



**Versailles Poultry Days Festival**  
**June 13-15<sup>th</sup>, 2025**  
**Commercial and Craft Tent Rules and Regulations**

Versailles Poultry Days will be celebrating its 74th festival Friday, Saturday, and Sunday - June 13-15<sup>th</sup> 2025. We would like to invite you to participate in the commercial/craft tent. We provide several options for you. We provide a large tent divided into 10' by 10' booth spaces, or you can provide your own tent with several booth size options. All 10x10 spaces are available on asphalt, while the 15x15 spaces are available on either asphalt or grass.

**Fees:**

- 10x10 ft. booths inside **our** Vendor Tent are \$100 for the first booth and \$50 for each additional booth space.
- 15x15 ft. location outside of the vendor tent (you provide tent) \$110 each/\$75 for each additional space...2 spaces would give you 30' frontage by 15' depth. **Could be on asphalt or grass.**
- Call if you need additional space.

You must bring your own displays, tables, and extension cords for all spaces. Standard electrical outlets are provided. However, please let us know if you have any special electrical needs. Interior display heights are subject to restrictions to avoid damage to the tent. Again, 15x15 spaces are available on either asphalt or grass. You may request a space on asphalt or grass, and we will try to accommodate, however we will fill these spaces on a first come first serve basis.

<b>Check-In and Set-up:</b>	<b>Thursday</b>	<b>4:00 pm - 8:00 pm</b>
	<b>Friday</b>	<b>12:00 pm - 2:00 pm</b>

Equipment should be fully in place by **2pm Friday**. All vendors are expected to stay for the entire event and vehicles will not be permitted on the grounds until after 5:00pm on Sunday (Departing early will be subject to penalties). All equipment must be removed from the grounds and trash placed in receptacles by Sunday at 8pm. Note: If you wish to restock, you may want to do this before 9:00am on Saturday and before 8:00am on Sunday as there are parades which limit vehicle access to your tent area. You can walk from the pool area where you will be parked, but there will be very limited vehicle access to your tent area during the parade and no vehicle access during operation of the festival.

<b>Tent Hours:</b>	<b>Friday</b>	<b>4:00 pm - 9:00 pm</b>
	<b>Saturday</b>	<b>12:00 pm – 9:00 pm</b>
	<b>Sunday</b>	<b>12:00 pm – 5:00 pm</b>

**Payment:** Checks should be made payable to: **\*\*\*Zac Richard Memorial Scholarship Fund\*\*\***

**Send the completed application and payment to: Zac Richard Memorial Scholarship Fund**  
**161 E. Main Street**  
**Versailles, OH 45380**

*“The Zac Richard Memorial Scholarship Fund was founded in 2014. Zac was a 2006 Versailles High School Graduate who passed away in 2013. Since the inception we have given away over \$38,000 to Versailles High School graduates that show leadership through their actions, takes time for others, and is an athlete that plays as a team.”*

**Prepared Food Vendors:** Vendors offering freshly prepared foods via a stand, food truck or trailer MUST apply directly to the Poultry Days Chairman for space. Email your request to [PoultryDaysChairman@gmail.com](mailto:PoultryDaysChairman@gmail.com). Poultry Days selects a limited number of food vendors for the festival and those not offering the same products as the festival or participating nonprofits. The festival also values existing vendor relationships and strives to provide a variety of options for visitors to the festival.

**Make checks payable to: Zac Richard Memorial Scholarship Fund.** An acceptance email will be sent to your address to confirm your space. The rental fee is non-refundable. However, if booth spaces are filled, we will return your payment.

**Vehicles: There is no parking permitted on the grounds. Violators will be towed at owner's expense.** Parking is available on a first come first service basis @ 448 Woodland Drive. There is limited short term parking before and after the festival for loading and unloading.

**Booth Locations:** We will determine booth locations. A request may be made, but cannot be guaranteed. Booths will be reserved as payments are received.

**Smoking:** No smoking is permitted in the tent. Anyone smoking will be asked to stop or leave the tent area.

**Weather:** Poultry Days is a "rain or shine" event and will NOT be rescheduled.

**Pets:** Pets are not allowed on the grounds with the exception of registered functional service animals.

**Subletting:** Subletting of space is prohibited.

**Camping:** There is no camping or staying on the grounds overnight.

**Hawking:** Vendor agrees to sell their merchandise or services from their assigned space and not to "hawk" it or sell it by walking the grounds.

**Noise:** Music, calls out to the crowd, and related activities MUST NOT interfere or inconvenience fellow participants.

**Restrictions on Sales:** Vendors cannot sell: Served food including poultry in any form (chicken, turkey, etc.) or lemonade. Vendors also cannot sell weapons, knives, alcohol, tobacco products, cannabis products or related merchandise, or merchandise utilizing the Poultry Days name or logo (without prior written approval from the Poultry Days Chairmen) or anything considered obscene.

**Other Restrictions:** Zac Richard Memorial Scholarship Fund & Poultry Days reserves the right to require any exhibitor/vendor to immediately leave the festival site with cause or cease sales of any product including those that conflict with our family friendly festival. Cause may include but isn't limited to misrepresenting the content or intent of the booth and its products or failure to follow the direction of any entity with jurisdiction over the festival including but not limited to the Village of Versailles (i.e. Police, Fire, Electric, etc.) and Darke County (i.e. Health Department). We reserve the right to limit vendors if too many vendors with the same merchandise are requesting spaces. This determination will be made on factors including, locality of business, the order in which requests were received and which vendors have appeared at previous festivals.

**Ground covering:** No sawdust, wood chips or similar material.

**Licenses:** Vendors are required to have the proper State of Ohio Licenses and Permits. Vendors offering pre-packaged food products are subject to the rules associated with selling food products. Please contact the Darke County Health Department at least three weeks prior to the festival at (937)548-4196 or <http://darkecountyhealth.org/>.

**Insurance:** Vendors must maintain their own insurance for liability, damage, or theft. Security does patrol the grounds after closing; however, it is your responsibility to ensure the safekeeping of your merchandise.

**Contact information:** Email Peg Richard or Julie Boring at [zrichardscholarshipfund@gmail.com](mailto:zrichardscholarshipfund@gmail.com)

For more information, visit the Poultry Days website at [VersaillesPoultryDays.com](http://VersaillesPoultryDays.com)

**Poultry Days Craft/Commercial Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate below how many booth spaces to reserve and make checks payable to:

**Zac Richard Memorial Scholarship Fund**

10'X10' booth inside **our** tent 1<sup>st</sup> booth space \$100 \_\_\_\_\_ each additional space \$50 \_\_\_\_\_

**You provide YOUR OWN TENT FOR THE FOLLOWING SPACES OUTSIDE OF THE VENDOR TENT:**

15'X15' outside space on asphalt/grass \$110 \_\_\_\_\_ each additional \$75 \_\_\_\_\_

Do you prefer a space on asphalt or grass?

Please describe your craft/commercial exhibit (attach more description if necessary).

The undersigned hereby releases and holds harmless the Zac Richard Memorial Scholarship Fund and Versailles Poultry Days, Inc., its members, volunteers, and agents from any and all property damage, theft, and/or loss resulting and any claims or actions arising from participation as a vendor/exhibitor in the said Versailles Poultry Days Craft/Commercial Exhibition. Vendor/exhibitor agrees to comply with all rules and regulations.

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Date

