



619 N Rogers • PO Box 515 • Abilene, KS 67410  
Ph: 785-263-4570 • Fax: 785-263-7960  
Website: [www.ckff.net](http://www.ckff.net) • Email: [office@ckff.net](mailto:office@ckff.net)

Dear Potential Exhibitors:

Thank you for inquiry about being a vendor at the Central Kansas Free Fair held in Abilene, Kansas. This year the Central Kansas Free Fair event will be celebrating our 100<sup>th</sup> Anniversary!!! The CKFF 2024 event begins Tuesday, July 30<sup>th</sup> and goes on through Sunday, August 4<sup>th</sup>.

The 100<sup>th</sup> Anniversary Committee is working on a special celebration.

If you have attended our event in the past, you may have noticed that we have made some changes with scheduling. New this year, Tuesday, July 30<sup>th</sup>, the parade will kick off the celebration at 4pm. The fair board continues to try to improve the fair event activities. We are changing the hours of operation for our inside vendors, and we will have mandated hours for vendor booths to be available for operation. Please review the details listed in your vendor packet.

Traditionally, Dickinson County is a strong, active 4-H & FFA county; therefore, we have record numbers of exhibitors in our livestock and other projects. Our open class exhibitors are just as impressive and are open to the whole state of Kansas!

We will have our annual Wild Bill Hickok PRCA Rodeo, 78<sup>th</sup> Anniversary, beginning Tuesday (July 30<sup>th</sup>) through Friday (August 2<sup>nd</sup>). It's been named one of the top five medium-sized rodeos in the state of Kansas! The Demolition Derby will be celebrating its 50<sup>th</sup> Anniversary this year, Saturday (August 3<sup>rd</sup>) and Saturday (August 4<sup>th</sup>). We are still working on more entertainment and activities for the week!

Enclosed you will find an application with our rules and regulations. Please read carefully and submit all requested information/paperwork. If your paperwork is not complete your application may be denied. The fair board will review all applications for final approval and vendor space selections.

Once again, thank you for your interest in the Central Kansas Free Fair. We look forward to working with you.

Sincerely,

Central Kansas Free Fair Association, Inc.  
Jean Bender, Fair Sec. /Manager



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2024 COMMERCIAL SPACE CONTRACT

BUSINESS: \_\_\_\_\_ Agrees to pay for the following described Commercial Space during the Central Kansas Free Fair, July 30th - August 4th, 2024.

\*\*\*\*\*AREAS OF RENTAL\*\*\*\*\*

Inside: 10'x 10' booths - Sterl Hall \$100 (small or large room) Large Room \_\_\_\_\_ Small Room \_\_\_\_\_

Armory \$50 \_\_\_\_\_ (one 10x10 space) \$80 \_\_\_\_\_ (two 10x10 spaces) \$110 \_\_\_\_\_ (three 10x10 spaces) \$125 \_\_\_\_\_ (four 10x10 spaces)

Stadium \$35 \_\_\_\_\_ (limited spacing in grandstand; business hours: 6:30pm until the end of stadium events (rodeo & demo) approx.. until 10pm -11pm)

Outside: \$100 per 10-foot front \_\_\_\_\_ \$300 Food Vendor \_\_\_\_\_ \$150 Implement Row \_\_\_\_\_
(\$200 for 20, \$300 for 30, etc.) (additional fee if longer than 30') (40'wide x 75' deep) add \$10 per extra 10'

Top 3 Picks For Location: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ (please see attached maps)

(your selected placement is not guaranteed - board has final say in event placement and will do its best to provide you with requested placement)

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(Street, PO Box, Route)

CITY \_\_\_\_\_, STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Cell# ( ) \_\_\_\_\_ Email \_\_\_\_\_

Products you will be selling/menu: \_\_\_\_\_

If outside, do you operate out of a camper/trailer? Yes No

Outside: Size of space you require (include tongues, fold-out shelves, tent, etc. must be in 10 feet increments i.e., 10', 20', 30') \_\_\_\_\_ Amps of electricity needed: \_\_\_\_\_

(This information is needed to avoid overloading and allows us to plan ahead for your needs!)

RV Camper Spot: length of camper \_\_\_\_\_ feet w/electrical hookup \$30 @ night x \_\_\_\_\_ 11am - 11am (24hrs)

(Update: Customers will be charged an additional daily fee if not checked out by 11am the following day)

(Please measure from hitch to bumper - you will need to complete a Camper Reservation form)

Contract, copy of insurance with Central Kansas Free Fair Association, Inc. as additional named insured, along with fees must be received June 15, 2024, to reserve your space. All contracts received after this date will be charged a \$20.00 late fee (no exceptions).

