

## Preble County Pork Festival, Inc.

### 2026 EXHIBITOR INFORMATION, RULES & REGULATIONS

#### 1. BOOTH LOCATIONS:

- a. Returning or pre-pay exhibitors (see pre-registration) must have their application submitted by 5 pm on Sunday, September 21, 2025 to keep their same booth location for the 2025 festival.
- b. Applications received AFTER September 21, 2025 ARE NOT guaranteed same booth location. The Exhibitor Committee and/or the Board of Directors hold the right to assign locations as seen appropriate.
- c. Changing your booth location after receiving your booth assignment is generally NOT permitted unless approved by the Exhibitor Committee and due to outstanding circumstances.

#### 2. CAMPING: Exhibitors must camp in the designated area and display **paid sign in window**. Only the camping unit and one other vehicle are allowed on each campsite. Use of electric is considered camping. (\$75 for two days and \$10 each additional day)

#### 3. CHANGE: Exhibitors should bring enough change for their monetary needs but for those needing change, the Exhibitor Bank, located in the Bruner Arena, Pork Fest Office, will be open from 11 am to 1 pm and from 3 to 5 pm on Saturday and from 11 to 1 am on Sunday. Change is unavailable at any food or drink stand.

#### 4. CHECK IN: All exhibitors must check in at the Exhibitor Office upon arrival. Check in times are as follows: Thursday, September 17th, 2026 from 1 to 8 pm and Friday September 18th, 2026 from 8 am to 9 pm. **YOU MUST** check in by 9 pm on Friday to ensure your spot is not given away! If you cannot make this check in time, please call or email so that your space is not rented to someone else. Refunds will not be issued if this should occur. **Vehicles are not permitted in the Exhibit area after 9:00 pm on Friday, September 18, 2026. Towing will be enforced!**

#### 5. CLEAN UP: All booth spaces (inside and outside) need to be left clean of all trash at the end of the festival. All trash **MUST** be put in dumpsters. All packing boxes need to be broken down, stacked and ready for recycling pick-up.

#### 6. CONFIRMATION: **Your cashed check is your confirmation**

#### 7. COUNTERFEIT ITEMS: Counterfeit items are NOT permitted at the festival. All items must be authentic or will otherwise be removed by the Board of Directors. The Board of Directors has the authority to reject applications that suggest the selling of counterfeit items.

#### 8. DELIVERIES: **The Exhibitor Committee will not be responsible, at any time, for deliveries made to individual exhibitors.**

#### 9. DIGGING: No exhibitor shall dig on the fairgrounds due to buried cables and service lines.

10. ELECTRICITY: Access to all electrical switch boxes must be kept clear. An electrician is always available.

11. EXPO CENTER RULES (ONLY): **Building will be open from 7:00am – 9:00pm**

- a. NO ITEMS SHALL BE SOLD OUT OF BOXES OR BINS
- b. All items MUST be displayed professionally
- c. All tables MUST be covered with table covering
- d. Demonstration Exhibits involving food ARE allowed but must be kept inside booth area.
- e. **NO Seating or storage is to be around the expo center walls**
- f. **Any vendor selling consumable items must provide a current Certificate of Insurance with their application**
- g. **ALL VENDORS MUST BE OUT AND ITEMS REMOVED BY 9PM SUNDAY NIGHT.**

12. EXHIBIT AREA: Impromptu demonstrations, the carrying of placards or any activity deemed disruptive to the safety or general operation of the festival or interfering with the normal conduct of business by authorized vendors shall not be permitted. **Exhibitors must stay in their assigned exhibit spaces.**

13. EXHIBIT AREA APPEARANCE:

- a. Each exhibit must be within its **DESIGNATED AREA. NO items will be allowed in walkway.**
- b. All walkways must be clear of obstructions.
- c. All items must remain in allotted/paid area in buildings or barns and outside space.
- d. Each exhibit shall be neat and orderly.
- e. All merchandise shall be of #1, Class A quality.
- f. Antiques/primitives are permitted. **(No flea market or garage sale items)**
- g. Jewelry shall be displayed in cases or hung on racks.
- h. Cardboard boxes shall not be used to display items.
- i. Only those items listed on the contract shall be exhibited.
- j. All items must be sold within the booth area. Roving sales are prohibited.
- k. Informational materials are not to be "handed out" or otherwise randomly distributed. They must be securely displayed in an established booth where they are available to interested parties.
- l. Clothing and clothing accessories (including belts and purses) must be hung up properly on display mounts.
- m. All items must be priced and/or prices must be visible on a display.

n. All food items must be pre-packaged and priced to sell.

