

July 25, 2023



July 28, 2023

[www.russellfair.org](http://www.russellfair.org)

## AN OPPORTUNITY TO CASH IN AT THE FAIR

The Russell County Fair is the perfect opportunity to display, promote or sell your wares. Thousands of people attend the Russell County Free Fair each year. It is a wonderful occasion to receive excellent public exposure at a price you can easily afford.

Young and old love this fun, entertainment packed week. Old favorites like *exciting Games, Frog & Turtle Races*, and the *Free Entertainment Stage*, will be preferred attractions throughout the week. We will be having a *Ranch Rodeo* on Friday Night. The attraction that draws a large crowd will be Friday night; *with the 4-H Livestock Sale* and the free stage will feature a band. Our entertainment committee is working hard on getting other quality acts to fill our Free Entertainment Stage.

Commercial displays in Russell Rec will be open to the public Tuesday, July 25<sup>th</sup> through Friday, July 28<sup>th</sup>. The Armory doors will be open from 6:00 p.m. to 10:00 p.m. Street vendors may stay open as long as they wish during the week.

Enclosed in this mailing are the reservation form and rules & regulations. If you have any questions that are not answered in the general rules please feel free to call Barb Langhofer at 785-483-4894 or Fonna Schwien, (W) 785-885-4804. If there are no further questions to be answered feel free to sign and return the registrations form. There is limited space in the armory this year, so return your form early. Those who displayed last year will have first choice of space until May 1, 2023.

Electrical and water outlets are limited, PLEASE note on your registration form if you require use of these and specify what you will be operating that uses electricity. The Fair Board will furnish one banquet size table and chair. If you are in need of additional tables or chairs it is recommended that you bring them.

When setting up your site electrical cords, hoses or other items that cross in the public walkway are a safety issue and not allowed. This applies to all street and sidewalks where there is a heavy traffic pattern. You are required to carry your own liability insurance and remit sales tax to the state for items sold.

The Fair Board looks forward to seeing you at the 2023 Russell County Fair. Please call if you have questions.

Sincerely

Barb Langhofer  
Secretary

# GENERAL RULES AND REGULATIONS FOR THE RUSSELL CO. FREE FAIR

RUSSELL, KS

July 25– July 28, 2023

**Rule 1:** The Russell Co. Free Fair Board reserves the absolute right to interpret these rules and regulations and arbitrate, settle and determine all matters, questions, and differences in regard to or otherwise arising out of, connected with, or incidental to the fair.

**Rule 2:** The board reserves the right to amend and add to these rules as they, in their judgment, may deem advisable. In the event of conflict of general rules or special rules, the latter will govern.

**Rule 3:** Any person who violates any of the following special rules will forfeit all premiums and privileges and be subject to such penalty as the board may order.

**Rule 4:** General Rules and Regulations will apply to each and every department of the fair, except where noted otherwise.

**Rule 5:** All activities at the fairgrounds are to be stopped prior to 1 a.m. The 1 a.m. curfew will be enforced and violations reported to proper authorities

**Removal of Objectionable Exhibits and Displays:** The management reserves the right to remove from the grounds any exhibit, animal, concession, or show that may be falsely entered or may have any sign, banner or advertising matter of any kind which might be deemed unsuitable or objectionable by them without assigning a reason therefore.

