

Brazos Valley **FAIR & RODEO** BV

Commercial Exhibitor, Food Vendor & Attractions Rules & Regulations





2018 Brazos Valley Fair & Rodeo

Commercial Exhibitor & Food Vendor Rules & Regulations

TABLE OF CONTENTS

GENERAL RULES

Interpretation and Violation of Rules	2
Application and Deposit	2
Background Checks	2
Photo of Booth Requirement	2
Acceptable Items for Sale or Display	3
Electricity	3
Contract Execution	4
Liability Insurance	4
Booth Staffing Requirements	5
Refunds	6
Returned Checks	6
Alcohol	6
Advertising	6
Third Party Relationships	6
Pets	7
Prohibited Items	7
Security	7

OPERATIONAL RULES

Check In	7
Release of Liability & Indemnity Agreement	8
State Sales Tax ID Number	8
Golf Carts, Scooters, etc.....	8
Booth Identification Sign	8
Parking	8
Hours of Operation	8
Restocking Hours	9
Special Deliveries	9
Cleanliness of Booth	9
Screens.....	9
Signage.....	9
Decorating Services	9
Propane Tanks	10
Trash	10
Evaluations.....	10
Show Tear Down/Check Out.....	10
Health Code Requirements.....	11

INSIDE VENDOR SPECIAL RULES

Load-in & Load-out	11
Restricted Items	11
Ladders	11

FOOD VENDORS SPECIAL RULES

Lease Agreement	11
Revenue Sharing	12
Sales Settlement	12
Booths/Trailers	12
Water	12
Pouring Rights	13
Trans-fat-free oil	13
Fire Extinguishers.....	13
Grease.....	13

GENERAL INFORMATION

Commercial Exhibit & Food Vendor Timeline.....	13
Exhibits Department Contact Information	13

**BRAZOS VALLEY FAIR & RODEO
COMMERCIAL EXHIBITOR, FOOD VENDOR AND ATTRACTIONS
GENERAL RULES**

The Brazos Valley Fair & Rodeo has established rules for Commercial Exhibitors and Food Vendors to allow for a safe and attractive environment for the fair going public's experience. The rules and regulations provided are intended to ensure a level playing field for all Commercial Exhibitors and Food Vendors while providing a quality and safe product for the public. Your success is the Brazos Valley Fair & Rodeo's success, and to ensure such, everyone needs to understand these rules and regulations. **Please read the rules thoroughly as we will be monitoring all rules.**

- 1. Interpretation and Violation of Rules:** The Brazos Valley Fair & Rodeo Management reserves the final and absolute right to interpret these rules and settle and determine all matters, questions and differences in regard thereto or otherwise arising out of or connected with, or incident to, and to amend or add to these rules as its judgment may determine. Any Commercial Exhibitor and Food Vendor who violates any of the rules will forfeit all privileges and be subject to such penalty as the Executive Committee may order.

The Brazos Valley Fair & Rodeo Executive Committee shall have the further right to delegate any or all of the rights, authorities and responsibilities which it has under these Rules as it deems appropriate.

- 2. Application & Deposit:** The application form is available for download at www.brazosvalleyfair.com. The Application deadline is **June 29, 2018**. Applications must be submitted to Brazos Valley Fair & Rodeo – Exhibits Department, P.O. Box 594 Bryan, TX 77806.
 - **Commercial Exhibitors and Food Vendors will not be considered without a completed & signed application and photos of exhibit.**

Approved applications received by **June 29, 2018** will receive prime access to preferred booth space. Remaining booths will be assigned for applications received after **July 1, 2018**. Approved applications will be notified in writing via regular mail and/or email no later than July 30, 2018. Should your application be accepted, a letter of confirmation, basic rules, lease agreement and insurance information will be sent via mail. **A \$150 refundable deposit will be required within 30 days of acceptance with the balance due on or before August 31, 2018.**

The deposit is refundable upon compliance with the terms and conditions of the Commercial Exhibitor lease agreement and rules & regulations. Vendors will be inspected during the fair to assure compliance. The violation of any of the terms hereof shall be the cause for immediate forfeiture of deposit/payment.

- 3. Background Checks:** The Brazos Valley Fair & Rodeo reserves the right to conduct background checks on any individuals and/or Commercial Exhibitor and Food Vendor. If the background check results do not comply with the Brazos Valley Fair & Rodeo policies and standards, then the Brazos Valley Fair & Rodeo Management has the right to revoke the contract and any payments made to the Brazos Valley Fair & Rodeo shall be forfeited.
- 4. Photo of Booth Requirement:** Each Commercial Exhibitor and Food Vendor must provide an exact photo of the booth they intend to bring to the event. Photo must be included with application. If the booth at the event does not represent the submitted photo, then the Brazos Valley Fair & Rodeo has the right to remove the booth from the premises and revoke the contract and any payments made to the Brazos Valley Fair & Rodeo shall be forfeited.