I agree to abide by the rules and regulations of the Central Kansas Free Fair Association.

Sign \_\_\_\_\_ Date \_\_\_\_\_

Please enclose a photo of your booth or concession.

(OVER)



# GENERAL CKFF RULES AND REGULATIONS

1. All possible care will be taken of exhibits, but the Central Kansas Free Fair Association, Inc. will in no case be responsible for any loss or damages sustained.
2. No claims for injury to any person or property shall be asserted nor suit instituted or maintained against the Central Kansas Free Fair Association, Inc., its officers or their agents by or on behalf of any person, firm or corporation or their agents, representatives, servants or employees having licenses or privileges to exhibit on the fairgrounds or occupy any space thereon.
3. If any damage, loss or injury of property shall be caused by reason of neglect or willful act of any persons, firm, corporation, their agents or representatives, servants or employees, having license privilege to exhibit on said fairgrounds or occupying space thereon, the Central Kansas Free Fair Association, Inc. shall not, in any manner, be responsible therefore and in case it be subjected to any expense or liability and all person, causing game or liable therefore, shall indemnify the Central Kansas Free Fair Association, Inc. at Abilene, Kansas. The Central Kansas Free Fair Association, Inc. will not be responsible for accident to or death of any animal from any cause, before, during or after the fair.
4. The management reserves the right to remove from the grounds any exhibit, animal, concession or show that may be falsely entered, disregards departmental rules, disregards environmental or health standards, or may have any sign, banner or advertising matter of any kind which may be deemed unsuitable or objectionable by them without assigning a reason therefore, and if necessary return any money already paid for space or stalls which shall exonerate them from any claim whatsoever on the part of the exhibitor or purchaser.
5. Sorry, **no refunds**, no exceptions!!
6. All commercial exhibitors and concessionaires are **required to remit their rental fees, copy of insurance with Central Kansas Free Fair Association, Inc. as additional named insured, and/or other fees by June 15th.**
7. Each concession/vendor must confine itself to the space assigned. Failure to do so will subject concessionaire or vendor to forfeiture of their privilege. We will no longer provide extension cords, table cloths or skirts for tables. If you wish to have them you must provide them!
8. **GRIEVANCE COMMITTEE:** The Central Kansas Free Fair Association, Inc., reserves to its Board of Directors the right to finally determine the correct application of any rule herein published and further to amend or add any special rules for the conduct of said fair that may be deemed necessary and expedient.
9. **No helium balloons may be used or given away in Sterl Hall because they get caught in the ceiling fans and can burn out the motors.**
10. "All federal, state, and local laws governing retail sales tax must be followed. Event sales tax account number can be used in lieu of being registered if you participate in no more than two events in a given year. The event sales tax account number can only be used if the tax is remitted immediately after this event. I understand the rules and regulations of the show and will comply. I realize that failure to comply may result in expulsion from the show."
11. I have read the rules and regulations regarding the Central Kansas Free Fair and/or agree to abide by them: **(please sign and return with your contract and fees).**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**VENDORS WILL BE ALLOWED TO LEAVE SUNDAY AT 3PM!!!!**

**FOOD VENDORS – PLEASE NOTE THAT WE HAVE THE DEMO DERBY – SUNDAY EVENING AT THE STADIUM**

\*\*\*\*\* Office Use Only \*\*\*\*\*

Date Rec'd: \_\_\_\_\_ [ ] Approved [ ] Not Approved Reason: \_\_\_\_\_ Space Assignment: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Credit Card: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**REQUIREMENTS FOR LEASING SPACE**  
**Central Kansas Free Fair**  
**Abilene, Kansas**

**Please note the changes for 2024!!!**

**July 30<sup>th</sup> - August 4<sup>th</sup>, 2024**  
**Tuesday – Sunday**

**Please read carefully as we have made changes to our hours of operation. The board is trying to improve the overall experience for our vendors and customers attending our fair event.**

- Exhibitors **set up noon until 3pm Tuesday, July 30<sup>th</sup>** and will stay through **release time, Sunday, August 4<sup>h</sup> at 2pm**. If you need to set up earlier, please contact the CKFF office to make arrangements.
- **INSIDE VENDORS:** Please review maps enclosed and select your top 3 picks for locations. We will do our best to accommodate everyone's selections. Your selected placement is not guaranteed – the board has final say in event placement.
  - Sterl Hall - Small and Large Room – will be open to the public:
    - Tuesday: after the parade from 5pm until 10 pm
    - Wednesday – Saturday: 8am – 10 pm
    - Sunday: 10am – 3pm
  - Armory: No A/C in this building; large industrial air mist fans only; heat breaks if needed
    - Tuesday: after the parade from 5pm until 10pm.
    - Wednesday – Saturday: 8am – 10pm
    - Sunday: 10am – 3pm

Vendors inside Sterl Hall and the Armory will be provided with one 8ft rectangular table and two chairs.

