Commercial Vendor Prospectus

August 3rd *through* **August 12th**

The 2018 Boulder County Fair

The Boulder County Fair

Back for its 149th Year

Join us for the full ten days Aug 3– Aug 12 or Partial days Wednesday Aug 8 through Sunday, Aug12 for exciting, jam packed days filled with fun, food and fabulous attractions and activities! We still have **FREE** Gate Admission and **FREE** Parking, with plenty of **FREE** activities, making the Boulder County Fair *the* must attend event for everybody!

Throughout the week, attendees will enjoy FREE concerts on our Fair Garden stage and thrilling carnival rides brought to you by Crabtree Carnival. Family-favorite events like the Parade, Ballet on Horseback, the Demolition Derby, Pro Bull Riding, Rodeo, and Truck & Tractor Pull, will be back for another exciting year. The Firefighter Combat Challenge a huge hit in 2017 will be returning for the opening 2 days of Fair. Daily entertainment, demonstrations and activities in our Exhibit Building will accompany exhibitions from local artisans and 4-H projects, with agricultural and livestock shows.

Every Day is Kid's Day at the Boulder County Fair!

That's right! EVERY DAY We have a Kid's day activities plus pee wee showmanship, tractor pull, the petting zoo, and a pet-a-bunny cart. All of this is a part of our mission…

To provide a resource to the community that celebrates both rural and urban heritage while cultivating an innovative future through education and leadership!

EXCITEMENT BY THE NUMBERS:

2017 Boulder County Fair Statistics

Our economy is rebounding, over 152,000 attendees were logged in 10 days via our Electronic People Counters located at five of our entrance points on the Fairgrounds. (The People Counter is a photo electric sensor that emits an invisible beam traveling between a sensor and a reflector. We do factor in for duplication.)

Please complete this application and return to the Fair Office or apply online at http://www.bouldercountyfair.org/f/14?pType=2&pID=952

Should You be a Vendor?

We LOVE Exhibitors from all areas…

* Arts and Crafts* Antiques * Western Wear/Arts/Designs * Pet Supplies * Candles * Electronics * Kids Games * Woodwork * Landscape Design * Home Improvement * Spas/Fireplaces * Kids Clothing* Jewelry * Family Products * Health/Physical Fitness Martial Arts * Toys * Educational products * Home Builders * Insurance * Community Businesses AND YOU!

Boulder County Fair
9595 Nelson Road
Suite 200
Longmont, CO 80501
720-864-6460
720-864-6461 Fax
vendors@bouldercountyfair.org
www.bouldercountyfair.org

General Information & Rates

Booth Rate Information-See Floor Plans/Maps for additional information.

STANDARD COMMERCIAL EXHIBITORS	EXHIBIT BUILDING INDOOR	EAST PLAZA OUT-DOOR	SOUTH PLAZA/FAIR GARDEN OUTDOOR	SOUTH MIDWAY OUT-DOOR (DAILY RENTAL) NON—PROFITS ONLY
FULL DATES	**Friday, August 3rd - Sunday, August 12th**	**Friday, August 3rd - Sunday, August 12th**	**Friday, August 3rd - Sunday August 12th**	**Friday, August 3rd - Sunday August 12th**
-Move in date (Full)	**Friday, August 3rd**	**Friday, August 3rd**	**Friday, August 3rd**	**Friday, August 3rd**
-Cost (Full)	**$400**	**$600**	**$500**	**$25/day MTWT $35/day FSS**
PARTIAL DATES	**Wed August 8th— Sunday, August 12th**	**Wed August 8th— Sunday, August 12th**	**Wed August 8th – Sunday, August 12th**	**Wed August 8th- Sunday, August 12th**
-Move in date (Partial)	**Wed., August 8th**	**Wed., August 8th**	**Wed., August 8th**	**Wed., August 8th**
-Cost (Partial)	**$300.00**	**$500.00**	**$400**	**$25/day MTWT $35/day FSS**
DAILY HOURS	**August 4-5 & August 10-12th 10 am - 9 pm August 3 & 6 Aug 7- 9 5 pm - 9 pm**	**August 4-5 & August 10-12th 10 am - 9 pm August3 & 6 Aug 7- 9 5 pm - 9 pm**	**August 4-5 & August 10-12th 10 am - 9 pm August 3 & 6 Aug 7- 9 5 pm - 9 pm**	**August 4-5 & August 10-12th 10 am - 9 pm August 3 & 6 Aug 7- 9 5 pm - 9 pm**
MOVE OUT	**Sunday, Aug 12th after 5 pm or Monday, Aug 13th 10 am -12 pm**	**Sunday, Aug 12th after 5 pm or Monday, Aug 13th 10 am -12 pm**	**Sunday, Aug 12th after 5 pm or Monday, Aug 13th 10 am -12 pm**	**Sunday, Aug 12th after 5 pm or Monday, Aug 13th 10 am - 12 pm**
SIZE	**10 ft wide x 8 ft deep**	**12 x 12 feet**	**12 x 12 feet**	**12 x 12 feet**
DETAILS	**One 6 ft Table and 2 Chairs provided Electricity Provided**	**Limited Electricity**	**Limited Electricity**	**Limited Electricity**