5. Acceptable Items for Sale or Display: All items to be sold or displayed must be listed on the application when submitted to the Brazos Valley Fair & Rodeo office. The Brazos Valley Fair & Rodeo management will review the list and return a copy of the form to Commercial Exhibitors/Food Vendors/Attraction with a list of approved items for sale or display if the application is accepted. Once a contract is issued, you may not display or sell any additional items without approval from the Exhibits Coordinator. Please be specific on the application. General words such as “handcrafts, t-shirts, sweatshirts, clothing, toys, hats, novelties, gift items, accessories, jewelry, imports,” etc. are not acceptable. You may use an additional sheet to describe your items if there is not enough room on the application. The Brazos Valley Fair & Rodeo Management will periodically monitor Commercial Exhibitor and Food Vendor booths to ensure that only approved items are being sold or displayed. Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

Offensive Items: The Brazos Valley Fair & Rodeo management reserves the right to prohibit the sale, rental or display of any item that the Brazos Valley Fair & Rodeo management reasonably deems objectionable from the standpoint of taste, quality or compatibility with the Brazos Valley Fair & Rodeo mission. Some items that will not be considered for sale, give away or rental without prior written approval include but are not limited to: weapons of any kind, lasers, high powered water guns, rubber band guns, toy guns, marshmallow guns, products made from any endangered animals, unsafe, obscene, and pornographic or drug related items.

6. Electricity: Commercial Exhibitors and Food Vendors are required to have the Brazos Valley Fair & Rodeo contracted electrician perform all electrical service, connections and disconnections while they are on the Brazos Valley Fair & Rodeo property. Under no circumstance should any person other than the Brazos Valley Fair & Rodeo approved representatives be authorized to access utilities of any kind. Electricity is available at the discretion of Brazos Valley Fair and Rodeo management. Microwaves and coffeepots will not be allowed for any Commercial Exhibitors and electric heaters are not permitted for any Commercial Exhibitors and Food Vendors.

Electrical Reservation: All power requirements must be ordered through the application process. Commercial exhibitors and Food Vendors electrical needs will be determined from the information provided on the application. **Electricity will be turned on 8:00 am on Thursday, October 18, 2018.** If, upon arrival, Commercial Exhibitors and Food Vendors electrical needs have changed or increased, an additional electrical fee will be charged. Electrical costs are as follows:

Boxes with description and cost shown below

Two 110V plugs both 20amps- Included with booth fees for Inside Booths



Plugs with LIMITED AVAILABILTIY shown below

One 110V/One 220V (both 20amps) \$65



50amp single phase \$100



One 110V (20amp), One 30amp (Black)

\$65



*Additional boxes can be purchased, please contact Brazos Valley Fair Office

Should Commercial Exhibitors and Food Vendors have additional electrical requirements; the Brazos Valley Fair & Rodeo will provide specific quotes as needed. Changes or additions to electrical request after August 31, 2018 may not be granted and may incur additional charges. Additional extreme electrical requests should be scheduled in advance, before August 31, 2018, and will not be guaranteed.

Commercial Exhibitors in the Exhibit Hall are strongly encouraged to use fluorescent lighting for their booth. Some areas in the Exhibit Hall are better lit than others therefore; approved temporary lighting may be permitted. **No extension cords will be provided or distributed to vendors; you must bring your own extension cords.**

All **Food Vendors** need to clarify on the application the type of electricity needed and the length of cable cord they will provide. **The Brazos Valley Fair & Rodeo requires that all Food Vendors have at least a 100 foot SEOW or SO cable for their hardwire connection.**

All electrical equipment must be turned off at the end of the night with the exception of equipment that contains perishable products.

7. **Contract Execution: Upon receipt of the application and photos of booth the Brazos Valley Fair & Rodeo will begin acceptance/denial of all applications.** If a Commercial Exhibitor's and Food Vendor's application is accepted, the Brazos Valley Fair & Rodeo will send the Commercial Exhibitors and Food Vendors a formal contract by certified mail. The Commercial Exhibitor and Food Vendor will have 30 days to sign and return the contract along with the deposit and proof of liability insurance. The signed contract must be received by the Brazos Valley Fair & Rodeo within 30 days of receipt of contract from the Commercial Exhibitor and Food Vendor. **The remaining balance is due to the Brazos Valley Fair & Rodeo office no later than August 31, 2018.** If an application is denied the entire contents including deposit will be returned to applicant no later than August 31, 2018. If space is available applications may be accepted after August 31, 2018 and must be paid in full upon receipt of signed contract. Failure to respond by appropriate deadlines will result in cancellation of booth and forfeiture of any deposit.
8. **Liability Insurance:** Commercial Exhibitor and Food Vendor at his or her own expense shall provide and maintain insurance coverage in force during the term of this lease and from October 18 - October 22, 2018. **Such evidence of said insurance shall be contained on an Acond Certificate of Liability Insurance and be provided to the Brazos Valley Fair and Rodeo no later than August 31, 2018.**