Mandatory hours to have someone cover your vendor booth space will be from noon until 8pm, except for Tuesday and Sunday as times have been specified (see above). Vendors should arrive 30 minutes prior to doors opening to the public. If you need to make other accommodations, please contact the CKFF office, and the Vendor Committee will review your request.

- **OUTSIDE VENDORS:** No shelter, table, or chair provided. No spaces less than 10 feet will be reserved. When figuring the space you must include trailer tongues, fold out shelves, canopy, etc. Rental fee: \$100.00 per 10-foot front. Depth of outside space varies.
- **VENDOR ROW:** Space located on a wide street – up to 2 rows of exhibitors down center of street back-to-back. Space sold in 10-foot increments (i.e. 10', 20', 30') for \$100.00 per 10-foot front. This space is located on the walkway between the grandstand and the carnival (a well-traveled area).
- **FOOD CONCESSION:** Rental fee \$300.00 per space (additional fees for more than 30ft). These applications are subject to Fair Board approval. **Menus must be included with the application. Photos of your vendor set up, from a previous event, will be helpful for our vendor committee.**
- **STADIUM:** Limited spacing available in the grandstand stadium. Vendors will be open during the grandstand events at 6:30pm – based on the end time of the event (from 9:30pm – 11pm for rodeo and demo events). Vendors will be allowed access to their booths 30min. before the gates open.



- **IMPLEMENT ROW:** Area south of Sterl Hall or Royer Bandshell. Rental fee \$150.00 per space. Retail campers, horse trailers, farm equipment, etc. are exhibited in this area. Vendor area will be confined to the dimensions of 40' wide x 75' deep. If you need a larger area, you will be required to purchase additional spacing at \$10 per extra 10' (width).
- **HOURS OF OPERATION:** Outside Vendors and Food Vendors should be open for business and ready to serve the public, daily, by 4pm and will be allowed to close after the carnival each night. (Carnival Hours: Tuesday through Saturday: 6pm - 11pm and Sunday: 6pm - 10pm). You may open earlier, if you like, but it is not required. We would like outside vendors to stay until Sunday evening, 10pm, but we understand if you need to leave early for another event. Inside vendors, please see business hours listed above in areas of rental.
- **VENDORS:** shall not sell items that can, in any way, injure the purchaser, livestock, or other people when used. Also, items that smell or make loud noises that may disturb the public or livestock should not be sold. No helium balloons may be distributed from booths inside the buildings due to ceiling fans. Vendors must remove all products and equipment from vendor space, this includes any trash or other waste.
- **INSURANCE:** fair board requires all vendors provide a Certificate of Liability Insurance listing Central Kansas Free Fair as a Certificate Holder. Please refer to the attached guidelines form for complete requirements. **No vendor will be allowed to setup without the proper insurance requirements.** If you do not have an insurance policy, we can direct you to our local insurance provider for assistance.
- **APPROVAL PROCESS:** The Fair Vendor Committee will review all contracts and have final approval. Please include a photo of your exhibit setup, from another event, and if you are new to our event, we ask that you provide 3 references from the last 2 years. **Vendor contracts must be submitted and paid in full by June 15<sup>th</sup> to guarantee your vendor space.** All contracts received after said date will be based on a first come, first serve basis, once approved by committee.
- **CAMPER SPACE:** \$30.00 per night with a check-in rate beginning at 11am and a check-out rate ending at 11am the following day. Customers will be charged an additional daily fee if not checked out by 11 am. Please complete the camper reservation form to reserve your camper spot. You must include the length, number of slides on each side, and the amps of the camper!
- **ALL VENDORS must stay within their designated space!!!**

# Certificate of Liability Insurance – Guide Lines to Follow

## TYPE OF INSURANCE

### COMMERCIAL GENERAL LIABILITY – X

OCCUR – X

### GEN'L AGGREGAT LIMIT APPLIES PER:

POLICY – X

List policy effective/expiration dates (dates of event)

LIMITS (Minimums) – must be listed as follows:

EACH OCCURRENCE	\$1,000,000
DAMAGE TO RENTED PREMISES	\$ 100,000
MED EXP (any one person)	\$ 5,000
PERSONAL & ADV INJURY	\$1,000,000
GENERAL AGGREGATE	\$2,000,000
PRODUCTS – COMP/OP/AGG	\$2,000,000

### AUTOMOBILE LIABILITY - only need this if company vehicles will be on premises

COMBINED SINGLE LIMIT (Ea. Accident)	\$ 500,000	(total – or can list break down below)
BODILY INJURY (PER PERSON)	\$	
BODILY INJURY (PER ACCIDENT)	\$	(combination of 3 must equal \$500,000)
PROPERTY DAMAGE	\$	

### UMBRELLA LIAB – optional

### WORKERS COMPENSATION - must be complete if vendor has employees on premises

PER STATUTE – X

E.L. EACH ACCIDENT	\$ 100,000
E.L. DISEASE – EA. EMPLOYEE	\$ 100,000
E.L. DISEASE – POLICY LIMIT	\$ 500,000

Certificate Holder: must list Central Kansas Free

Central Kansas Free Fair  
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N. Rogers

# Armory

A1

A2

A3

A4

A5

## Large Livestock Arena

## Beef Barn #7

Pine St.



NS1

NS2

NS3

NS4

VR 1

VR 2

VR 3

VR 4

VR 5

VR 6

NW 7<sup>th</sup> Street

Ice Trailer

N. Rogers

### New Sterl Hall Additional Restrooms

NG 5

NG 6

NG 7

NG8

NG9

NG10

NG11

# Sterl Hall

## Parking Lot

IR1

IR9

IR2

IR10

IR3

IR11

IR4

IR12

IR5

IR13

IR6

IR14

IR7

IR15

IR8

IR16

## Campers

Sterl Hall Lane

SH1

SH2

SH3

SH4

SH5

SH9

SH6

SH10

SH7

SH11

SH8

SH12

BS1

BS2

BS3

BS4

## Bandshell

### Food Stand

### Food Stand

### Food Stand

### Food Stand

FC1

Covered Shelter

FC3

FC2

FC4

S2

S3

S4

S5

S6

S7

S8

S9

S10

S11

S1

# Stadium

Pine St.