Boulder County Fair FYI

DEADLINES - Exhibitors will be assigned on a first-come, first-served basis. Please submit payment (check/money order/online credit card) with your contract and payment by **July 1, 2018**. See application (page 7) for details. Vendor approval will depend upon products/services, and payment history, **Cancellation:** Cancellation received prior to July 1, 2018 will be refunded in full less $100 deposit. Cancellations requested after July 1st will result in forfeiture of the entire booth rental fees. Request for cancellation must be received in writing. "No-Shows" will not be refunded.

ZERO WASTE - The BCF is a Zero Waste Event! This means all booth materials / handouts and concessions goods must be recyclable or compostable. Failure to comply with Zero Waste policies will at a minimum result in loss of Security/Damage Deposit and may result in immediate eviction from the Fair. Contact the Boulder County Resource Conservation Division for more information, materials, definitions, and details on how this may impact your booth setup and sales.

BOOTH CONFIRMATION - The Exhibitor will receive a confirmation email of receipt of contract and all applicable fees. This confirmation will constitute an official contract between the Exhibitor and the BCF. A confirmation of booth space assignment with any additional pertinent information will be emailed in late July.

CAMPING - No campers (living/sleeping quarters) will be allowed in the commercial booth area. Camping for a fee is available in the campgrounds on the East side of the fairgrounds. For reservations call (303) 682-6762. No vehicles may be parked in booth spaces on the BCF grounds. No camping or sleeping is allowed within any area of an exhibitor's booth/space.

PARKING - Parking is free, just like our fair! There are no fees for parking at any time.

EXHIBITOR CODE OF CONDUCT - The Exhibitor shall conduct the operation of their exhibit, display, or concession in a respectful, quiet and orderly manner at all times. Exhibitors should maintain the contents of their displays, menus and prices according to the information submitted with the contract. The booth and aisle in front of, or beside of the booth, should be clean and free of trash at all times. All garbage should be secured before disposal in recycle / waste receptacles. **Removal or Cause for Eviction** - At any time, an exhibitor may be subjected to eviction from their booth and/or the BCF without refund of booth fees for misconduct, harassment or disrespect of the Health Department officials, fair officials, security, attendees or fellow exhibitors.

The Boulder County Fair will run 10 days August 3rd through August 12th. In light of the long duration we will be breaking the commercial vendors into two time periods, full or partial. Vendor hours will be 10 am to 10 pm, except for Monday, Tuesday, Wednesday and Thursday which the hours will be 5 pm to 9 pm. You may occupy your booth during weekdays.

General Rules & Regulations Supporting the Contract

The following general information and regulations apply to the 2018 Boulder County Fair (BCF) acting through the Fair Board, Committees and employees.

AUTHORITY: The BCF or it's delegate, is charged with complete responsibility and full authority to enforce all of the provisions of these Rules and Regulations for the benefit of all concerned. Any exception to or deviation from these rules may be made only by the BCF. No consent to any variation of any term or condition of the lease contract shall be valid unless in writing with the contract. Any notice by either party to the other shall be in writing. The BCF reserves the right to cancel a contract and retain the Exhibitor's Deposit in the event of Exhibitor violations of the Rules and Regulations described within this prospectus & contract. Signature of the contract assumes understanding and agreement with General Rules & Regulations.