Vendors have the option to purchase insurance through Anco Insurance agents who have made their services available to vendors of the Brazos Valley Fair and Rodeo. The cost of such coverage is \$65.00 for per booth. Contact the Brazos Valley Fair & Rodeo if you would like to obtain the insurance through Anco Insurance agents. If using this type of insurance, requests for insurance coverage must be made no later than August 17, 2018. If vendor is providing insurance see below for further details.

*The following cannot be covered under this policy: Piercings, Haunted House, Stroller/Wheel Chair Rental, National Companies or Chain Stores, Organ Grinders, Medical Exams/Blood Testing/Medical Testing, Liquor

Stands, Motorsports Activity, Tattoo, Inflatables, Exotic Animals, Metallic Balloons, Mechanical Rides, and/or Fireworks.*

Commercial Exhibitor and Food Vendor will provide insurance naming the Brazos Valley Fair & Rodeo, the Brazos County Expo Complex, and County of Brazos as Additional Insured and Commercial Exhibitor and Food Vendor shall provide a copy of the policy endorsement naming such additional insured's to the Brazos Valley Fair and Rodeo on its policy by August 31, 2018. This policy will be placed with a company that is satisfactory to the Brazos Valley Fair and Rodeo and that is licensed as an insurance company to provide insurance in the state of Texas. The policy shall provide minimum coverage of One Million Dollars and No/100 (\$1,000,000.00) Combined Single Limits for Bodily Injury and Property Damage, per occurrence and One Million Dollars and No/100 (\$1,000,000.00) in the aggregate. The Certificate of Insurance shall contain a thirty (30) day Notice of Cancellation in favor of the Additional Insured's. The Brazos Valley Fair and Rodeo reserve the exclusive right to reject such evidence of insurance for any reason. Insurance shall be in a form and substance satisfactory to the Brazos Valley Fair and Rodeo. No Commercial Exhibitor/Food Vendor will be allowed to setup on the grounds without approval and acceptance of the necessary insurance form by the Exhibits Department. **This proof of liability insurance must be submitted with the Commercial Exhibitor/Food Vendor Application.** Should these insurance obligations not be met by August 31, 2018, Brazos Valley Fair & Rodeo will revoke the contract and any payments made to the Brazos Valley Fair and Rodeo shall be forfeited. Please see below for insurance requirements.

Required Limits Coverage for Commercial General Liability Insurance

The Brazos Valley Fair & Rodeo require each exhibitor to carry the following minimum limits of coverage:

Each Occurrence: \$1,000,000.00

Damage to rented premises (each occurrence): \$100,000.00

Medical expense: \$5,000.00

Personal and advertising injury: \$1,000,000.00

General aggregate: \$1,000,000.00

Products: \$1,000,000.00

Certificate Holder:

The Certificate Holder on the insurance certificate provided to the Show by the exhibitor shall be listed as:

Brazos Valley Fair & Rodeo

P.O. Box 594, Bryan, TX 77806

Additional Insured:

The following shall be listed on exhibitor's insurance policy as additional insured's:

1. Brazos Valley Fair & Rodeo
2. Brazos County Expo Complex
3. County of Brazos

Additional exclusions/limitations may apply based on underwriter's approval.

- 9. Booth Staffing Requirements:** It is the responsibility of the Commercial Exhibitor and Food Vendor to ensure that their booth is staffed at all times during the shows hours of operation, please see rule number 24. Booths that do not comply with rule number 24 will be subject to loss of deposit. The Brazos Valley Fair & Rodeo has the right to revoke the contract and remove the booth from the property, if hours are not complied with. These vendors will not be invited back to future shows.

Commercial Exhibitors and Food Vendors and their representatives must wear their vendor badge furnished by Brazos Valley Fair & Rodeo Management at all times.

It is also the Commercial Exhibitors and Food Vendors responsibility to make sure that all employees are familiar with the Rules and Regulations, knowledgeable about the products or services sold in the booth, appropriate in appearance, and courteous to all show visitors, exhibitors, staff and volunteers.

