



To: Fair Booth Exhibitors/Vendors

From: Bowman County Fair Association
Melissa Soreide
104 1st. St. NW, Suite #7
Bowman, ND 58623
(701) 523-5271
melissa.soreide@ndsu.edu

It's time to mark your calendars for the 2023 Bowman County Fair!

We are looking forward to this year's fair and welcome you back if you have been here before. If this is your first year as an exhibitor with us, we are excited you decided to take part in our county fair! The fair will start on Thursday, July 13th and wrap up on Sunday, July 16th.

Vendors will be able to set up as early as Friday 9 am and no later than Saturday 9 am. All indoor booths are 6' x 12' space. Vendors can rent more than one space. Each booth will have one 8 ft table provided. You are welcome to bring more. If no table is needed, please specify. Fill out the contract with the number of booth spaces/outdoor space you would like to rent and return the completed form to us. Mail your contract with your payment as soon as possible to ensure your space is reserved.

*Any booths canceled after June 16th, 2023 will forfeit their rental fee.

For questions or more information about the fair, visit the Bowman County Fair website at: www.bowmancofair.com or the Bowman County Fair Facebook page at: facebook.com/BowmanCoFair/

Please make checks payable to the Bowman County Fair Association.

Mail contracts to:

NDSU Bowman County Extension

104 1st St. NW Suite #7

Bowman, ND 58623

We can't wait to see you at the fair!

2023 Bowman County Fair Contract

Memorandum of agreement between the Bowman County Fair Association and your business in regards to the leasing of booth space at the 2022 Bowman County Fair.

The dates of the 2023 Bowman County Fair are July 13-16.

The Bowman County Fair Association agrees to make available indoor and/or outdoor space for booth rental during the days of the fair. **Electrical outlets will be available, but must be requested on your contract form. Outlets are limited. Any booth requesting the use of electricity will be charged an extra fee as noted in the pricing.**

Booth space will be reserved once we receive your payment. Booth setup will start Friday at 9am. Vendors can set up no later than Saturday by 9am. All displays are to remain in place until 3:00 p.m. on Sunday, July 17th. Damage to the booth space or floor will be at the expense of the lessee. The lessee agrees to refrain from nailing, tacking or taping anything to the walls. Removable mounting putty is acceptable. Attached is a schedule for the exhibit hall.

Return your signed contract with payment ASAP to reserve your spot.

6 x 12 Indoor	\$100
Electricity/indoor booth	\$10
Outdoor Space	\$150

Friday & Saturday, July 15th & 16th	9:00am-7:00pm
Sunday, July 17th	9:00am-3:00pm

Legal Name: _____ DBA Name _____

Address: _____

Phone #: _____ Email: _____

Do you need electricity? Yes No Table Needed Yes No ND Sales Tax Permit # _____
(Leave blank if you don't have one)

Number of indoor booth spaces _____ x \$100.00 Receive confirmation letter by mail E-Mail
Or Outdoor space _____ \$150 = Amount Enclosed \$ _____

Business Facebook page or website _____

Lessee Signature _____ Date _____

By signing I acknowledge that I am agreeing to terms above. Failure to comply with these terms will result in forfeit of payment and loss of use for booth/outdoor space. Any cancelations after June 16,2023 will forfeit rental fee.

For Office Use Only:	
Check # _____	Date Rcvd: _____
Confirmation Email Mail	Date Sent: _____