

**MARION COUNTY FAIR
POLICIES AND PROCEDURES**

Sponsoring Department:
Public Works- County Fair

SUBJECT: WAIVING THE FEE ON A COMMERCIAL VENDOR BOOTH

1.0 Purpose

To establish a policy for waiving the commercial vendor booth fee of a participating group or organization, essentially providing a “scholarship”.

2.0 Definition

Fair scholarship definition- monetary assistance given to an organization by the Marion County Fair Board (MCFB) in the form of waiving the booth fee.

3.0 General Policy

There are situations in which an organization may have a commercial vendor booth at the fair without having paid a booth fee. It may be in the best interest of the fair to have such an organization participate due to them providing educational information or an activity that benefits the fair goers. Some of these organizations would not otherwise have a presence at the fair if they were charged a booth fee to participate.

4.0 Policy Guidelines/Procedures

- 4.1 Any participating group or organization planning on having a commercial vendor booth at the Marion County Fair must complete and submit a commercial vendor application.
- 4.2 A participating organization’s commercial vendor booth fee may be waived if they have been identified as a fair sponsor. (Details of the sponsorship are worked out with the marketing and sponsorship coordinator.)
- 4.3 An organization may submit a request in writing to the MCFB asking for a waiver in the commercial vendor booth fee. The MCFB will take the request under consideration and make a determination whether to grant a scholarship.
- 4.4 The requesting organization must meet the following scholarship criteria:
 - 4.4.a. Be a non-profit organization
 - 4.4.b. Have an educational component that benefits the fair goers
 - 4.4.c. Ensure that any financial gain goes to an established non-profit organization, not to a private party’s personal interests
- 4.5 The MCFB has the prerogative to waive the fee if the fair requested the organization participate to provide a specific service to the fair.
- 4.6 A fee might not be charged directly to the identified booth holder if the booth fee is “sponsored” (or paid) by another party.

Adopted: 2/2/11

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