PLACE AND DATES: The Food Concessionaires will be located on the East and South Plazas and along the South Midway at the Boulder County Fairgrounds located at 9595 Nelson Road, Longmont, CO 80501. BCF dates are August 3rd to Aug 12th, 2018

BOOTH ASSIGNMENT & INFORMATION: The BCF will screen and assign applications on a first-come, first-served basis based upon the character and size of the proposed exhibit, individual needs, exhibitor's preference, and location of other exhibitors. Exhibitors should supply a photograph of their exhibit/display at time of application. Food concessionaires are required to submit a photograph of their unit/booth setup and a copy of all menu items and prices. The BCF reserves the right to change booth assignment at any time and deny anyone rental of a commercial booth. **No booth assignment will be made without payment in full.** Previous participation does not guarantee vendor priority. The BCF endeavors to avoid duplication of exhibit types.

LIABILITY & INSURANCE: All exhibitors must carry Comprehensive General Liability Insurance, with Broad Form Liability Endorsement, in an amount not less than $500,000 and Automobile Liability Insurance for any vehicle which is used in conjunction with their operation at BCF. This certificate of insurance should be received in the BCF management offices no later than July 16, 2018. The Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled or terminated without 30 days written notice to the BCF. The BCF can provide coverage for vendors for an additional fee. See Contract for costs. BCF insurance only covers the BCF and does not cover personal property of the exhibitor. Exhibitors and their employees, volunteers or contractors working with/for the exhibitor, agree to indemnify and defend the Fair Board and its agents. Exhibitors should purchase their own insurance to cover all contingencies including, but not limited to, fire, theft, property damage, public and private liabilities, and workmen's compensation. No party to this contract shall be responsible for any injury, loss, or damage to any other party of this contract, or any third party, except in the event that the injury, loss or damage arises out of the gross negligence of such party. Exhibitors agree to notify BCF of any safety concerns immediately. BCF reserves the right to change the locations for the exhibition and will not be responsible for delays, damage, loss or other unfavorable conditions caused by circumstances beyond its control. BCF will provide early evening and overnight security on the grounds beginning Friday, August 3rd.

TAXES: State and City Sales tax is the Exhibitor's responsibility, along with all appropriate licenses and legal requirements to conduct business

EARLY EVACATING OF BOOTH: Exhibitors must remain for the entire fair: August 3rd-12th. Early vacating of booth will result in forfeiture of Security/Damage Deposit.

BOOTH STAFFING: The exhibitor is obligated, as terms of this contract, to have personnel in the booth during all published exhibit hours.

SUBLETTING OF SPACE: No exhibitor shall assign, sublet or apportion the whole or part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of BCF. Only one company is permitted to exhibit per booth.

BOOTH SETUP/DESIGN: Outdoor Booth space is approximately 12 feet x 12 feet. Booth setup **will not** include tables, chairs, or canopies. Exhibitor space boundaries will be marked with chalk, flags, or signs and Exhibitor's entire set up must remain within those boundaries. **IMPORTANT NOTE**: Space requirements for trailers must include hitch, canopies/pop-outs. If needed, additional space may be available for an additional cost, but it must be requested in advance.

BOOTH SETUP RESTRICTIONS: Demonstrations, video, or sound-making devices must be confined to the limits of the Exhibitor's booth. Please consider how sound levels may impact other exhibitor's business. Audio visual devices are subject to the approval of BCF. Attention attracting, noise-making devices and loudspeaker systems are not allowed. Booth design and setup must comply with the American Disabilities Act (Public Law 101-336). Exhibitor must comply with all laws and regulations of local, state and Federal governments, such as fire, consumer and public safety.

ELECTRICITY, WATER, & ICE: All electrical, water, and ice requests must be included with this contract for its acceptance. Electrical and water outlets are limited on the plazas; be as self-sufficient as possible. Exhibitors are not allowed to exceed the limits of the electrical system. Access to gray water dump stations is limited and may require exhibitor to transport gray water to closest station. **Fair management reserves the right to decline electrical service, charge for excessive power usage, or require exhibitor to provide their own electrical power. NO power will be provided if it is not requested by the vendor in this contract.** All food concessions must be self-contained.

