



Brought to you by Lancaster County Agricultural Society, Inc., a 501(c)(3) non-profit

Thursday, Aug 1 – Sunday, August 4, 2024
4-DAY INDOOR COMMERCIAL VENDOR APPLICATION

Note: Changes from last year or important to note

Company Name: _____ Nebraska State Tax ID#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

E-Mail: _____ Website: _____

Please Circle: Corporate/Business or Non-Profit/Government/Home-Based Business

Limited booth spaces are available in the FR8Star Pavilion just south of the Carnival for the first four days of the fair. Vendors interested in all 10 days should use the Outdoor or Food Vendor Applications. **Product/Service Categories**** Please describe your product(s)/service(s) in detail, including brand name, and a short description of what your booth space will look like. If possible, include photograph for new Vendors or new booth design. **Food & beverages to be prepared on site—must submit a Super Fair Food Vendor Application instead.**

Authorized Contact: *** _____ Title: _____

E-Mail: _____ Contact Cell Phone: () _____

TERMS OF RESERVATION: Deposit due with application. By signing below, you acknowledge reading and agreeing to the Terms of Payment and Cancellation Refunds attached to this application

****Fair management reserves the right to limit the number of Vendors with similar products/services (especially for commercial Vendors) and approve type of merchandise/services appropriate for family-oriented fair.**

*****This person will receive ALL of our mailings and must be authorized to commit your company to an exhibit space or to pay for any requested services.**

I have read and fully understand all parts of this show information packet and agree to abide by the rules and regulations governing the show.

Signed by _____ Date _____

Booths	Corporate Business	Non-profit, Govt. Org or Home Based Business*
10 x 10	\$350	\$200
10 x 20	\$600	\$350
10 x 30	\$850	N/A
10 x 40 or 20 x 20	\$1,100	N/A
Corner Premium	\$25	Per corner
Refundable Deposit required in addition to booth rent less any damages or penalties	\$300	\$150
**Must submit Non-Profit Certificate with application. Call Anjanette Rief at Sandhills Global Event Center 402.441.1828 for more information.		

Booth Price Includes:

- Free Vendor parking passes in designated parking lot (must be limited to booth staff actively working).
- Listing on the Super Fair Indoor Vendor Show map at **SuperFair.org** with company website and phone number.

Special thank you to our Vendors: one N/C high speed wireless (50MBps) connection per booth for entire Super Fair (\$100 savings)

This application available online at SuperFair.org
 (→Get Involved→Be A Vendor)

Mail Contract and Deposit to or stop by M-F, 8-5 at:
 Sandhills Global Event Center
 Attn: Super Fair Vendor Coordinator: Anjanette Rief
 4100 N. 84th Street
 Lincoln, NE 68507
 Phone: 402.441.1828

4-Day INDOOR Commercial Vendor Schedule

Move-In Hours

Tuesday, July 30, 2024 4pm to 7pm
 Wednesday, July 31, 2024 8am to 8pm*

*Booths must be set up by 8pm on Wednesday July 31, 2024 or you will lose your damage deposit.

No fork-lifts allowed (contact Anjanette Rief if needed)

Show Hours**

Thurs, Aug 1 – Sun, Aug 4 10am to 8:30pm

Move-Out Hours

Sunday, August 4, 2024 8:30pm to Midnight*
 Monday, August 5, 2024 8am to Noon

**No Electric past 10 pm on Sunday Aug. 4, 2024*

***Your booth must be staffed during all show hours or you will lose your damage deposit & at risk of not being allowed in future fairs.*

Booth Size and Cost Information

Booth Preference: Booth assigned on first come first served basis and at fair management discretion. If your choice is not available, you will be assigned the closest to your preference in location and size. Some adjustments may be necessary to meet show requirements and to allow proper show layout. (See new layout map for 2024 with zones marked)

1st Choice Zone _____ 2nd Choice Zone _____ 3rd Choice Zone _____

Is a trailer, equipment or other large display that needs to be a part of your booth space or display? Yes No
 (Note: early move in/late move out will be required.)

Size of trailer/equipment: _____

Number of Parking Hang Tags for free fair gate entry for your staff to be handed out during set up time: # _____

Tables, chairs and tents will not be supplied by SGEC or Lancaster County Super Fair.

