

LYCOMING COUNTY FAIR ASSOCIATION

P.O. Box 116 • 1 East Park Street

Hughesville, PA 17737-0116

Phone (570) 584-2196

Fax (570) 584-4955

2023 FAIR DATES: July 12 - 22, 2023

TO ALL PROSPECTIVE CONCESSIONAIRES AND VENDORS:

Enclosed please find your 2023 Lycoming County Fair Concession Reservation Request form, and our Rules and Regulations. We are excited to present the 152nd edition of the Lycoming County Fair. The fair and its buildings open at 4:00pm weekdays. We will be charging at the gate starting at 2:00pm on weekdays. We request that all vendors, inside and outside, be open by 4:00pm weekdays and 10:00am on weekends. You may choose to open earlier on weekdays if you so desire.

Also enclosed is a vendor sponsorship form. We recognize what an important role our vendors play in the success of our fair. Fair sponsors also play a critical role in the Fair's ability to keep prices reasonable for our patrons and vendors alike. We offer fair sponsorships at half price to vendors with all the same publicity as non-vendor sponsors. We greatly appreciate our past vendor sponsors and hope if you have not participated in the past, you will consider a sponsorship this year.

Please return your reservation request form, Certificate of Insurance, with your minimum deposit of \$100.00 as soon as possible, but no later than May 15, 2023. If you paid a deposit at the end of last year's fair, you are guaranteed the same location and it will be noted on your Reservation Request form and you don't need to send an additional deposit. All vendors need to complete the entire form, correct information at the bottom of the Reservation Request form and return your Certificate of Insurance with your form. Thank-You for your interest in the Lycoming County Fair!

Sincerely,

Rich Heydenreich

Concession Agent
Lycoming County Fair Association
(570) 584-2196
concessions@lycomingfair.net

Enclosures (3)

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FAIR DATES: July 12- 22, 2023

ALL CONCESSIONAIRES AND EXHIBITORS MUST ABIDE BY THESE RULES AND REGULATIONS.

1. ALL CONCESSION RENTALS MUST BE PAID AT THE FAIR OFFICE NO LATER THAN MONDAY, JULY 17, 2023. (After July 17, 2023, an additional 10% will apply).

2. We will be billing Wednesday, July 12, 2023, as "Dinner and Horse Racing", gates will open at 4:00pm with free admission. Concessions are welcome to be open, but not required open.

3. All Concessionaires and Exhibitors shall have their exhibit in order by 12:00 NOON, Thursday, July 13, 2023, and gates shall open at 4:00pm. Space reservations will only be held until 12:00 NOON unless the Concession Agent has granted permission for late arrival.

4. All Concessionaires and Exhibitors shall be open on all remaining days of the fair from 4:00pm to 10:00pm weekdays and 10:00am to 10:00pm on weekends.

5. Concessionaires and Exhibitors shall not start to break down their exhibit earlier than 11:00pm (Commercial Building Exhibitors 10:00pm) on Saturday, July 22, 2023, or they SHALL NOT receive a 2024 space request application.

6. No additional food or merchandise may be sold other than specified on the application unless approved by the concession agent.

7. PARKING AND PERMITS.

A. Special parking permits shall be granted to each concessionaire and exhibitor permitting a vehicle to park in an assigned area. THE PARKING PERMIT MUST BE DISPLAYED ON THE VEHICLE OR VEHICLE WILL BE TOWED AT OWNER'S EXPENSE.

B. All vehicles must be parked in spaces designated by the concession agent. IMPROPERLY PARKED VEHICLES WILL BE TOWED AWAY. The Lycoming County Fair Association will not be liable under any circumstances for injury to persons or property of the owner or occupants of any vehicles or for any property damage or loss of any nature.

C. Under no circumstances will vehicles be occupied overnight. Campers and vans must be parked in designated camping areas.

D. All camping concessionaire and exhibitor vehicles must enter gate 7 from the Fifth Street parking lot entrance.

E Gate 1 is for carnival employees only.

8. Concessionaires and Exhibitors shall be permitted to have vehicles on the fairgrounds proper to remove or replace anything from their locations from midnight until 1:00pm weekdays or 10:00am weekends, after which time all vehicles must be in their assigned parking area.

9. Any trailer or unit occupied for sleeping quarters will be charged \$25.00 per day. Any type of unit using electrical hookup prior to and during the fair will be charged accordingly. Payment for the duration must be paid on the day of arrival at the fair office.
10. Golf carts **SHALL NOT** be permitted on the grounds during operating hours, except those owned by the Lycoming County Fair Association.
11. Solicitations outside the rented space or in the aisles midway, or roadways **SHALL NOT** be permitted.
12. The Lycoming County Fair Association reserves the right to remove any literature or articles that are for sale or display which they feel is not keeping within the best interest of the Fair and/or its patrons. This includes literature or articles that are considered by Fair management to be in poor taste or offensive to the public.
13. Sound systems may be used provided they are kept at a low volume and do not disturb your neighbors or anyone else on the grounds. If **ANY** complaints are received, it shall be necessary to eliminate the sound system at the sole discretion of the concession agent.
14. No sub-letting or contract assignment shall be permitted without the full consent and approval of the Concession Agent.
15. Rented space must be returned to the same condition as it was found prior to the fair.
16. It is imperative that your representatives be neat, clean and well groomed. The impressions our patrons receive by the appearance of your employees has a direct reflection on the image of the Lycoming County Fair.
17. All food vendors must have fully charged fire extinguishers on location.
18. After midnight, camping vendors must remain in their designated camping areas.
19. No profanity or abusive language is permitted on the fairgrounds.
20. **NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ARE PERMITTED ON THE FAIRGROUNDS UNLESS AUTHORIZED BY CONCESSION AGENT.**
21. **VIOLATION OF THESE RULES SHALL BE GROUNDS FOR REMOVAL FROM THE FAIRGROUNDS WITH NO REFUND OF RENT.**

**PLEASE FILL OUT LABELED RESERVATION FORM AND RETURN WITH
DEPOSIT NO LATER THAN MAY 15, 2023**

2023 Lycoming County Fair

Vendor Sponsorship

We will celebrate our 152nd year, July 12-22, 2023, and would be honored if you would consider sponsoring a part of the fair. We continue to offer our vendors a chance to join our sponsor list at half price. Please sign and return this form, with your generous sponsorship, by March 30, 2023 to ensure all items in the sponsorship level can be met in time for our advertising deadlines.

Currently we distribute 40-50,000 fair brochures. We have an average attendance of 48,000. Please feel free to contact us if you have specific day(s) or acts you would like to sponsor.

Major – call (570) 584-2196 to discuss

Grand Champion – (~~\$2,000.00+~~) \$1,000.00+

Blue Ribbon – (~~\$1,000.00+~~) \$500.00+

Red Ribbon – (~~\$500.00+~~) \$250.00+

White Ribbon – (~~\$250.00+~~) \$125.00+

All sponsorships are greatly appreciated!

Vendor Name: (Please Print) _____

Signature: _____

Mail to: Lycoming County Fair, PO Box 116, Hughesville PA 17737

THANK YOU, THE LYCOMING COUNTY FAIR BOARD

Karen Yaw, Secretary