

Mercer County Fair

EVENT / ACTIVITY / PARTNERSHIP / ARRANGEMENT FORM

THIS IS NOT A CONTRACT. This form is simply a guide to help us all remember and to stay on the same page as to who is doing what and when and at what agreed monetary exchange, if any.

Please make 2 or more copies of the completed form: at least 1 for the Fair and 1 for the participating organization.

MAIL TO: Mercer County Fair, PO Box 457, Athens, WV 24712

Name of Event / Activity / Partnership (includes attractions, events, stage performers, competitions, equipment or service providers, volunteer groups, etc. Fair vendors please use the regular vendor application.)

Contact Person

Phone

Email

Description of event, activity or otherwise agreed upon service:

Day(s), Time slot(s): _____

Cost: \$ _____ **Payable to:** _____

Remit address _____

Other Needs or Terms: _____

Fair representative making these arrangements: _____

Authorized signature of Event/Activity Group

Authorized Signature of Fair Representative

Date: _____

Date: _____

Attach extra sheets if necessary.
Businesses please provide Insurance Certificate of Liability.
Transactions over \$600 require a W-9 form.