

Information and Regulations

Location: Briggs Lawrence County Public Library
321 South 4th Street, Ironton, Ohio 45638

Space sizes and costs: The fair will be held in the upstairs concourse. Spaces include one 6 foot table and are secured on a first come, first served basis. The area is carpeted, single floor, and handicapped accessible. Limited electricity is available so please indicate your preference on your application form. Exhibitor's fee is \$10.

Set up: Set-up begins at **9 a.m.** on the morning of the fair. The 5th Street entrance of the library will be opened early to exhibitors for set-up. All setups must be completed by 10 a.m. The fair begins promptly at 10 am when the library doors open.

Exhibits and Exhibitors; If using electricity, the vendor is responsible to provide a heavy-duty extension cord and a power strip or surge protector. Exhibitors should not begin tear down or pack-up of their items prior to **4 p.m.** when the show closes.

Exhibitors may pre-order lunch from the Friends of the Library. The lunch will be delivered to your booth for a fee of \$5.00 including beverage per lunch. Indicate on your application if ordering lunch.

Exhibitors liability: Briggs Lawrence County Public Library will exercise every possible precaution, but will assume no responsibility for any property in the exhibit area, premises, or in any of the parking areas.

Booth reservation: Checks payable to **Friends of the Library**. Applications should be returned as soon as possible to the fair coordinator via the mail, not left at the library, in order to confirm entry. Entries should be mailed to: **Ruth Shafer, 200 Rock Avenue, Ironton, Ohio 45638.**

Sale items: Although this is not a juried fair, a variety of local hand-crafted items is the end goal. Food items are permitted except candy, cookies, and drinks as the Ironton Friends of the Library will be providing concession items at the event.

For additions information contact the fair coordinator and Friends president, **Ruth Shafer at 740-532-1497.**