10. Refunds: Once application is accepted there will be no refunds for any reason.

The Brazos Valley Fair & Rodeo requests that all Commercial Exhibitors and Food Vendors have a reasonable return/refund/exchange policy for customers during the Fair. If refunds are not offered by exhibitors, signage must be clearly displayed in the exhibit booth/space stating that refunds are not offered.

11. Returned Checks: If you write a check that is returned for any reason, your check writing privileges will be lost and a fee of \$50.00 will be charged. Any future payments to Brazos Valley Fair & Rodeo must be done by money order, cashier's check, or credit card.

12. Alcohol: Unless Commercial Exhibitor and Food Vendor has a current license authorizing the sale of alcohol and has been approved in writing by the Brazos Valley Fair and Rodeo to conduct limited sales, Commercial Exhibitor and Food Vendor cannot sell alcoholic beverages at any time. Commercial Exhibitors and Food Vendors are also not allowed to consume alcoholic beverages or be under the influence of alcohol while working on the Brazos Valley Fair & Rodeo property.

13. Advertising: In order to retain consistency and "fairness at the fair" Commercial Exhibitors and Food Vendors are not allowed to advertise or promote their products in any Fairgrounds locations other than the ones designated within the agreement and all business dealings are to be conducted within the space designated within the agreement. The Brazos Valley Fair and Rodeo and any other trademark or artwork used by the fair cannot be used on any products and/or marketing materials such as advertisements promotions, other forms or materials without written consent from the Brazos Valley Fair and Rodeo Marketing Department. **No shouting/loud or distracting music, voices or noise are allowed to attract visitors into your booth.**

Use of Name or Official Logo: No Commercial Exhibitor or Food Vendor may use the official event name, Brazos Valley Fair and Rodeo, its branded name, Brazos Valley Fair, or its logo without prior written consent from the Brazos Valley Fair & Rodeo Management. This includes the use of the names or logo for any marketing materials, media, or promotions.

Marketing: In order to promote each Commercial Exhibitor's and Food Vendor's success we request that you submit a high resolution digital photo of your set up/booth, logo and website address. The Brazos Valley Fair & Rodeo will have the right to publish your information on our website and any other promotional pieces or publications. If your Application is accepted we will ask for these materials when you return the signed contract with your deposit.

14. Third Party Relationships: Commercial Exhibitors and Food Vendors may not endorse, display, promote or sell any third party relationships. Any violation of this will result in immediate removal of the conflicting booth from the grounds and the Brazos Valley Fair & Rodeo will revoke the contract and any payments made to the Brazos Valley Fair & Rodeo shall be forfeited.

15. Pets: No pets allowed on grounds other than service dogs.

16. Prohibited Items: No weapons of any sort, illegal substances, bicycles, motorized bicycles, Segway's, skateboards, hover boards, selfie sticks, drones, golf carts, roller skates or pets are allowed within the Fairgrounds. No video cameras or recording devices of any kind are allowed in the Rodeo Arena. No music is allowed in booths; overhead music will be provided by the Brazos Valley Fair & Rodeo Management.

17. Security: There will be 24-hour grounds security throughout the event. According to the terms of the contract the Brazos Valley Fair & Rodeo assumes no responsibility for any items during Show hours, any items left before or after Show hours, or claims suffered by any loss or theft. Each Commercial Exhibitor and Food Vendor is responsible for their merchandise.

OPERATIONAL RULES

18. Check-in: The following are guidelines put in place to make the arrival/ setup of your space accommodating:

- Proceed to the Exhibits Table – **All Commercial Exhibitors and Food Vendors must check in at the Brazos Valley Fair office, located in the Expo Complex prior to beginning move-in or unloading exhibits/trailers.**
 - Insurance Clearance
 - Sign Release of Liability statement
 - Pay any remaining balances
 - Show Packet will be provided (Each Commercial Exhibitor and Food Vendor will not receive the Show Packet or be able to set up the contracted space without meeting the requirements listed above).
- Exhibits Staff will escort you to your purchased location
 - Brazos Valley Fair and Rodeo Electrician will provide requested electrical needs during setup, providing these needs were requested beforehand. **Electricity will be turned on at 8 am on Thursday, October 18, 2018.**

Food Vendor Move-In Dates: Food Vendors may set up their booths beginning Thursday, October 18, 2018 through Friday, October 19, 2018. Please do not arrive on the Fairgrounds prior to 8 am, Thursday, October 18, 2018. Violation of this privilege will result in immediate cancellation of contract and forfeiture of fees paid. Food Vendors must be completely set-up and have their booth approved no later than 10:00 am, Friday, October 19, 2018. **Health Inspectors will begin checking at 10:00am, Friday, October 19, 2018. No cooking may be started prior to Health Department Inspection. If food preparation needs to start prior to 10am, Friday, October 19, 2018 prior arrangements must be made with the Fair Office.**

