time(s) if possible.
We will modify message, if necessary.

Will you be maintaining the event facilities and restrooms you are renting? YES NO
If no, please see event maintenance fees sheet.

Will you be removing the event refuse from the Fairgrounds? YES NO
If no, please see event maintenance fees sheet.

Specify any other needs or requests:
