



## Commercial Vendor Application - 2026

Thank you for your interest in becoming a commercial vendor at the Johnson County Fair, July 19-25, 2026. Please make sure you read and understand the Vendor Guidelines prior to filling out the application. ALL vendors must include 5 photos (4 of product, 1 of logo) if applying to sell product, (1 photo of logo) if applying for advertising purposes. All photos should be sent electronically to the Fairboard Commercial Superintendent Rob Souchon at [commercial@jocofairin.com](mailto:commercial@jocofairin.com)

### VENDOR RULES

- Balance of Contract is due June 1, 2026. No space will be assigned until payment in full has been received with required documentation. **Checks should be made payable to "Johnson County Fair Association". If paying by credit card, please contact Commercial Director, Barbara Souchon to make arrangements**
- Placement of vendors will be at the discretion of the Commercial Director. Vendors that sell cash and carry items will be given preference in Herring Hall until that building is full. For best placement, apply early.
- Check in and Set up dates are Friday, July 17<sup>th</sup> and Saturday, July 18<sup>th</sup> between 9:00 am and 5:00 pm and Sunday, July 19 between 8:00 am and 10:00 am. **ALL booths must be ready for business by 12:00 pm (NOON) on Sunday, July 19<sup>th</sup>.**
- Operating times for Herring Hall are Sunday 1:00 pm – 10:00 pm and Monday through Saturday 11:00 am -10:00 pm. Building will be locked for security at all other times.
- Special arrangements may be made for time adjustments outside of Herring Hall with the director's approval. Operating times are applied to all vendors (tents, trailers, etc.) and are a MINIMUM, but vendors may operate earlier and/or later at the discretion of the vendor.
- **NO early loadouts.** Product must remain for the entire duration of the fair. Fair closes at 10:00 pm on Saturday, July 25, 2026. Any vendor leaving early without prior approval from Director will not be invited back to future fairs.
- Vendors may NOT sell or distribute product that is libelous, invade the privacy of others or infringes on a copyright or sell or distribute outside their rental area.
- No Animals (except properly identified service dogs) are allowed on the fairgrounds.
- No Pop-up tents or anything overhead can be constructed in the booth space or tents unless previously approved. **This is a fire code enforcement rule.** Violators will be removed without refunds and not invited back to future fairs.
- Each booth space is entitled to 1 (one) 8' (eight foot) table and 2 folding chairs.
- **Non-Profit Organizations:** You must include a copy of your Tax-Exempt form (ST-105) with this contract.
- No vendor selling product is considered tax exempt and is required to pay Indiana sales tax.
- **All vendors** must provide evidence of Commercial General Liability Insurance – see Insurance Requirements on attached page. Certificate of Insurance must be provided at least 2 (two) weeks in advance of the 2026 Fair in order to reserve booth space. **You will not be allowed admission onto the grounds without the required evidence of insurance.**
- **If you do not have General Liability insurance and you are not selling a product,** you may apply to purchase insurance from the Johnson County 4-H and Agricultural Fair. The cost is \$70 for a single booth, \$40 for each additional booth space. Coverage is not guaranteed.
- Vendor shall indemnify and holds harmless the Johnson County Fair Association, it's agents, volunteers and employees and the Johnson County Commissioners against all loss, damage and expense, including attorney fees, that they may sustain or become liable for on account of injury to or death of persons, or damage to or destruction of property arising out of the actions or omissions of Vendor, its subcontractors, or individuals working or volunteering on Vendor's behalf at the Fair.
- Vendors and their associates and children display at their own risk. Vendors agree to allow Johnson County Fair to use photographs provided and any photographs taken for promotional purposes. In addition, Vendors agree to allow booth to be promoted on Facebook Live during fair week.
- **Vendor certifies that it shall conduct its activities at the Event in full compliance with all applicable laws. Johnson County Fairboard representatives may remove any Vendor from Event if Vendor, Vendor's subcontractors, or anyone working for or volunteering on behalf of Vendor violates this agreement.**
- Please sign and date on reverse side to acknowledge that you have read the Vendor Rules and agree to the terms and conditions set forth therein. Any vendor who violates rules above will not be invited to participate in future fairs.
- Prices are subject to change.
- **Checks should be made payable to "Johnson County Fair Association". If paying by credit card, please contact Commercial Director, Barbara Souchon to make arrangements.**
- **Please submit application and required documents to the Commercial Superintendent:**

Commercial Director, Barbara Souchon  
250 Fairgrounds Street  
Franklin, IN 46131  
[commercial@jocofairin.com](mailto:commercial@jocofairin.com)



## Insurance Requirements For Product Participation

The Johnson County Fair Association requires all professional and non-professional vendors to provide evidence of Commercial General Liability & Workers Compensation during the time that they are on the Fairgrounds and/or their product is being sold on the fairgrounds.

Selling Products? - Your insurance **must include** Product Liability Coverage and name the Johnson County Fair Association and the Johnson County Commissioners as an "Additional Insured".