Food Vendor set-up times:

Thursday, October 18	8:00am – 8:00pm
Friday, October 19	8:00am- 10:00am

Commercial Exhibitor/Attraction Move-In Dates: Commercial Exhibitors/Attractions may set up their booths beginning Thursday, October 18, 2018 through Friday, October 19, 2018. Indoor commercial exhibitors - please do not arrive on the Fairgrounds prior to 8:00 am, Thursday, October 18, 2018. Violation of this privilege may result in cancellation of contract and forfeiture of deposit/fees paid. Commercial Exhibitors/Attractions must be completely set-up and have their booth approved no later than Friday, October 19, 2018 at 1:00 pm

Commercial Exhibitor/Attraction set-up times:

Thursday, October 18 8:00 am – 8:00 pm

Friday, October 19 8:00 am – 2:00 pm

Everyone MUST be completely set-up and approved by 2:00 pm, Friday, October 19, 2018. There will be no additional set-up after this time. Any commercial exhibitor not yet finished with set-up may result in forfeiture of deposit.

19. Release of Liability and Indemnity Agreement: All Commercial Exhibitors and Food Vendors will be required to sign a "Release of Liability and Indemnity Agreement." This must be done with the application or at time of check-in with the Exhibits Coordinator. If upon daily inspections a release is not found for the Commercial Exhibitor or Food Vendor they will be subject to a fine of \$100.00. If on a second inspection, the Commercial Exhibitor or Food Vendor is not in compliance with the Release of Liability, the Commercial Exhibitor or Food Vendor will be escorted from the Fairgrounds and forfeit any fees paid.

20. State Sales Tax ID Number: Commercial Exhibitors and Food Vendors are responsible for displaying their Texas Sales Tax Permit and collecting sales tax on items sold. Permits may be obtained by calling:

Comptroller of Public Accounts

800.252.5555

21. Golf Carts, Scooters, Hover Boards, and other Motorized Vehicles: No motorized vehicle/cart will be allowed on the Brazos Valley Fair & Rodeo grounds.

22. Booth Identification Sign: Each booth will be provided a sign identifying the booth by the **contract name**. No changes will be made after September 1, 2018. This sign is the property of the Brazos Valley Fair & Rodeo and must not be removed from the premises.

23. Parking: Commercial Exhibitors and Food Vendors will park in the designated lot. If you are bringing a stock trailer notification is required ahead of time to allow for parking. All stock trailers must be located in the designated trailer parking area. **There will be no RV's or overnight camping permitted on the grounds for Commercial Exhibitors or Food Vendors.**

Grounds Passes: Commercial Exhibitors and Food Vendors will be issued VENDOR PASSES at check-in. Commercial Exhibitors and Food Vendors are not allowed to distribute VENDOR PASSES to anyone. These credentials are non-transferable.

- Each Commercial Exhibit booth receives 2 vendor passes

- Each Food Vendor receives 4 vendor passes

Additional 3-day VENDOR PASSES will be sold for \$25.00 each. See application to order additional VENDOR PASSES. These may be pre-ordered or can be purchased in the Brazos Valley Fair office upon arrival.

24. Hours of Operation: Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

Outdoor Food Vendors must remain open during the following hours:

Friday, October 19 4:00 pm – Midnight

Saturday, October 20 10:00 am – Midnight

Sunday, October 21 11:00 am – 10:00 pm

Commercial Exhibitors inside the **Exhibit Hall** must remain open during the following hours:

Friday, October 19 4:00 pm – 9:00 pm

Saturday, October 20 10:00 am – 9:00 pm
Sunday, October 21 11:00 am – 9:00 pm
*Any booth choosing to stay open later may do so without penalty

- 25. Restocking Hours:** Commercial Exhibitors/Food Vendors are allowed to re-stock their booths from 8:00am – 9:00am each morning prior to Show opening. There is **NO** re-stocking outside of these hours.
- 26. Special Deliveries:** Commercial Exhibitors and Food Vendors may ship deliveries to 5827 Leonard Road, Bryan, Texas 77807. **The Brazos Valley Fair & Rodeo Main Offices do not accept shipments for Commercial Exhibitors and Food Vendors and will not sign for them.** Vendors must be present for deliveries. Please make sure packages are shipped with the “contact person” listed on front of the package. Include the booth number and business name on any packages. **There will be NO deliveries accepted prior to Monday, October 15, 2018.** If you have deliveries that need equipment such as a forklift to unload or load you are responsible for arranging that equipment beforehand. The Brazos Valley Fair & Rodeo does not have a shipping and receiving department available for vendor use. Vendors will have to make arrangements for unloading, un-packaging and setup upon arrival.