Deposit Upon Reservation: \$300 payment due (\$150 for non-profit, gov't. or home-based) with Vendor application to reserve your Vendor booth to be held as a reservation/damage/Vendor participation deposit, as terms and conditions of contract being followed.

1. Enter Reservation/Damage & Participation Deposit Amount (\$300 or \$150) = \$ _____
2. Booth Fees: Size of booth _____ Price: _____ = \$ _____
- Send logo or artwork by July 1st, 2024 to ARief@SandhillsGlobalEventCenter.org
3. # of corners _____ x \$25 each = \$ _____
4. Vinyl banner – 4' x 8' with logo and design (other sizes please ask) Qty: _____ x \$110 = \$ _____
5. Electrical connection (Connection = one cord including power strip)
 - 110v (20 amp) _____ x \$90
 - 208v (50amp) _____ x \$180
 - 208v 3 phase (50amp) _____ x \$180 = \$ _____
6. TOTAL COST (add Lines 1–5) = \$ _____

PAY BY CASH OR CHECK (See credit card option to follow)

7. TOTAL BALANCE DUE by June 28, 2024 (from Line 6) = \$ _____
8. AMOUNT PAID by cash/check with application (Minimum Line 1)
9. Remaining balance due (Line 7 – Line 8) = \$ _____
Due June 28th, 2024

Payments after June 29, 2024:
 A penalty of 10% will be added to total vendor fee and Vendor may lose reserved spot if spaces sell out.

Office Use Only

Security Deposit	Payment #1	Payment #2	Payment #3
Date Received:	Date Received:	Date Received:	Date Received:
\$ Amt Received:	\$ Amt Received:	\$ Amt Received:	\$ Amt Received:
Ck# _____ or Cash	Ck# _____ or Cash	Ck# _____ or Cash	Ck# _____ or Cash
Balance Remaining:	Balance Remaining:	Balance Remaining:	Balance Remaining:

OR

PAY BY CREDIT CARD OPTION (full payment upon application only)

10. TOTAL COST from Line 6. = \$ _____
11. 4% credit card fee (Line 10 x 4%) = \$ _____
12. TOTAL COST PAID BY CREDIT CARD (Add lines 10+11) = \$ _____

Office: Use credit card information sheet as needed if credit card not available to swipe. Attach copy of credit card slip to this application.

4-day INDOOR Vendor Terms & Conditions

Keep a copy of this for your records

Note: Fair refers to Lancaster County Super Fair.

VENDOR DEPOSIT & PREPAYMENTS

Upon reservation of booth space, Fair is requiring that a **security deposit** which will 1. Reserve your booth space, 2. Act as damage deposit and 3. Act as a Vendor participation deposit. For corporate/non-profit groups, Fair will return deposits in manner paid within 10 days after the Super Fair to allow time for inspection for damage and processing time. Periodically throughout the Fair and on move-out day, a Fair representative will be in the building checking to make sure all booths are staffed throughout all published open hours and through move-out time.

TERMS OF PAYMENT/CANCELLATION POLICY

Credit card payments are due in full upon reservation. Cash or Check payments require a minimum of the deposit upon application and the **total balance paid by June 28, 2024 to reserve space.** If Vendor cancels between April 1 and June 1, a 25% administrative charge will be deducted from the refund. Administrative charges will be based on the full price of the contract. A 50% administrative charge will apply to refunds from June 1 to June 30, 2024. NO REFUNDS will be made starting July 1. In signing this contract, the above-signed agrees to have read and shall comply with the terms printed above as well as the rules and regulations attached, as all such rules are part of this contract.

CUSTOM BOOTH CONSTRUCTION

Vendors must keep all products, displays, furniture, structures, etc. contained to their designated booth space. Any exhibit taller than 8 ft. must be approved by show management. Signs must be professionally done. Custom displays should be about 6" narrower than actual space specifications to insure proper fit. Any Vendor display that has an unfinished side facing another Vendor's display must have it either finished or draped. Written permission must be obtained in advance if there is to be any masonry or unique construction. Vendors will not apply paint, lacquer, adhesive or any other coating to the Sandhills Global Event Center (Fair), or its floors, walls, etc. Nothing will be attached to the floor. All exposed edges of carpeting or floor covering must be taped down. Landscapers must put a protective barrier between landscaping materials and carpeted areas. All sharp or dirty portions of exhibit on provided carpet must be on plywood or cardboard to avoid damaging carpet. Absolutely no chemicals/paint to be sprayed on carpet other than water. Professional standards pertaining to appearance, materials and signage eliminate the use of used or scrap lumber, "blue tarps"/tarpaulins and handwritten signs. Continued participation in the Fair is dependent upon conformation with these standards.