14. **EXHIBITS:** Arts and craft items are encouraged. Pictures of items being sold **MUST** be included with the application to be accepted. Manufactured and assembled items, such as commercial, catalog, and mass-produced items must be presented and approved by the Board of Directors and/or the Exhibitor Committee and they have authority to reject or accept ANY application upon their discretion.
  - a. Antiques/primitive/vintage items are permitted. Vintage is an item 50 years older and antique/primitive is older than 100 years. **No garage sale or flea market items permitted.**
  - b. **FOOD:** No exhibitor shall sell food or drink items for consumption in the exhibit area. All products must be pre-packaged and priced to sell. **Any vendor selling edible items must provide a current Certificate of Insurance with their application**
15. **HOURS:** Exhibits are open from 8 am to 7 pm Saturday, September 19, 2026 and from 8 am to 5 pm Sunday, September 20, 2026. Expo doors will be unlocked from 7:00 am-9:00pm.
16. **INSIDE SPACES:** Inside spaces are in open-sided livestock barns or enclosed buildings. All inside spaces are under roof.
  - a. Most inside spaces are 10' wide and 8' deep. Tents must not exceed 10x8 space
  - b. Some inside spaces have a 4'-high back wall; **many do not.**
  - c. All inside spaces are within 15' of an electrical outlet. There is a \$25.00 charge to use your own **12-gauge extension cord with GFCI. Any extension cord that is not 12 gauge will be cut.**
  - d. Each single electrical outlet shall be limited to 500 Watts, i.e. 5 -100-Watt light bulbs.
17. **LIABILITY:** EXHIBITORS DISPLAY AT THEIR OWN RISK. THE PREBLE COUNTY PORK FESTIVAL, INC., ITS DIRECTORS AND COMMITTEES ARE NOT RESPONSIBLE FOR ANY THEFT, DAMAGE OR ACCIDENT OCCURRING DURING THE FESTIVAL OR RESULTING THEREFROM.
18. **LOGO:** The words "Preble County Pork Festival" and the corporate logo are copyrighted and cannot be used on any item without permission, in writing, from the Preble County Pork Festival Board of Directors.
19. **OBJECTIONABLE ITEMS:** Objectionable items, such as WEAPONS, COUNTERFEIT ITEMS, DRUG PARAPHERNALIA, OBSCENE AND/OR PORNOGRAPHIC MATERIALS ARE NOT PERMITTED TO BE SOLD! The Board of Directors has the authority to reject applications that suggest the selling of these items and remove these items from the festival grounds.
20. **OPEN FLAMES:** Burning open flames are PROHIBITED per the Fire Chief. Violators will be asked to remove the items or leave the grounds without a refund.
21. **OUTSIDE SPACES:** An electrical hook up is necessary for most outside spaces.
22. **PAYMENT:** **Full payment must accompany a completed contract** – no partial payment permitted. All checks are subject to deposit upon receipt. **PayPal available with on-line submission only.**

23. PRE-REGISTRATION:

- a. Returning or pre-pay exhibitors must have their application submitted by 5 pm on Sunday, September 21, 2025 to keep their same booth location for the 2025 festival.
- b. Applications received AFTER September 21, 2025 ARE NOT guaranteed same booth location.  
\* **The Exhibitor Committee and/or the Board of Directors hold the right to assign locations as seen appropriate.**
- c. Pre-registration **TIMES & DATES** for the 2027 festival will be from 7am to 9 am and 6pm to 8pm on Saturday (September 19) and on Sunday (September 20) from 7am to 9am and 3pm to 5pm at the Exhibit Office.

24. RAFFLES: Raffle tickets may not be sold by any exhibitor. Drawings are permitted if no consideration is involved.

25. REFUNDS: Refunds will be limited to 80% from May 1 to July 31, no exceptions. No refunds after August 1st, no exceptions.

26. RETURNED CHECKS: A fee of \$35 will be assessed for each returned check. A money order or cashier's check in the amount of the returned check plus the \$35 fee will be required for payment.

27. SECURITY: Security is provided from 10 pm Thursday to 6 pm Sunday.

28. SET UP: Exhibitors must furnish everything they need to display their merchandise, i.e. tables, chairs, dividers, etc. **Set up must be completed and exhibitor area clear of boxes, carts, and vehicle by 6:30am Saturday and Sunday of the Festival. NO VEHICLES ARE PERMITTED IN THE EXHIBIT AREA.**

29. SPACE LIMITATIONS: The Exhibitor Committee may, at their discretion, limit exhibits to eight (8) spaces.

30. SUBLETTING OF SPACE: Prohibited! No exceptions!

31. TOYS-NOVELTIES: Only handcrafted toys shall be exhibited and sold. No other toys, toy novelties, inflatables (except for authorized balloons) or noisemakers shall be sold by an exhibitor. The Arts and Crafts Exhibit Committee has the right to ask for removal of these items.

32. VEHICLES: **All vehicles are prohibited in the EXHIBIT AREA after 9:00pm Friday, September 18<sup>th</sup>, 2026. Towing will be enforced!**

33. Wi-Fi: **Wi-Fi access limited to Preble County Pork Festival Board of Directors only. Vendors and visitors will not have access to Wi-Fi password.**

The above Rules and Regulations have been reviewed and accepted by the Preble County Pork Festival Board of Directors. The Preble County Pork Festival Inc. reserves the right to alter or amend these rules and regulations if necessary. Revised 02/24