SAMPLE LABEL: NAME OF EXHIBITOR
BUSINESS NAME OF EXHIBIT & CONTACT
NAME C/O Brazos Valley Fair Exhibit Table
5827 Leonard Rd
Bryan, TX 77807

- 27. Cleanliness of Booth Area:** Each Commercial Exhibitor and Food Vendor are responsible for maintaining a neat and clean booth area. All garbage, boxes, materials, coverings and non-display items must be removed and all cleaning must be completed at least 30 minutes prior to opening each day. The Brazos Valley Fair & Rodeo will provide trash receptacles throughout the grounds. The Exhibits Table should be contacted if an area needs to be mopped or a trash receptacle needs to be emptied. Please note that individual Food Vendors ARE NOT ALLOWED to dump ANY grey water tanks. If a grey water tank needs to be emptied prior to the scheduled service, please contact the Exhibits Table.
- 28. Screens:** Commercial Exhibitor and Food Vendor booths or stands must have visual screening to hide approved service and storage areas from public view. Screens must be designed to look like the booth. They must be big enough to surround the entire back service and storage area of the booth, stand or trailer. All trailers must have proper skirting around the perimeter to hide the undercarriage, wheels or chassis and trailer hitch.
- 29. Signage:** Each Commercial Exhibitor’s and Food Vendor’s booth must post a sign, visible to the public, which states the company name, menu (if applicable) and prices. The signs must be of a professional nature. No handmade signs will be allowed. Menu and prices cannot change once application has been submitted and approved. Signs must be placed NO more than 3 feet from the trailers or booth space. **SIGNS MUST REMAIN IN THE CONTRACTED SPACE.**
- 30. Decorating Services:** All indoor booths will be piped and draped by a professional decorator service. The Brazos Valley Fair & Rodeo will furnish one 8’ table per 10’x10’ booth and two chairs **upon request only.** Please denote, within application, if your booth needs one 8’ table and two chairs. Additional tables and chairs may be rented from the exhibits table. The fee for additional tables will be \$5/table and \$1/chair. The use of nails, tacks, staples, pins, confetti, and tape are strictly prohibited on all Expo Surfaces. We do allow painters tape and gaffers tape on Expo Surfaces; tape will be available from the Exhibits Table at a charge.

- 31. Propane Tanks:** The use of propane tanks will strictly be limited to food vendors. Propane tanks are not allowed in the Exhibit Hall. All propane tanks used by food vendors must be properly secured.
- 32. Trash:** All trash produced by your booth should be placed in receptacles. Boxes should be broken down and placed in outside receptacles.
- 33. Evaluations:** The Brazos Valley Fair & Rodeo always strives to produce a quality, attractive and family oriented event. With this in mind, all booths and stands may be photographed, evaluated and/or audited during the Brazos Valley Fair & Rodeo. Evaluations are based on general appearance of the booth, management practices, personnel and compliance with the rules and regulations. Please make sure all employees know how important these evaluations are for future participation in the Brazos Valley Fair and Rodeo.

Commercial Exhibitor/Attraction

Evaluations will be based on the following, but are not limited to:

- Customer Service
- Professional Display
- Company name displayed on booth
- Appropriate paperwork and payments completed in a timely manner
- Operation confined to assigned space
- Conduct of exhibitor and personnel
- Appropriate attire of personnel, staff cleanliness
- Observation of hours of operations
- Sale and display of approved items only
- Use of professional display furniture

Food Vendor

Evaluations will be based on the following, but are not limited to:

- Customer Service
- Professional Display
- Company name and booth number displayed on booth
- Appropriate paperwork and payments completed in a timely manner
- Operation confined to assigned space
- Conduct of Food Vendor and personnel
- Appropriate attire of personnel, staff cleanliness
- Proper clean-up and disposal of waste products and grease
- Professional menu board posted with prices
- Observation of hours of operations
- Sale and display of approved items only
- Observation and compliance with State and Local Health and Safety Codes
- Compliance with all Brazos Valley Fair and Rodeo currency rules and revenue sharing requirements

- 34. Show Tear Down:** All indoor vendors may begin dismantling at **9:00 pm Sunday, October 21, 2018**. Dismantling prior to this time without notice from Brazos Valley Fair & Rodeo staff is strictly prohibited. Breaking down during show hours is not only discourteous, but also poses a safety hazard. Vendors that break down early may not be allowed to exhibit at future shows. **All indoor booths must be removed from the premises by midnight, Sunday, October 21, 2018. Outdoor booths may begin dismantling at 10:00pm and must be out no later than noon on Monday, October 22, 2018.** Items left after this date and time will be disposed of at the discretion of the Brazos Valley Fair & Rodeo Management and

additional billing for removal of left over items may occur.

