

April 8, 2017

Dear Commercial Exhibitor,

Paul Garrod and I would like to extend you an early welcome to the 2017 Van Buren Youth Fair. Our fair dates are July 17-22. Paul and I are serving as Inside Commercial Exhibitor co-chairpersons. We appreciate your support and look forward to working with you to make this a successful fair week!

Please find enclosed the following forms: Lease of Concession Space, Insurance Questionnaire, and Inside Exhibitor Rules and Regulations. Please review and complete the forms with correct and current information.

All commercial exhibitors are required to have insurance coverage for their exhibit during fair week. If you have liability insurance, we will need a "Certificate of Insurance" from your underwriter naming the Van Buren Youth Fair Association, Inc. as an additional insured party. If you don't have liability insurance, please complete the Insurance Questionnaire and return it with your contract. The cost for the Van Buren Youth Fair Association to list an exhibit as an additional insured party is \$65.00 for the week of fair.

Please return the yellow copy of the lease form and insurance questionnaire (if applicable) with your deposit check. Deposits made will be noted on your lease form. Please return your lease form no later than June 15, 2017. If for some reason, you are unable to make this deadline, please call to make arrangements. The deposit check should be made payable to Van Buren Youth Fair Association. The balance of your rental fee is due at or before the beginning of fair week. Please see Paul or myself.

Please contact us with any questions you may have. Thanks, and we will see you soon!!

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