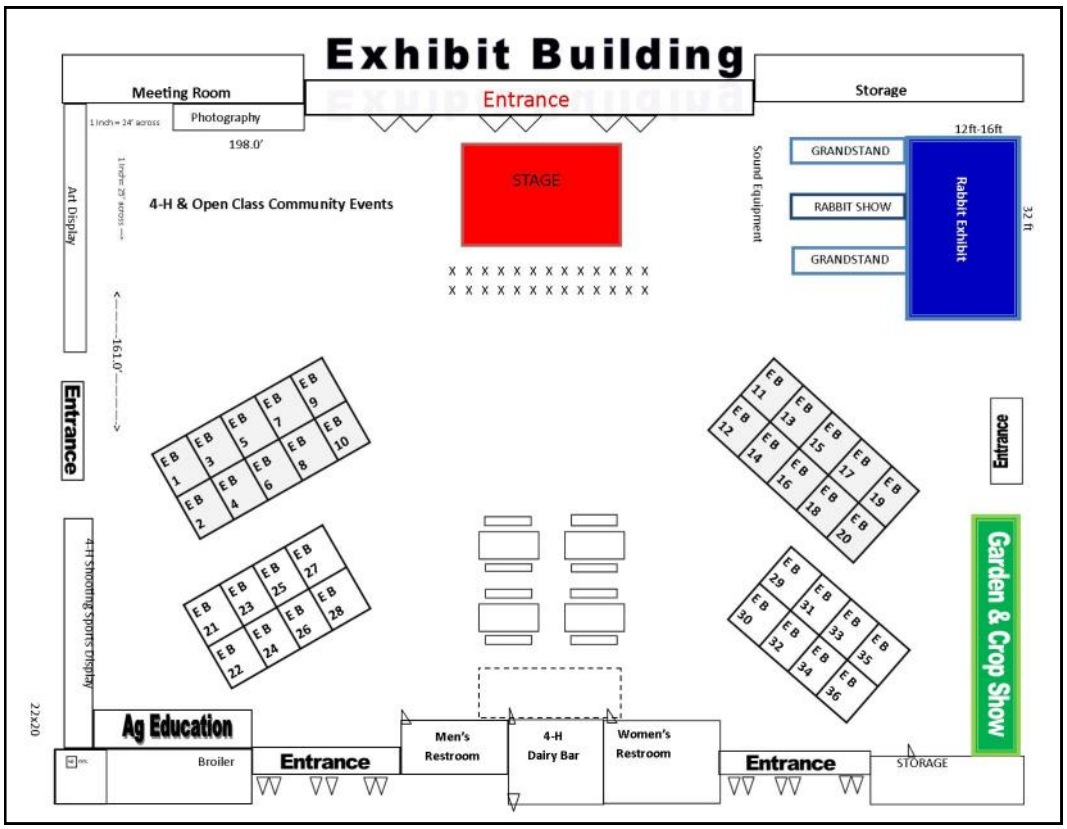
SALES AND ADVERTISING PRIVILEGES: No signage may be attached to anything outside of your booth, without approval of the BCF. No one may sell or advertise merchandise, food or services or post advertising bills, signs, cards or distribute similar materials or in any way solicit on the grounds, at any time, without the express written permission of the BCF.

HEALTH DEPT: All Food Concessionaires are subject to the inspection of Boulder County Health Dept.. All Food Concessionaires are required to send copies of all licenses necessary to operate a temporary food concession to the BCF with their contract, for their contract to be accepted. It is the Food Concessionaire's exclusive responsibility to know the health department's rules and regulations and follow them. Please see the Boulder County Health Dept. for information and Temp Food License App:
https://bouldercounty.wufoo.com/forms/s1ifqbf711igkhj/