It is the Vendors responsibility to make arrangements for teardown, repackaging and shipping of inventory and supplies at the end of the Show. The Brazos Valley Fair & Rodeo does not have a shipping and receiving department available for vendor use.

Check-out: Please complete the Commercial Exhibitor and Food Vendor Satisfaction Survey and return to the Brazos Valley Fair & Rodeo Office by 8:00am on Monday, October 22, 2018.

35. Health Code Requirements: YOU MAY NOT OPERATE WITHOUT A VALID PERMIT. The cost of a temporary food permit is \$60.00 per vendor. All Food Vendors that are selling/sampling food products must meet the Brazos County Health Department requirements. Vendors must provide their driver's license number and phone number on their checks for the permit. **It is the Food Vendor's responsibility to acquire the Food Permit and supply the Brazos Valley Fair with evidence of being compliant.** Non-compliance with health codes is considered a breach of contract. Payment must be made payable to Brazos County Health Department and submitted directly to the Brazos County Health Department along with the application for permit. Vendors must watch the short video presented by the Health Department which can be found online at www.BrazosValleyFair.com. Applications must be completed and processed by the Health Department for final approval. The Brazos County Health Department will be performing inspections throughout the event.

To obtain a temporary food permit follow this link <http://www.brazoshealth.org/environmental/temp> email: healthdept@co.brazos.tx.us, or call at 979-361-4450.

INSIDE VENDOR SPECIAL RULES

- 36. Load-in & Load-out:** All load-in and load-out should take place behind the Exhibit Hall through the roll-up or double doors only. The street behind the Exhibit Hall is one-way. Please follow the site plan and/or directional signs on the Complex Grounds. Once load-in is complete; please move your vehicle to the parking area. The area behind the Exhibit Hall is for loading purposes only. There is no parking inside fire lanes at any time.
- 37. Restricted Items:** No glass bottles, balloons, stickers of any kind, tape (other than painters or gaffers), helium (gas filled) tanks, glitter, spray glitter, confetti, or open flamed candles are allowed in the Exhibit Hall.
- 38. Ladders:** Step ladders are available by request only from the Exhibits Table; please do not stand on the tables and chairs provided.

FOOD VENDOR SPECIAL RULES

39. Lease Agreement: The lease agreement for Food Vendors at the Brazos Valley Fair & Rodeo is based on a minimum booth payment plus a percentage of gross sales. The minimum booth payment is a guarantee to the Brazos Valley Fair & Rodeo, determined within the lease agreement and will count towards the Food Vendor's revenue share with the Brazos Valley Fair & Rodeo when utilizing a Z-tape.

Pre-Payments for booth space are as follows:

- **\$200 for 10' x 10' space**
- **\$300 for 10' x 20' space**
- **\$400 for 10' x 30' space**
- **\$500 for 10' x 40' space**

40. Revenue Sharing: All Food Vendor’s will operate under a revenue share agreement with the Brazos Valley Fair & Rodeo. The minimum booth payment will be applied as a credit towards the Food Vendor’s revenue share with the Brazos Valley Fair & Rodeo when utilizing a Z-tape. If no Z-tape is used, the booth payment is not used a credit. The Brazos Valley Fair & Rodeo will deduct revenue from the Food Vendor’s gross sales after taxes, when 20% of gross sales after taxes exceed the minimum booth payment. 20% of the Food Vendor’s gross sales after taxes will be retained by the Brazos Valley Fair & Rodeo. 80% of the Food Vendor’s gross sales after taxes will be returned to the Food Vendor.

Example Shown Below when **utilizing a Z-tape:** 20% - 80% gross sales after taxes split

\$10,825	Total
- \$825	Sales Tax
\$10,000	Gross after Taxes
x 20%	
\$2,000	
- \$200	(10’x10’ booth pre-payment)
\$1,800	Balance due to BVFR

Example Shown Below when **NOT utilizing a Z-tape:** 20% - 80% gross sales after taxes split

\$10,825	Total
- \$825	Sales Tax
\$10,000	Gross after Taxes
x 20%	
\$2,000	
\$2,000	Balance due to BVFR

41. Sales Settlement: All booths will be required to use reputable software to track sales or a cash register with Z-tape. Penalty for non-utilization of Z-tape is loss of credit for booth payment. Booth designation of Z-tape will be noted prior to gates opening on first day of fair. No changes to the designation will be allowed once the fair opens. On the final day of the fair a fair representative will request from each booth a copy of the register report and/or Z-tape for reporting purposes. At the conclusion of the fair, no vendor will be released until payment has been settled in the cashier’s office and a vendor survey is submitted. Daily reporting may be requested by BVFR staff if so deemed necessary and vendors will be responsible for providing records as requested. Vendors must have an official cashiers release from cashier’s office before removal of property from the fairgrounds.

