

# MARION COUNTY FAIR POLICIES AND PROCEDURES

**Sponsoring Department:**  
Public Works- County Fair

## **SUBJECT: MARION COUNTY FAIR NON-PROFIT BOOTHS STAFFING HOURS**

### **1.0 Purpose**

To establish a policy allowing non-profit organizations flexibility in staffing their booths all hours of the Marion County Fair (MCF).

### **2.0 General Policy**

Non-profit organizations and commercial vendors fall into the same category when electing to have a booth at the MCF. Both entities complete the same commercial vendor application form and are similarly considered when MCF assigns booth placement and layout in the exhibitor building.

The *Rules Governing Commercial Vendors* dictates that vendors are required to staff their booths all hours the fair is open. However, the MCF understands that non-profit organizations are limited in both the number of staff they employ and in the number of volunteers they have available to staff their booths. Due to these limited resources, MCF will allow non-profits flexibility in staffing their booth all hours of the fair. (However, the MCF encourages as much staffing coverage as possible as in-person interaction does increase receptivity to a message.)

(This policy does not pertain to county department displays/booths or sponsor agreements made with the Fair Event Coordinator.)

### **3.0 Policy Guidelines/Procedures**

- 3.1 All non-profit organizations are required to complete the MCF commercial vendor application. They are to clearly identify themselves as a non-profit and agree to pay the associated fees.
- 3.2 Any non-profit organization unable to staff the booth all hours of the fair shall notify the fair office that there will be hours their booth will be unattended.
- 3.3 Non-profit booths should be staffed a minimum of twice daily in order to be available to the visiting public and to ensure the booth materials are organized, available (or restocked) and undamaged during the course of a day.
- 3.4 MCF encourages unstaffed booths to have a "Return Time" notification posted in order to accommodate fair attendees who may want to speak with a person associated with the booth.

- 3.5 When developing the fair's commercial booth layout, non-profit booths are strategically placed together in one section. All organizations in this area will have flexible staffing. MCF discourages dependence on someone in a neighboring booth to "watch" their booth in one's absence.
- 3.6 The MCF does not cover loss of valuables. Should an organization choose not to staff their booth all hours of the fair, the organization is responsible for any items left in the booth unattended.

Adopted: 2/2/11