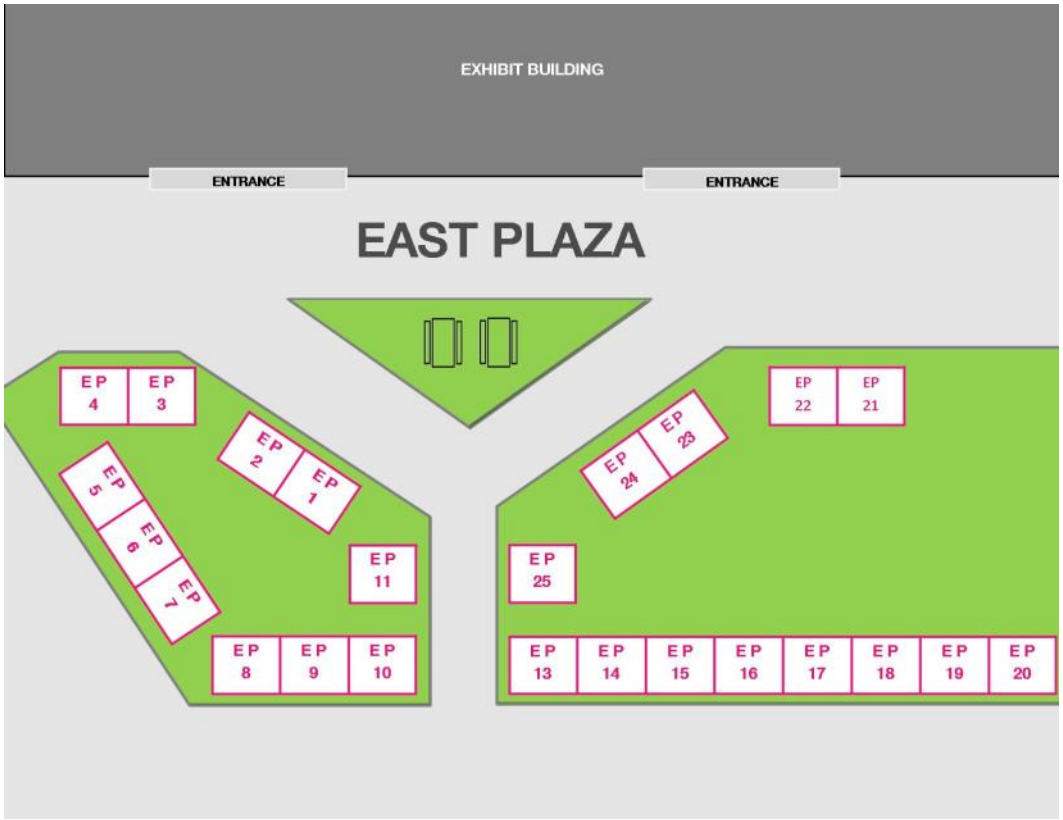
ZERO WASTE: All Food Concessionaires must abide by the Boulder County Zero Waste requirements. The BCF is a Zero Waste Event. All booth materials/handouts and concession goods must be recyclable or compostable as an official part of this contract. **Failure to comply with Zero Waste policies will at a minimum result in loss of Security/Damage Deposit and may result in immediate eviction from the Fair.**

FIRE & SAFETY: All Food concessionaires must abide by all Boulder County Fire and Safety Regulations. All Food Concessionaires must have a fire extinguisher. For more info contact the Fire Marshall at Mountain View Fire District 303-772-0710.

