Public notice is hereby given that the Preble County Agricultural Society is soliciting bids for the services and resources required to prepare for and operate the 2026 Preble County Fair, occurring August 1–8, 2026.

The Agricultural Society reserves the right to accept or reject any or all bids; or to waive any irregularities in the bidding should it be deemed in the best interest of the Society to do so; and to enter a contract with the bidder who, in their consideration, offered the lowest and best bid.

1. Fair Admission Sales & Fair Entrance Taking

a. This activity shall include operating the three entry gates from 7:00 AM to 10:00 PM each day of the fair.

b. This work shall be performed by adults 18 years of age or older who are capable of taking cash, making proper change, distributing tickets to purchasers, organizing tickets sold, and balancing ticket sales with cash collected.

c. A minimum of two personnel shall always be assigned to each gate.

d. During peak times in the late afternoon and evening, gates shall require four or more personnel as needed to accommodate increased traffic.

e. This activity shall include processing gate admissions using the Fairs.com point-of-sale and ticket-scanning system. Personnel shall handle cash and card payments through the platform and scan prepaid tickets, including weekly passes and Agricultural Society membership passes, from 7:00 AM to 10:00 PM each day.

f. The gate admission team shall ensure accurate tracking and organization of all admissions processed through the system. Personnel shall properly scan QR-coded passes, maintain accurate electronic records, and assist the fair office with daily tabulation of all ticket categories, including single-day admissions, weekly passes, and Agricultural Society membership passes.

g. This system-tracking and ticket-organization work shall be completed by one designated person at each gate, operating separately from the Fair Admission Sales personnel.

h. A fourth person shall be on the grounds each day from 7:00 AM to 10:00 PM to serve as a backup and relief worker. This individual shall be reachable at all times by cell phone or walkie-talkie.

i. The bid shall specify pricing as either a flat daily rate, an eight-day fee, or a percentage of ticket sales for the work to be performed.

Training Requirements

a. It is recommended that all personnel should complete a training session on the Fairs.com point-of-sale and ticket-scanning system prior to the start of the fair.

b. Training may include processing cash and card transactions, scanning prepaid tickets and membership QR codes, correct use of hardware, troubleshooting common issues, and proper organization and reporting procedures.

2. Fair parking

a. This activity will include a meeting of all parking personnel, no later than the Friday before the fair, to receive training and help set up for parking.

b. This activity will include parking during peak entrance times that are most often 4:30 PM to 9:30 PM, but could extend if requested by the fair manager.

c. During peak entrance times, 10-15 parking personnel are expected; if fewer than the minimum required are working without permission of the Committee Chair, there may be a reduction in payment for that day's work at a rate of 10 percent per person missing.
d. The bid should be specified as either a flat daily fee or a weekly fee, including all 8 days.

3. Fair grandstand event ushers and ticket takers

a. This activity will include a meeting of all usher personnel, no later than one week before the start of the fair, to receive training.
b. This activity will include scanning tickets to enter the grandstand attractions on the first Saturday, Monday, Tuesday, Wednesday, Thursday, Friday, and the last Saturday of the fair.
c. Grandstand ushers shall be responsible for issuing armbands to all paid patrons at the point of entry. Ushers shall verify that everyone presenting a valid ticket receives an armband and shall encourage patrons to immediately apply the armband to prevent loss, transfer, or misuse.
d. Ushers will also provide courteous and helpful directions to all fairgoers.
e. The minimum number of personnel for this activity will be 20 for all nights.
f. This activity requires that the usher personnel be available to meet and then report to their workstation up to 1 ½ hours before the start of the respective grandstand event and stay until ½ hour before the end of the event or 11:00 PM, whichever is earlier. If the group requests and is granted early release from duties, the request must be approved by the committee chair, and the payment may be reduced by 10 percent for that evening.
g. The bid should be for all 7 days as specified.
h. A list of workers must be presented 1 week prior to the Fair. Any additions/changes must be submitted 24 hours prior to each grandstand event.

4. Fair trash cleaning and pick-up every day of the Fair for buildings and grounds

a. This activity will include the trash pick-up and proper disposal for the entire grounds and all buildings before noon each day of the fair and by noon on Monday following the last day of the fair.
b. This activity will include the trash pickup and proper disposal **in and under** the grandstands and infield bleachers by noon the following day after each grandstand event.
c. The bid should be specified as either a flat daily fee or a weekly fee that includes all 8 days of the fair and the day immediately following the end of the fair.

5. Infield Gate – Fair Ticket Taking and Check- in

a. This activity will include monitoring and possibly scanning digital tickets, taking cash payments, properly making changes, distributing event armbands to the purchaser, and balancing ticket sales with cash collected to enter the infield on the first Saturday, Tuesday, Wednesday, Thursday, Friday, and the last Saturday of the fair.
b. This activity may include operating 2 infield track gates on Saturday, July 26, through Saturday, August 2, 2025, except Sunday, July 29.
c. The minimum number of personnel for this activity will be 5 people for all nights listed.
d. This activity requires that the infield gate personnel be available to meet and then report to their workstation up to 4 hours (depending on the event) before the start of the respective grandstand event and stay until the board president declares time to stop monitoring back gate. If the group

requests and is granted early release from duties, the request must be approved by the Senior Fair Board President.

e. This activity will include a meeting of all Infield Gate personnel no later than one week before the start of the fair to receive training.

f. The bid should be for all 7 days specified.

6. Custodian

a. This activity involves maintaining cleanliness and upkeep within the event premises restrooms.

b. May require sweeping and mopping floors to keep them clean and free from debris, emptying bathroom trash bins regularly to maintain tidiness, cleaning mirrors, and other glass surfaces, sanitizing restrooms and showers to ensure hygiene, placing signs to indicate wet floors during cleaning or other safety hazards, monitoring and addressing unexpected messes promptly, ensuring that essential supplies like toilet paper and hand towels are available in all the restrooms on the premises.

c. The bid should be specified as either a flat daily fee or a weekly fee that includes all 8 days of the fair and the day immediately before and the day following the end of the fair.

7. Fairground Mowing, Making, and Removal of Hay

a. Also, notice is hereby given that sealed bids for the 2026 making of Fairgrounds property hay of approximately 19 acres (field on the North side of the fairgrounds on Nation Avenue and the east end of fairgrounds, excluding the area around the cell tower) will also be received by the Preble County Agricultural Society.

b. This involves the bidder using their equipment to mow, make, and remove hay.

c. The hay must be made in such a way that all material is off the ground, and there is a 2-to-3-inch growth by 2 weeks before the start of the fair, and in September, before the Pork Festival takes place. A check for the total payment should be provided one week after the bid is awarded; otherwise, forfeiture will occur, and another bidder will be awarded the contract. (The Preble County Agricultural Society has the right to accept or reject any or all bids offered.)

Please contact the fair office and ask for Karen if you have any questions.

Bids meeting all specifications must be sealed and hand-delivered to the Preble County Fairgrounds Office or the Fair Board Meeting on or before Wednesday, May 20, 2026. Bids will be opened on Thursday, May 21, 2026, at approximately 7:30 PM during the monthly Senior Fair Board meeting.

Hand Deliver Bids to:

Preble County Fairgrounds
722 South Franklin Street
Eaton, Ohio 45320
Phone: 937/456-3748