CHARACTER OF EXHIBITS

Vendor agrees that no vulgar, offensive, controversial or obscene material of any type or nature will be displayed, exhibited, presented or offered for sale. The Lancaster County Super Fair shall be the sole judge of what is vulgar, offensive, controversial or obscene and their judgment shall be final. Any and all other regulations, which may be necessary for the safety and benefit of Vendors and the general Fair public not listed in this contract shall be adhered to by all Vendors. All material, including political or campaign material must be distributed from WITHIN the boundaries of the assigned booth space. No material may be distributed from aisles and/or outside of the grounds. Failure of the Vendor to abide by the decision so made shall constitute forfeiture of all rights obtained by the provisions of the agreement and forfeiture of all rentals paid by the terms of this agreement.

Each exhibit will comply with the laws of the State of Nebraska and with all ordinances and regulations of Lancaster County and the City of Lincoln and Lancaster County Super Fair. Vendor agrees to display only products and services which are sold by their organization in the regular course of business. Fair officials reserve the right to eject or prohibit any exhibit, in whole or in part, or any Vendor or their representatives which it considers not in keeping with the character of the Fair, with or without giving cause. If cause is not given for ejection of an exhibit or Vendor, liability shall not exceed the return to the Vendor the amount of rental

unearned at the time of the ejection. If ejection is for violation of these rules and regulations or for a stated cause, no return of rental fees shall be made.

ADA COMPLIANCE

Exhibitor shall endeavor to offer reasonable accommodations to persons with disabilities in accordance with the Americans With Disabilities Act.

COMBUSTIBLE MATERIALS

Combustible products cannot be used without prior written approval. All flammable material must be fire-proofed. Any gas grills or fireplaces in use must meet the approval of management and the Fair before and during the Fair. Display vehicles must have one battery cable disconnected with end taped, gas caps locked and taped and no more than a 1/2 tank or 10 gallons of gas (whichever is less). All fueling must occur outside the building. Vehicles cannot be moved during the show, only during setup/tear down when not open to the general public.

ELECTRICAL SERVICE

No electrical service will be furnished by Super Fair unless specifically granted in the Agreement. Super Fair shall not be responsible to Vendor for loss of time or revenue due to electrical power or any utility interruptions or failures. All electrical extension or flexible cords shall be of type S, 20 amp. 12 ga, with UL listed. Such cords may be used only when necessary, NEVER for fixed wiring, NEVER spliced, tacked, stapled or fastened to woodwork or walls, tied to or draped over pipes or other supports.

MOVE IN & MOVE OUT

No move-in, rearrangement or adjustment may be done after end of move in hours. NOTE: Additional facility services ordered on first day of fair will be delayed in delivery due to opening of entire fair—be sure to pre-order. Vendors will unload and load only at designated areas. Vehicles must be unloaded and loaded quickly and then immediately moved from the unloading and loading areas. Any vehicle left parked in these areas will be towed at owner's expense. Heavy materials or equipment will not be dragged, skidded, or rolled over the floors, but carried or moved in on wheels. Outside drop-off is at no charge but must be with approval and coordination with a Fair Operations Manager and Fair management. **The Fair management will retain the deposit of anyone who moves in late or attempting to move out early.** It is highly recommended that all small items, merchandise, lighting fixtures and other portable equipment be removed immediately after the show closes. Very limited vehicle access on Sunday to FR8Star Pavilion, including FR8Star Pavilion Courtyard on West side only after 8 pm due to animal move-out & no vehicle access on N side due to carnival until after 10pm. **EXHIBITS MUST BE REMOVED BY END OF MOVE-OUT HOURS.** If any accounts against the Vendor have not been paid in full prior to the end of the show, no items exhibited shall be removed from the building until full settlement is made. In case of attachments or other legal proceedings, Fair officials reserve the right to take charge of the Vendor's props and properties.