BS7

BS6

BS5

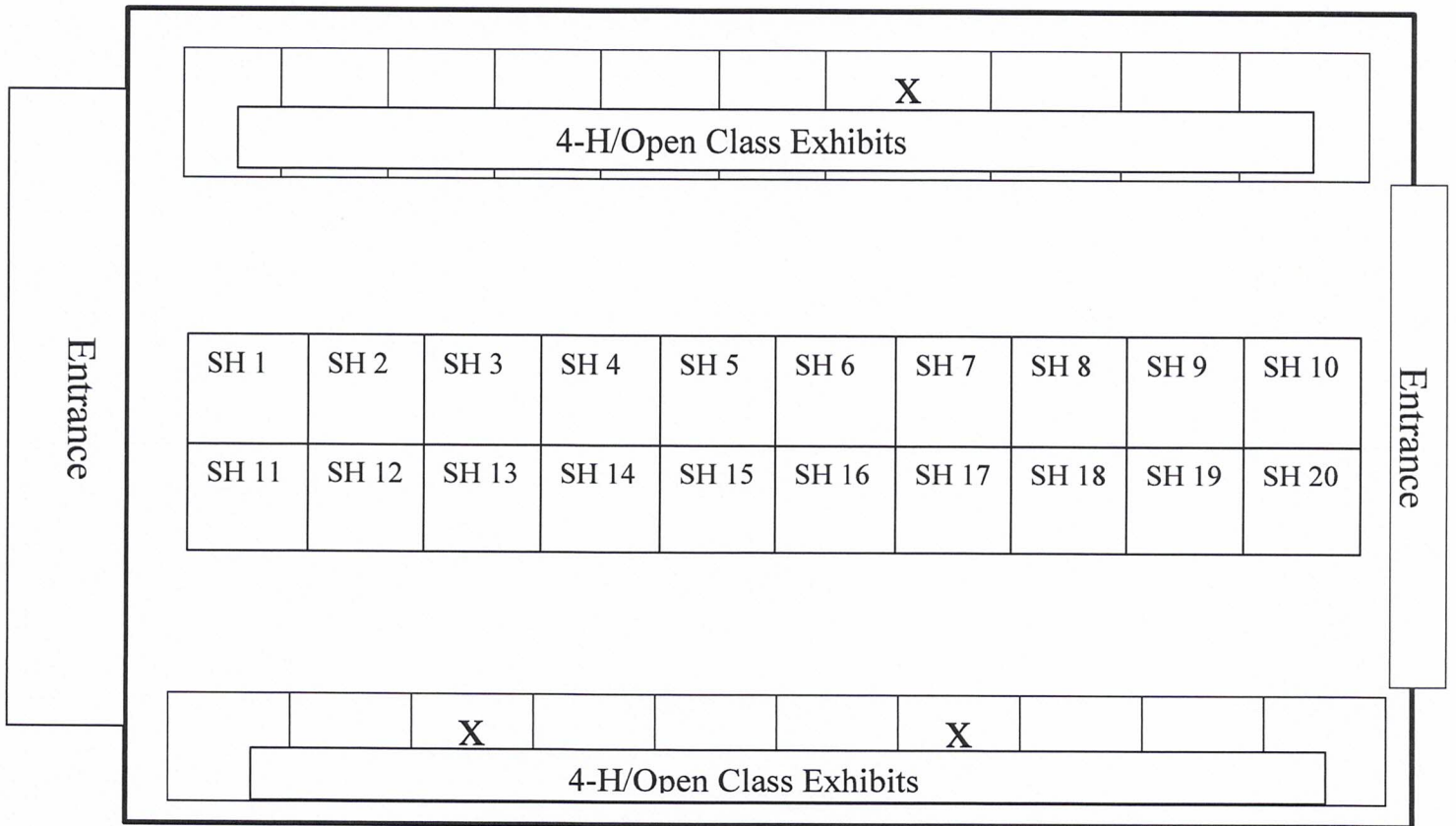
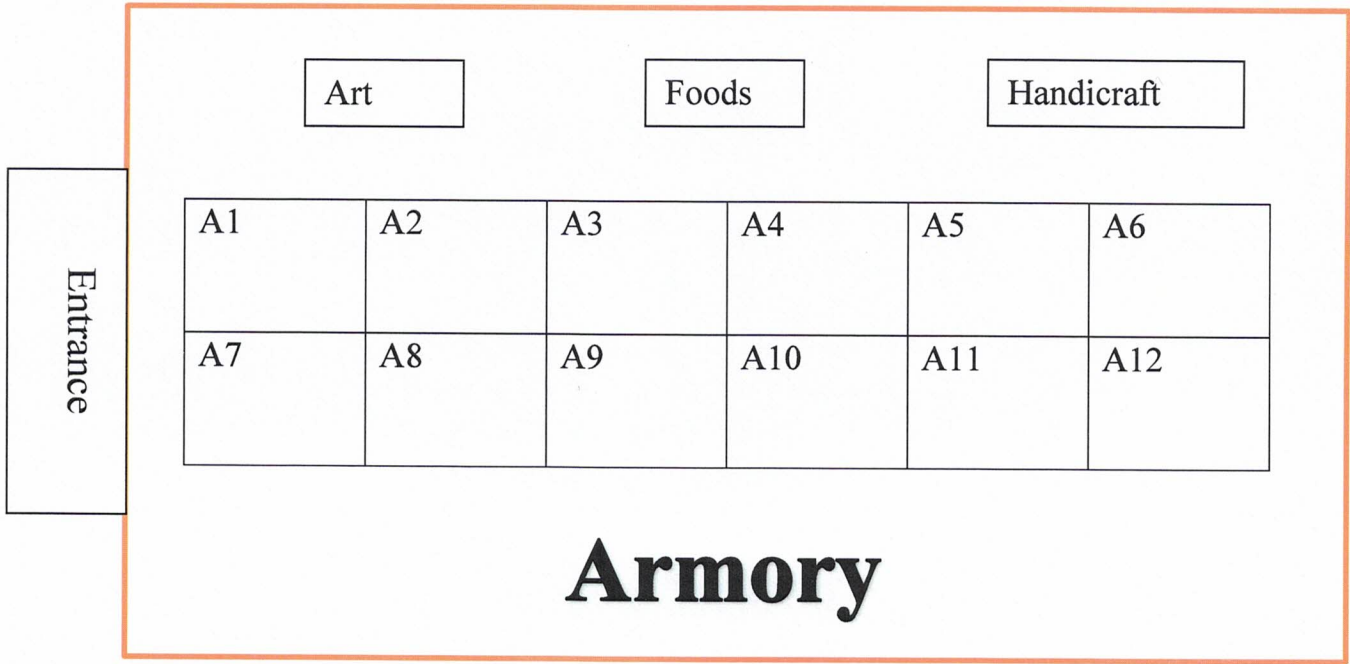
N. Rogers

Sterl Hall Lane

## Rose Garden

Pine St.







Stadium – Interior Space