Not Selling Products? - Your insurance **must** name the Johnson County Fair Association and the Johnson County Commissioners as an "Additional Insured".

### Minimum Liability Limits:

Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products & Completed Operations Aggregate	\$1,000,000
Damage to Rented Premises	\$ 100,000
General Aggregate	\$1,000,000

### Minimum Workers Compensation Limits:

Each Accident	\$ 100,000
Disease - Each Employee	\$ 100,000
Disease – Policy Limit	\$ 500,000

A Sample Certificate of Insurance is on the next page of this application.

Your certificate of Insurance must be provided at least 2 (two) weeks in advance of the 2026 Fair in order to reserve booth space. **You will not be allowed admission onto the grounds to vend without the required evidence of insurance.**

Any vendor unable to provide evidence of insurance may purchase Vendors Liability through the Fair Board's insurance carrier, K & K Insurance, if no product is being sold at the booth. Each vendor will need to complete the attached Request for Coverage and the Fair Board will submit it to the underwriter for approval. Coverage is not guaranteed. Cost is \$70 for each booth; each additional booth space is \$40. Contact the Commercial Director, Barbara Souchon for details on the Vendor Liability Coverage and an Application.

Any vendor unable to provide evidence of insurance and selling product in their booth space must purchase General Liability and Product Liability insurance from another carrier. The Fair Board Insurance does not offer Product Liability Insurance.

For insurance requirements and/or questions, please contact the Commercial Director, Barbara Souchon at [commercial@jocofairin.com](mailto:commercial@jocofairin.com)





Commercial Vendor Booth/Tent Application

Fair Event Dates July 19-25, 2026

Please PRINT. Application must be completed in full and accompanied by 5 photographs to be considered for participation (Please include 4 photos of Products/Business/Booth set up and 1 photo of logo)

Business/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web site URL or Facebook Page: \_\_\_\_\_

Please provide a brief description of the product(s) you will be selling. Please list ALL items that will be sold/distributed. This will assist staff in merchandising and will be used to describe your booth in all marketing materials.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please ensure and check that EACH of the following is submitted (if needed) with this signed application. Applications are not considered complete unless the following are attached:

Vendor Space (Check One)

- \_\_\_ 10' x 10' Inside Herring Hall - includes 1-110 volt electric and 2 parking passes - \$500
- \_\_\_ 10' x 10' Outside tent or trailer space - includes 1-110 volt electric and 2 parking passes - \$450
- \_\_\_ 1 additional -110 volt electric - \$100
- \_\_\_ 1 additional -220 volt electric - \$200

Subtotal: \_\_\_\_\_

Taxable or Tax Exempt? (Check One)

- \_\_\_ Tax Exempt (Must Provide Copy of ST-105 Form with Submission)
- \_\_\_ Sales tax at 7%

Tax total: \_\_\_\_\_

Vendor Insurance (Check One)

- \_\_\_ Providing Your Certificate of Liability Insurance
- \_\_\_ Fairboard Insurance application for single booth (\$70)
- \_\_\_ Fairboard Insurance coverage for second booth (\$35)

Insurance Total: \_\_\_\_\_

Check made payable to "Johnson County Fair Association" for appropriate booth fees: Total Paid \$ \_\_\_\_\_

NOTE: Each booth is entitled to 1 (one) 8' (eight foot) table and 2 chairs \_\_\_ Yes, I need \_\_\_ No, will bring my own set up

A \$40.00 fee will be imposed for any check returned for insufficient funds.

Johnson County 4-H Association assumes no liability for loss or damages.

Signature on contract is your commitment that you have read and understand the vendor rules and will adhere to them fully. Vendors who violate rules will not be allowed to return to future fairs.

\_\_\_\_\_  
Vendor Signature Date

OFFICE USE ONLY

Received Date \_\_\_\_\_

Booth fee \_\_\_\_\_

Add'tnl Electric \_\_\_\_\_

Sub Total \_\_\_\_\_

7% Sales Tax \_\_\_\_\_

Insurance \_\_\_\_\_

Total PAID  
\_\_\_\_\_

# Social Media Information 2026 Commercial Vendors



The information provided below may be used by the Johnson County Fair’s Social Media and Website Team to promote your booth space at the fair. The information provided may be posted on the Johnson County Fair’s Facebook page, Instagram Page or on [www.jocofairin.com](http://www.jocofairin.com). Any questions should be emailed to the Commercial Director, Barbara Souchon at [commercial@jocofairin.com](mailto:commercial@jocofairin.com)

Vendor Name	
Vendor Website	
Vendor Social Media Site	
How many years have you exhibited at the Johnson County Fair?	
What are your specialty items?	
Do you have any new items for 2026?	
Will you have any specials/values at the 2026 fair?	
Do you have a favorite memory of the Johnson County Fair?	

\*Please include any photos of your booth space and/or items we can share on our social media pages.