PARKING

Ample, free parking is available in designated LOT K Indoor Vendor parking area with provided Fair Indoor Vendor parking hangtags. Vendors must use designated Vendor Parking areas once the Fair begins. Violation of the posted "No Parking" signs or Vendors parking outside of the designated Vendor Parking areas shall subject vehicle to towing and impoundment. Parking hangtags may not be used except by Vendor staff working a booth.

FAIR SERVICES

A schedule of rates will be sent to all Vendors covering electricity, wireless internet access, and furniture rental. Vendors will be billed for these services at reasonable and uniform rates. Any Vendor who wishes to hook up to the Fair's gas line must call the Fair Director, Nate Dowding, for a quote and confirm availability. It is the responsibility of the Vendor to place their order with Fair management no later than 45 days in advance.

CARE OF EXHIBIT SPACE

Vendor will conduct Vendor's business in a quiet and orderly manner, keeping the premises neat and clean. Vendor shall keep the grounds in the front, rear and both sides of premises free from trash, rubbish and litter. Fair personnel will clean the aisles/driveways as needed, but the Vendors must keep their carpets, floor space and exhibits in good order. Vendors are allowed to bring in vacuum cleaners as long as they are compliant with UL regulations and cords are in good shape. Vendors must cooperate by maintaining their exhibits throughout the show in

perfect condition. Vendor will be required to replace, repair, or otherwise assume the expense for any defacement or injury of premises caused by their exhibit or representatives.

GARBAGE & RECYCLING

Vendor shall deposit all trash, rubbish and litter in large refuse dumpsters provided. Vendors shall not use the litter receptacles placed for public use. Cardboard should be flattened and placed in the cardboard recycling container provided per City ordinance.

FAIR/FACILITY SIGNAGE

No SGEC, Super Fair or Fair sponsor display material, banner or equipment may be removed for any reason. If any item is removed, there shall be a \$250 fee for replacement of said item.

SELLING PRODUCTS

Retail selling of products over-the-counter on a carry-out basis must be included on Indoor Vendor application at the time of requesting space. Orders may NOT be taken for merchandise or service to be delivered or rendered at a future date without prior written approval. Vendors are required to be aware of and compliant of local and state tax and other applicable laws. For more information on sales & use tax and income tax & withholding laws that apply to events, please see information guides for "Sales at Special Events" at www.revenue.ne.gov or Nebraska Department of Revenue at 402-471-5729.

LITERATURE & SOUVENIRS

Printing, advertising, souvenirs, etc., may be distributed by Vendors from their own space only. Any objectionable advertising will not be permitted at discretion of Fair management. Giveaways will not be of noise or mess-making variety. All such gifts are subject to prior approval by Fair management. Vendors must confine all sales activities to their own exhibit space.

PRIZES, DISCOUNTS & DRAWINGS

Drawings for giveaways, prizes, discounts, etc., must be registered and approved by Fair management. A list of all recipients, winners, etc., must be supplied to the Fair officials before the end of the Fair.

UNOCCUPIED SPACE

If Vendor fails to occupy space contracted for or fails to comply with all the terms of the agreement, the Show officials have the right to rent such space to any other applicant without releasing the Vendor from paying the sum agreed upon in their Show contract. No refunds will be made. Vendor shall not assign, share or SUBLET the whole or any part of their space without written permission from Fair Management.

EVENTUALITIES

In the case the Fair shall be destroyed by fire, other elements or by any other cause, or in case other circumstances make it impossible for the Fair officials to permit the contracted space to be occupied by the Vendor, the Fair contract shall terminate, and the Vendor shall waive any claim for damages or compensation. In case of strikes, acts of God, the authority of law or any cause beyond their control, the Fair officials, Fair and their employees shall not be held liable for the fulfillment of the rental contract of space. Vendors hereby waive any claim for damages or compensation.

MISCELLANEOUS

Speakers, radios, televisions or noise which is of sufficient volume to be annoying to other Vendors or fairgoers will not be permitted. No animals are allowed on the show floor.

LIABILITY

Neither the Lancaster County Agricultural Society, the Lancaster County Fair committee nor Sandhills Global Event Center will be responsible for any injury, loss or damage that may occur to the Vendor or to the Vendor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the Fair contract. Upon signing this contract, the Vendor expressly releases the foregoing named except if and to the extent directly attributable to the fault, negligence, error, omission or action of Lancaster County Agricultural Society, the Lancaster County Fair committee, Sandhills Global Event Center or any of their subcontractors, employees or representatives. Fair management is not liable for any valuables left unsecured at any time during or outside of show hours.