## Concessions and Privileges

1. The board authorized only the letting of such privileges or concessions as are necessary to supply the wants of the people or that may add to their comfort, convenience or pleasure, but under no circumstances will a privilege of a questionable nature or a demoralizing tendency be let or in any manner tolerated where the business is conducted in any other than a legitimate and trade-like manner. The sale of alcoholic liquors is strictly prohibited.
2. Parties desiring to purchase display space can do so through Barb Langhofer, P.O. Box 644, Russell KS 67665. **All commercial exhibitors must sign an application form with the Fair Board PRIOR to setting up.**
3. Each displayer must confine himself to the space assigned. Failure to do so will subject him to forfeit his privileges.
4. **Access to displays:** any official representative of the Russell Free Fair Board shall have access to the premises of any exhibitor at any and all times.
5. **Care of Concessions & Displays:** All buildings and grounds space are to be kept neat and clean
6. **Price Signs:** A sign shall be posted at each stand showing the price charged for lunches, meals or drinks. Said sign shall meet the approval of the management, and be at all times in view of the customer.
7. **COMMERCIAL INDOOR BOOTH SPACE:** \$50.00 is the fee for APPROXIMATELY 8x10 foot spaces. Armory door will be open to the public from six to ten pm Tuesday July 25 through Friday July 28. Commercial display space must be reserved by advance payment. Cancellation after July 1 will be subject to forfeit of rental charges. **All commercial exhibits must be in place by 6:00 p.m. Tuesday, July 25th and remain in place until 10:00 p.m. Friday, July 28<sup>th</sup>.** Last year *displayers have first choice until May 1.*
8. **Street space:** \$2.00/ft, a minimum of \$50.00 per display. Each displayer must confine himself to the space assigned. Failure to do so will subject him to forfeit his privileges. Last years displayers have first choice until May 1.
9. **Fees on Outdoor Covered Area:** Will be \$50.00 for the fair.
10. **Fees for outside Food & Drink Stands:** When organizations furnish their own building or stand, the rate will be \$100.00. One 15-amp breaker will be furnished. There will be an added charge for Extra breakers, \$25.00 for 15 amp and \$30.00 for 220 volt. Any official representative of the Russell Co. Free Fair Board shall have access to the premises of any exhibitor at any and all times.
11. All space allotted must be improved and decorated by the purchaser at his own expense. Management will provide one table and two chairs per space, as they become available after judging is finished in the 4-H building.
12. Nothing shall be sold, given away, or otherwise disposed of by exhibitors, which may in any way conflict with or which is the subject matter of any privileges or concessions granted or sold by Russell County Free Fair.
13. No concessionaire or displayer will be permitted to assign space allotted to that concessionaire or displayer or to install, operate, or maintain any type of concession or display other than that specified in writing of the Russell County Free Fair Board for all of those operations.
14. **Courtesy** to visitors, to other concessionaries, displayers, exhibitors, and to all members, trustees, officers, agents, and employees of Russell County Free Fair Board will be required at all times. Any Concessionaire or displayer, and all persons in concessionaire's or displayer's employ, will at all times be required to give prompt obedience to the orders of the Russell County Free Fair Board and its authorized representatives in regard to the enjoyment of the privileges of exposition at the Russell County Free Fair Grounds
15. In the event of a breach by any concessionaire or displayer of any term or condition of the application for a permit or of any of these general rules and regulations, Russell County Free Fair Board may, at its option, revoke the permit and terminate the agreement between RCFB board and the concessionaire or displayer and exclude the concessionaire or displayer from the Russell County Free Fair Grounds, and that upon failure to do so, consents to the RCFB Board's removal of such concession or display at the concessionaire, or displayers' expense.

**Claims for Injury and or Damage:** In no case shall the Russell County Free Fair, or its directors, officers, or superintendents, or any of them, be held responsible for any loss, damage accident, injury or death from any cause of people, animals, cars, machinery, carnival equipment, disease included, of any character, while they or their property are on the fairgrounds at any time or place. If the property owners or others interested in the property desire protection against loss damage from injury against fire, and from other causes, they should make their own arrangements and pay for such insurance.

**Every displayer must be responsible for his or her own liability insurance and remitting sales tax to the state for items sold.**

Applications for Display or Concession will not be excepted until proof of insurance is furnished.



Application for Display or Concession  
Russell County Free Fair  
July 25, 2023 to July 28, 2023

Business or Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Inside Russell Rec Space July 25-28**

Approximately 8x10' for \$50.00-----\$ \_\_\_\_\_

**Outside Food/ Drink Vendor July 25-28, \$100.00----- \$ \_\_\_\_\_**

Extra 15-20 amp breaker \$25.00-----\$ \_\_\_\_\_

Extra 220 outlet \$30.00-----\$ \_\_\_\_\_

Total amperage you require \_\_\_\_\_

**Covered Outside Area July 25-28 \$50.00 ----- \$ \_\_\_\_\_**

**Street Space July 25-28 \$2.00 per Foot (min of \$50.00)----- \$ \_\_\_\_\_**

Extra 15-20 amp breaker \$25.00-----\$ \_\_\_\_\_

220 outlet \$30.00-----\$ \_\_\_\_\_

Do You Require Water \_\_\_\_\_

Size of space you require (include tongues, fold-outs, etc.) \_\_\_\_\_

**PRODUCTS YOU WILL BE SELLING OR DISPLAYING** \_\_\_\_\_

**Remember you are responsible for your own liability insurance and remitting sales tax to the state for items sold. This application will not be excepted until proof of insurance is furnished.**

**PAYMENT IS DUE WHEN THE SIGNED FORM IS RETURNED**

**CONDUCT AGREEMENT FOR Russell County Free Fair July 25- July 28, 2023:**

The Signer, or individual, represents the above group, business, organization. The undersigned acknowledges receipt of a copy of the Russell County Free Fair General Rules and Regulations Covering the Russell County Free Fair, and agrees to abide by them.

Signature \_\_\_\_\_

Remit to: Russell County Free Fair, P.O. Box 644, Russell KS 67665

<b>RUSSELL COUNTY FAIR USE ONLY</b>	
Date Received	_____
Amount Enclosed	_____