Exhibit Building & East Plaza Booth Plans/Map

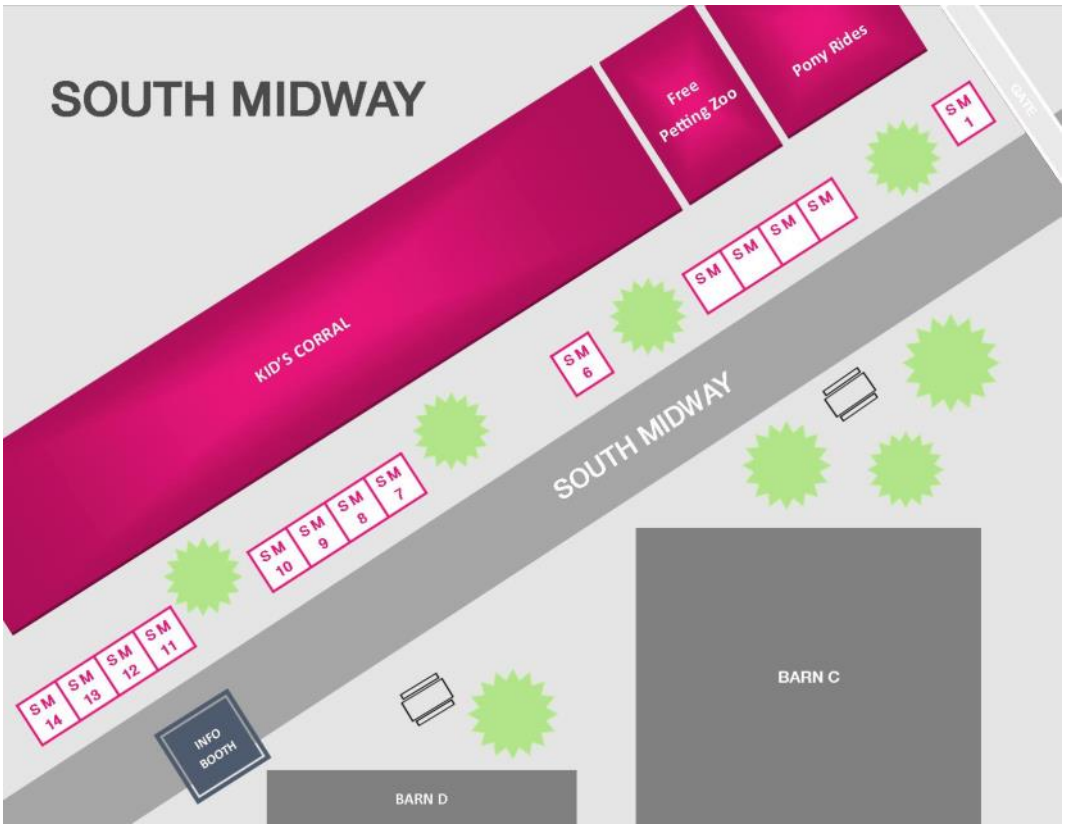


North

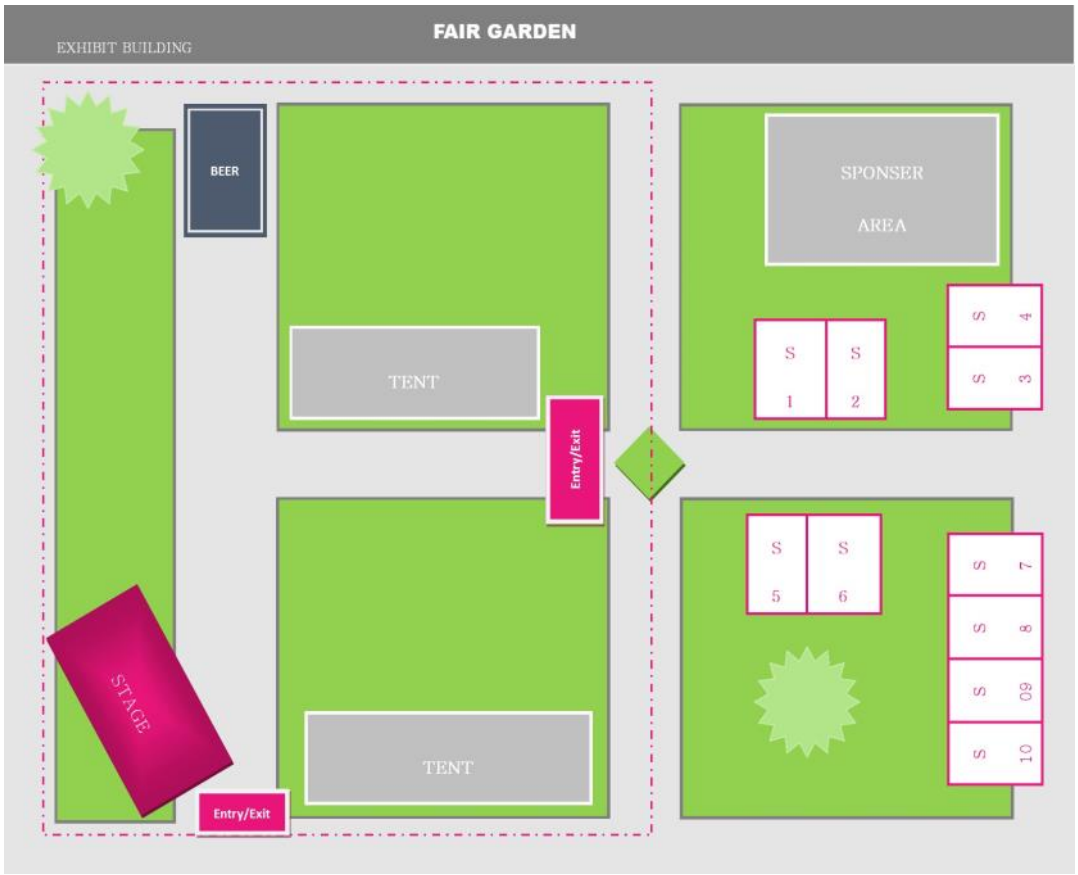


North

South Midway & South Plaza Booth Plans/Maps



North



North

Fairgrounds Directions and Map of the Grounds

DIRECTIONS TO FAIRGROUNDS

Boulder County Fairgrounds

9595 Nelson Road

Longmont, CO 80501

From I-25:

Take I-25 to the Longmont or Highway 119 exit West into Longmont. Highway 119 turns into Ken Pratt Blvd. Take Ken Pratt past the railroad tracks. Turn right on Nelson Road right after the tracks. Go almost two blocks directly to the Fairgrounds, which will be on your right.

From Boulder via the Diagonal Highway:

Take the Diagonal Highway Northeast to Longmont turning left at Hover Road. Take Hover Road North directly to the Fairgrounds, which will be on your right.

2018 Commercial Exhibitor Contract Application

Business/Company _____ **Contact Name** _____

Title _____ **Website** _____

Email _____

Address _____ **City** _____ **State** ____ **Zip** _____

Phone (_____) _____ - _____ **Fax** (_____) _____-_____ **Cell Phone** (____)_____-_____

Name/Description of products/items to be sold or displayed: _____

Electricity: *(list all equipment and volts and amps usage of each. Attach additional sheet if needed.)*

Total Electrical request: _____

Exhibit Building Stage: Yes, schedule us!

_____ times/day _____ times/week

Electrical Item	Volts	Amps

BOOTH FEES/PAYMENTS

Number of Booths	_____
Booth Fees	$_____
Our Insurance ($75)	$_____
Security/Damage Deposit*	$_____
TOTAL FEES DUE	**$_____**
Amount Paid	$_____
Balance Due by July 1	$_____

A separate check for the Security/Damage Deposit of $100 must accompany your application. The Security/Damage Deposit alone **will not** hold your space. ONLY payment of 100% of your Booth Space Rental will hold your space. For more information on the Security Damage Deposit see page 3.