The Vendor agrees to defend, indemnify and save harmless Lancaster County Agricultural Society, the Lancaster County Fair nor Sandhills Global Event Center, its appointed officials and elective officers and

employees, from and against any and all liability, loss, cost, damage and expense including costs and attorney's fees in defense thereof, because of actions, claims or lawsuits for damages because of personal or bodily injury, including death at any time resulting there from, sustained or alleged to have been sustained by any person or persons and on account of damage to property including loss of use thereof, asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this agreement, whether such injuries to person or damage to property is due to the negligence of the Fair or as their interest may appear, their subcontractors or agents, successors or assignees, or the Vendor, its employees, or its agents.

INSURANCE REQUIREMENT

By June 1st, 2024, Vendor shall procure and maintain coverage for the Lancaster County Super Fair from July 30 to August 11, 2024 (including move-in and move-out dates), the insurance coverages, endorsements, and limits reflected on the example Certificate of Insurance attached with correct legal name & address of Lancaster County Agricultural Society, Inc. ("Ag Society"). Please give your insurance agent the attached COI example and below is explanation to provide them as well to get the right certificate the first time:

- **Additional Insureds.** The Commercial General Liability and Excess Liability policies shall name Vendor as the insured and the Ag Society and its officers, directors, employees and agents as additional insureds on a primary and non-contributory basis.
- **Waivers of Subrogation.** The Commercial General Liability and Excess Liability policies shall waive subrogation against the Ag Society and its officers, directors, employees and agents.
- **Insurer Rating.** All Insurance required by this Agreement shall be placed with an insurance carrier with an A.M. Best's Financial Strength Rating of A or better.
- **Certificate of Insurance.** At least 60 days prior to Client's Event, Client shall provide Ag Society with a Certificate of Insurance evidencing Client's compliance with the Insurance requirements of this Agreement.
- **Changes to Ag Society's Insurance Requirements.** If Ag Society's insurers alter the insurance coverages the insurers require be in place for events, Ag Society will provide Vendor with notice of such changes as soon as reasonably practicable, and Vendor agrees to use its best efforts to obtain Insurance that satisfies such changes in coverage.

Questions regarding insurance coverages or quotes for coverage may be directed to Marci Elam, UNICO Sr. Account Manager, at 402.434.7237. Online insurance quotes are available at <https://unicogroup.com/coversmart-special-events>

At your discretion, you may stay open later than your contract states but no later than SGENC fairgrounds closing time at 10 pm—NO EXCEPTIONS. All concession booths shall be open to the public during show hours. Sandhills Global Event Center management will not be responsible for any loss or theft which may occur in the absence of booth attendants because of early closure.

SIGNAGE

Lessee shall display the prices of food menu or retail merchandise for sale, including drinks, in a location clearly visible to fair-goers. Sandwich board (A-Frame) menus or other types of signage may only be placed directly outside the leased space.

BREACH OF CONTRACT

The Vendor shall comply with these Vendor Terms & Conditions. In the event the Vendor fails to comply with any of the following conditions the Event Center may treat the Vendor as being in breach of this contract and at its option, may re-let the space to an alternate Vendor for the remaining term of this contract, remove the Vendor from the premises, placing any exhibits, supplies and materials in storage to be disposed of as the Event Center deems fit and/or retain all consideration paid as forfeiture.

AMENDMENTS

Show officials and committee shall have full power to interpret or amend these rules and to make additional rules in the best interest of the Fair. The Vendor agrees to accept and abide by such rules.

YOUR SUPER FAIR CONTACTS:

1. Vendor Coordinator: Anjanette Rief ARief@SandhillsGlobalEventCenter.org or 402.441.1828
2. Super Fair Coordinator: Sara Juengel SJuengel@SandhillsGlobalEventCenter.org or 402.441.1827
3. Super Fair Director: Nate Dowding NDowding@SandhillsGlobalEventCenter.org or 402.441.1817
4. SGEN Operations Director: Ron Bohaty RBohaty@SandhillsGlobalEventCenter.org or 402.441.1812

ATTACHMENTS:

Certificate of Insurance sample - give to your insurance agent to avoid paying to revise your certificate if not correct.