

Notes:



SPRING FLING 2026

***Grant County
Chamber of
Commerce***

POLICY HANDBOOK

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2025 Committee Members

Jerry Anderson (Chair)..... Anderson Imaging
Cory Nagel..... Cory Nagel Agency/ American
Family Insurance
Caleb Wood..... Dream First Bank
Jeri Lynn Wells..... Jeri Lynn Wells Agency
Amy Morales..... Grant County Insurance
Michelle Brungardt..... Pioneer Electric Cooperative

Chamber of Commerce Staff
Robin Leonard

Show Set Up Times

Thursday.....12pm to 8pm
Friday.....9am to 4:30pm
Exhibitor Meeting...4:30pm

Show Times

Friday....5:00pm to 9:00pm
Saturday.....10:00am to 7:00pm

Tear Down Times

Saturday....7pm to 10pm

GENERAL SHOW POLICIES

1. Spring Fling is strictly a *"FOR PROFIT BUSINESS TRADE SHOW"*. No non-profit organization(s), club(s), business(es), and/or individual(s) shall be allowed to sell merchandise or tickets or collect donations in any booth or any facilities of the Spring Fling show.
2. All exhibitors are encouraged to use show themes in their display(s).
3. Recognition will be given for show display. Awards will be given for first (1st), second (2nd), and third (3rd) places in booth design, theme adherence, originality, and public relations.
4. All exhibitors are responsible for their own insurance on all items. The Spring Fling Committee and/or the Grant County Chamber of Commerce takes no responsibility for any merchandise, equipment, or items belonging to any exhibitor(s).
5. One security guard and/or Spring Fling Committee Member(s) will be on the property from 9:00 p.m. on Friday until 10:00 a.m. on Saturday.
6. Doors for "Exhibitors Only" will be open at least one hour prior to each show day opening hour. Exhibitors trailers will be parked at the north edge of the parking lot.
7. Each exhibitor is responsible for collecting and paying the Kansas State Usage tax. Each exhibitor shall have a Kansas Tax ID #.

SHOW CONTRACT POLICIES

- All exhibitors will be required to fill out and return a show contract to the Chamber Office by the requested date. All exhibitors who fail to do this will be considered as non-participating for that year.
- "Non-Profit" organizations, clubs, businesses, and/or individuals shall not be issued a show contract.
- All contracts must be accompanied with payment in full for booth space(s).
- Booth space(s) fee will be refunded if the Chamber is notified of cancellation by two (2) weeks prior to opening show date.
- Contracts will be prioritized as follows for show entry: 1) UP Fund members, 2) local Grant County Chamber of Commerce members, 3) area Grant County Chamber of Commerce members, and 4) local or area non Grant County Chamber of Commerce members.
- Any Grant County Chamber of Commerce member can "bump" any non member participant(s) in the same business and/or service. Request to "bump" must be made two (2) weeks prior to opening show date.

BOOTH POLICIES

1. Booth(s) placement will be strictly left to the discretion of the Spring Fling Committee.
2. Tables & chairs will be provided as requested on contract.
3. **No nails, tape, pins, or thumbtacks** may be used in setting up displays in connection with partitions, floors, walls, or ceiling.
4. Each display is to be manned throughout the public show hours.
5. Exhibitors are responsible for cleaning and preparing their display area prior to each show day.
6. All exhibitors must remain in place **until the official closing time of the show day.**
7. Booths must be in place and ready for public display by 4:30 p.m. on Friday, the opening show day. Booth set up may take place from 12:00 p.m. to 8:00 p.m. on Thursday and/or 9:00 a.m. to 4:30 p.m. on Friday. Special arrangements may be made through the Chamber office.
8. **At the end of the Saturday public show hours**, general tear down and clean up will begin. All exhibitors are asked to help with the general tear down and clean up. The Civic Center will close at 10:00p.m. Saturday.
9. All food vendors will be located in the Lawson, South Room or in the designated area outside. Any and all use of the kitchen and kitchen utensils must have prior approval of Spring Fling committee. Submit your needs to the Chamber Director in writing not later than 10 days prior to show.

ELECTRICAL OUTLET POLICIES

1. Exhibitors are responsible for their own extension cords and/or power strips.

ALL ELECTRICAL CORDS MUST MEET THE
APPROVED FIRE CODE STANDARDS.
2. Electrical outlets are available to an area, not to each individual booth.
Exhibitors will need an extension cord to get electricity to their booth(s).
3. All food booth exhibitors need to check with the Fairgrounds Maintenance Director about electrical needs in addition to having information on the contract.