BOOTH SPACE PREFERENCE

Location:

Acceptance of this application by the Boulder County Fair (BCF) via confirmation email constitutes a contract.

As the Exhibitor, I have read and agree to abide by the Rules & Regulations of BCF printed in this entire brochure, which are deemed a part of this contract. All of our company employees will be informed of, and will abide by, the rules and regulations governing this event to which I am agreeing. I agree to abide by the Exhibitor Code of Conduct for the BCF (page 2). I agree to sell/represent only the items listed in the contract, unless otherwise authorized by the BCF. I agree to pay all applicable booth rental fees in full no later than **July 1, 2018**, to include BCF Security/Damage Deposit, and insurance fees, if I request BCF insurance coverage. **I understand that cancellation prior to July 1, 2018 will be refunded in full, less the $100 Security/Damage Deposit. I understand cancellations received after the deadline of July 1, 2018 will result in forfeiture of the entire booth rental fees. I understand that all cancellations must be received in writing. I understand that "no-shows" booth fees will not be reimbursed. I understand there is a $35 service fee for returned checks.**

_____ _____ _____ _____

Signature Print Name Print Title Date

Make checks payable to Boulder County Fair or pay online at http://www.bouldercountyfair.org/p/about/151 Please sign and return the completed application, items from check list above, and payment to: **Boulder County Fair, 9595 Nelson Road, Longmont, CO 80501**

OFFICE USE ONLY Confirmation Phone Call Date: _____ Space Assigned: _____

Amount Received: _____ Check #: _____ Date: _____

Amount Received: _____ Check #: _____