42. Booths/Trailers: All Food Vendor booths/trailers must be as follows:

- All booths will have an enclosed top.
- All booths will be four sided, constructed of metal, vinyl or wood.
- All booths must have privacy screen around back of booth, constructed of metal, vinyl or wood.
- All booths will be newly painted and in excellent condition.
- All booths must have counters on at least two sides.
- Items stored within booth must be stored in an orderly and attractive manner.
- All items must be stored within booth. Exceptions would include approved items (deemed “approved” by the Brazos Valley Fair & Rodeo Management) such as cooking pits or tanks. These items need to be located at the back of the booth and be professionally screened from the public.

Food Vendors may request a written exemption from the Brazos Valley Fair & Rodeo during the Application process.

- 43. Water:** All Food Vendors must have water available for any patron that requests it. **No booth may refuse to give water to anyone asking for water, nor may they charge for the water** (bottle water excluded).
- 44. Pouring Rights:** The Brazos Valley Fair & Rodeo requires all Food Vendors to provide their own beverages for sale. These must be in plastic bottles, 16.9 ounce size, must be sold for \$3.00 and may be any brand you choose. Beverages must be sold to patrons. In the circumstance that the Brazos Valley Fair & Rodeo has sold sponsorship rights to a non-alcoholic beverage company, all Food Vendors are required to honor the agreement by restricting the non-alcoholic beverages sold in their booth to the agreed upon sponsor brand. This agreement also is to be honored as to size of container, type of container, signage and pricing. The Brazos Valley Fair & Rodeo retains the right to require the Food Vendor to purchase beverage supplies from the Brazos Valley Fair & Rodeo designated sources. Food Vendor shall solely be responsible for such cost. Violation of the agreement will result in cancellation of contract with no refund.
- 45. Trans-fat-free oil:** The Brazos Valley Fair & Rodeo would like to encourage all Food Vendors to move towards a healthier presentation by switching to trans-fat-free oil. The Brazos Valley Fair & Rodeo asks Food Vendors use trans- fat-free oil, though this is not a requirement.
- 46. Fire Extinguishers:** All food vendors are required to have fire extinguishers at their booth. The type of extinguisher needed will be based on the type of fire hazard associated with the booth.
- 47. Grease:** It is responsibility of the food vendor to properly dispose of all grease. Dumping of grease in any unapproved container or trash receptacle on Expo grounds will result in a fine of \$250 from the Brazos Valley Fair & Rodeo. Ground cover must be used under cooking areas. Stains, and spills must be cleaned immediately or vendor may be fined up to the amount of \$500 for clean-up.

**COMMERCIAL EXHIBIT/FOOD VENDOR/ATTRACTION
2018 TIMELINE**

Application Due to Brazos Valley Fair Office.....	Monday, June 29
Non-Food Vendor Deposit Due.....	Monday, Aug. 6
Food Vendor Booth Payment Due.....	Monday, Aug. 6
Health Permit Information Due to Brazos Co. Health Dept.	Monday, Aug. 31
Liability Insurance Certificate Due to the Brazos Valley Fair Office.....	Monday, Aug. 31
Non-Food Vendor Balance Due to the Brazos Valley Fair Office	Monday, Aug. 31
Food Vendor Move-In Begins.....	Thursday, Oct. 18, 8:00am
Commercial Exhibitor Move-In Begins.....	Thursday, Oct. 18, 8:00am
Electricity Turned On.....	Thursday, Oct. 18, 8:00am
Health Department Inspections	Friday, Oct. 19, 10:00am
Booth Set-Up Must Be Complete	Friday, Oct. 19, 2:00am
Outdoor Booth Tear-down Begins	Sunday, Oct. 21, 10:00pm
Inside Booth Load-out Begins	Sunday, Oct. 21, 9:00pm
Outdoor Booth Load-out Begins.....	Sunday, Oct. 21, 11:00pm
Inside Booths Must Be Out.....	Sunday, Oct. 21, Midnight
Outdoor Booths Must Be Out	Monday, Oct. 22, Noon
Commercial Exhibitor/Food Vendor Survey Due	Monday, Oct. 22, 8:00am