

Event Set-Up List

- Our goal is to make your event as successful as possible. By answering all of the questions on this form, you will help us achieve that goal.
- It is important that you give accurate, detailed information. The items you request are exactly what you will receive. Any additional items above the number you request on this form cannot be guaranteed because of other requests that are received on a daily basis.

**This form must be filled out and turned into the fair office at least
30 days prior to the first move-in date of your event.**

Name of your event: _____

Date(s) of actual event: _____

Hours of actual event: _____

Set-up dates / hours: _____

Is this event open to the public? Yes No (If you have a schedule, please attach)

Is there a charge to attend your event? Yes No If so, how much: _____

What is your approximate attendance? _____

Your name: _____ Phone: _____

Email: _____

Who will set the event up: _____ Phone: _____

List the building(s) you will be using: _____

Total # of tables & chairs needed: _____

Will you be setting up your own event? Yes No

Will you be maintaining the event facilities & restrooms you are renting? If no, please see event maintenance fees page 5. Yes No



Will you be removing event refuse from the fairgrounds? Yes No
If no, please see refuse disposal fees page 5.

Will you require heat or air conditioning turned on in the building(s), if available?
, Yes No

Will you require any panels/dividers or display boards: Yes No

If yes, please explain: _____

Will you require a stage: Yes No
If yes, please explain on your diagram where you would like it to be placed.

Will you require the use of bleachers for seating? Yes No

Do you have any other "special" electrical needs other than the standard 120 volts, 20 amp? Yes No
If yes, please explain, be specific: _____

Will you require water, other than toilet facilities: Yes No
If yes, please explain: _____

Will you require the use of showers? Yes No

Will you require overnight camping? Yes No

Will you be responsible for your own parking control? Yes No

If your event deals with livestock, will you require any special pens? Yes No
If yes, please explain and be specific: _____

What kind of directional signage do you have for your event? _____

Please note: Depending on the size of your event, we may ask your set-up person to meet with the grounds crew in the days preceding your event. At that time we will visit the building(s) and discuss set-up, parking, and any other new developments that may affect the set-up of the building. Events that are booked well in advance often change considerably and may not work with the original plan.



ADVERTISING / PROMOTIONAL SERVICES

- Please supply the fair office with any of your printed material, posters, discount coupons, and advertisements promoting your event. We often times get telephone inquiries requesting this important information.
- Information about your event may be printed in media releases such as the What’s Happening sections of local newspapers, online media outlets, event schedules and telephone inquiries.
- We will put a message on the Reader Board for your event. Because your event may not be the only event on the grounds on that date, we may have limited space for each to advertise.
- Please write out the message you would like to go on the Reader Board, and we will shorten it if necessary. Maximum of 23 letters per line, 2 lines.

To further advertise your event we can put up a sign on National Avenue by the south entrance to the fairgrounds. The ideal size is 24x30” or smaller. Please deliver the sign to the Fair Office one week prior to your event during our office hours, Monday through Friday 8 am to 5 pm.

- Yes, I will provide a sign
- No, I will not provide a sign

Are you interested in having information about your event published in the local “What’s Happening” Section of our newspaper? Yes No

Name & phone number for public information: _____

Website and Email for Organization/Event: _____

If we do an advertisement for events taking place at the Fairgrounds would you like to have your event listed? Yes No

GENERAL INFORMATION

- Our office hours are **Monday through Friday 9:00 AM to 4:00 PM**
- The keys for the building(s) that you have rented will be made available the day prior to your event – if your event is scheduled for a Sunday or Monday, you will need to make arrangements to come in the Friday before.
- Some events will incur additional charges for electricity, water, sewer, and clean-up. It may be necessary to bill you following your event.
- Damage deposits are required on all building rentals. The damage deposit is refundable once the event is over and it’s been determined that there was no damage to the building. This generally takes 30 days for the refund to be processed.



ADDITIONAL RENTAL ITEMS & FEES

- The following is a list of items or services are available for rent. Please indicate which items you want and fill in the total at the bottom.
- Prices below are per event.
- Tables and chairs prices are for those requested in addition to those included in building rental.
- Starred (*) items require fees for a heavy equipment operator

<u>ITEM</u>	<u>QUANTITY</u>	<u>COST EA.</u>	<u>TOTAL</u>
6' TABLES	_____	\$6.00	_____
8' TABLES	_____	\$8.00	_____
ROUND TABLES	_____	\$10.00	_____
PICNIC TABLES	_____	\$25.00 and \$35.00	_____
FOLDING CHAIRS	_____	\$2.00	_____
PANELS & DIVIDERS (CEDAR)*	_____	\$12.00	_____
PANELS & DIVIDERS (SHORT LATICE)*	_____	\$10.00	_____
ORANGE BARRICADES*	_____	\$15.00	_____
PODIUM	_____	\$10.00	_____
BENCHES*	_____	\$5.00	_____
PICNIC TABLES*	_____	\$20/\$30	_____
STAGE (8 X 20)*	_____	\$80.00	_____
STAGE (8 X 12)*	_____	\$65.00	_____
RISERS (4 X 8 APPROX.)*	_____	\$15.00	_____
APPROX. 12" HIGH			
BLEACHERS (WOODEN)*	_____	\$40.00	_____
BLEACHERS (ALUMINUM)*	_____	\$50.00	_____
PORTABLE PA	_____	\$55.00 and \$85.00	_____
STOVE, REFRIGERATOR OR SINK	_____	\$30.00 EACH	_____
ELECTRIC HAND TRUCK	_____	\$40.00	_____
TICKET BOOTH*	_____	\$30.00	_____
		<i>PLUS 8.2% Sales Tax</i>	_____
TOTAL FOR REQUESTED ITEMS			_____



Labor Fees (rates are subject to change)

Electrical Drops	Per drop	\$25.00
Support Personnel	(4-hour minimum)	\$25.00 an hour
Heavy equipment Operator	(2-hour minimum)	\$60.00 an hour
Event maintenance restrooms	300 or less attendees (1 attendants, includes supplies)	\$150.00 each event day (8-hour event day)
Event maintenance restrooms	500 or more attendees (2 attendants, includes supplies)	\$300.00 each event day (8-hour event day)
Security for events w/alcohol	2 guards required – 4 hour minimum	\$30.00 per guard (\$60 an hour)
Uniformed officer events w/alcohol	Determined by fair manager – 4 hour minimum	\$70.00 per hour
Flagger (National Avenue)	Required if using Security State Bank parking lot	\$20.00 per hour

Refusal Disposal – Events are encouraged to remove all trash. Le May is available to bring in dumpsters when necessary.

Refuse Disposal	Single Dumpster	\$75.00
Refuse Disposal	500 or less attendees	\$150.00
Refuse disposal	500 or more attendees	\$250.00 + more if applicable
Refuse disposal	Small events	\$10.00 per fair garbage can
Refuse disposal	Animal events	Rates will be analyzed during contract discussion

Internal Notes:

Trash Cans	_____	Total Chairs	_____
Dumpster	_____	Dump truck	_____
Total Tables	_____	Special Notes	_____