



## VENDOR CONTRACT & APPLICATION



970-276-3068 phone ~ 970-276-1023 fax  
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[www.routtcountyfair.org](http://www.routtcountyfair.org)



## August 15-18 Routt County Fair



# ROUTT COUNTY FAIR VENDOR CONTRACT

The following general information and regulations apply to the 2019 Routt County Fair (RCF) acting through the RCF Advisory Board, Committees, and employees.

**AUTHORITY:** The RCF or its delegates 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. Fair Management reserves the right to deny any applications. Fair Management reserves the right to ask any exhibitor to leave the fairgrounds. Rules and regulations not contained herein, but pertaining to the Routt County Fair and fair vendors/space renters are contained in the Fair Book. This policy is subject to change without notification.

**BOOTH ASSIGNMENT & INFORMATION:** The RCF will screen and assign applications on a first-come, first-served basis based on the character and size of the proposed exhibit, individual needs, exhibitor's preference, location of other exhibitors and fair needs. No booth assignment will be made without payment in full. Fair Management does not restrict duplication of non-food vendors. A complete list of vendors will be available as responses come in if you are concerned about a duplicate business.

**BOOTH STAFFING:** The exhibitor is obligated, as terms of this contract, to have personnel in the booth during all published exhibit hours unless previous arrangements have been made with Fair Management.

**BOOTH SET-UP:** Exhibitors must be set up no later than Wednesday, August 14 at 8:00 pm. Your exhibit must be contained within the boundaries of your rented space. All roadways, walkways and the fire lanes must be kept clear. Fair Management must approve other arrangements prior to August 9.

Outdoor booth space is approximately 12 feet by 12 feet. Booth set-up does not include tables, chairs or canopies. Exhibitor space boundaries will be marked with chalk, flags or paint. 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.

**CAMPING:** A limited number of camping spaces are available for vendors. Reservations can be made online with Reserve America ([www.reserveamerica.com](http://www.reserveamerica.com)).

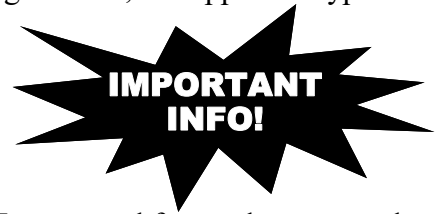
**DEPARTURE:** Exhibitor CANNOT tear down or vacate their space prior to Sunday, August 18 at 4pm without prior authorization from Fair Management. All tents, buildings, equipment, supplies, and displays must be removed from the fairgrounds within 10 days from the closing date of the fair, at which time it becomes property of Routt County.

**ELECTRICITY, WATER:** All electrical and water requests must be included with this contract for its acceptance. Electrical and water outlets are limited. Exhibitors are not allowed to exceed the limits of the electrical system. **DO NOT DUMP GRAY WATER ON GROUND.** An RV dump is available on-site. **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.** If exhibitor requests one 50-amp power, that includes only one 50-amp power. Exhibitors CANNOT use more than one power pole unless requested and paid for with contract. Not all electrical requests are guaranteed.

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## Electrical cords:

- No alterations to electrical cords or replacement can be made without prior approval and inspection.
- All equipment, regardless of source of power, must comply with all national, state and local safety codes.
- All cords used to connect to a power source shall be three (3) wire grounded, UL approved type cord of appropriate gauge.
- Cords shall be plugged DIRECTLY into approved receptacles.
- Do not overload extension cords, or use octopus fixtures.
- Do not repair damaged cords with tape. REPLACE THEM!
- Cords must NOT create a hazard to the public.
- All splices must be protected and not touching the ground.
- All extension cords, light strings, and temporary wiring must be UL approved for outdoor use and adequate for draw.
- Wiring directly to any Fairgrounds circuit is not allowed.



The RCF is not responsible for any equipment damage or loss of business due to outages or power surges.

**ENVIRONMENTAL HEALTH:** All food concessions are subject to the inspection of Routt County Environmental Health Department. All food concessions are required to send copies of all licenses necessary to operate a temporary food concession to the RCF 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 contact the Routt County Environmental Health Department at 970-870-5588 or [www.co.routt.co.us](http://www.co.routt.co.us).

**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. **Removal or Cause for Eviction:** At any time an exhibitor may be subject to eviction from their booth and/or the RCF without refund or booth fees for misconduct, harassment or disrespect of the Health Department officials, fair officials, security, attendees or fellow exhibitors.

**FOOD VENDORS:** RCF limits food vendor booths to four (4). Food vendors from the previous year's fair and in good standing receive priority. **RCF MUST receive the priority vendor's completed application and payment no later than April 10 to secure their previous year's space. After April 10, the priority food vendor's space is open to other interested food vendors.** It is up to the Fair Management's discretion to limit duplication of food items. Water is available on the fairgrounds. Exhibitors are responsible for getting the water to their booth without creating a hazard according to Fair Management's discretion. Food prices must be reasonable. Undercutting each other's prices is unacceptable. If this occurs, the offender can be asked to dismantle and leave the premises according to the fair manager's discretion. **NEW:** IF you choose to be open during the Open Horse Show, you **MUST** be open each day—August 9, 10 and 11. It's all or none for those three days.

**GARBAGE:** Exhibitors need to cooperate in keeping their area free from litter. 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 **DUMPSTERS! Vendors need to use dumpsters and not the trash receptacles provided for the public.** Exhibitors are responsible for disposing of garbage each day. Dumpsters are provided throughout the fairgrounds. Breakdown ALL boxes prior to disposal. **ABSOLUTELY NO DUMPING OF GREASE OR GRAY WATER on the grounds.**

# **ROUTT COUNTY FAIR VENDOR CONTRACT**

**INSURANCE:** Commercial exhibitors must submit proof of insurance with their initial application. Routt County legal services requires \$600,000 coverage in the name of Routt County. A **certificate or proof of insurance is due with your application.**

**PARKING:** All vehicles must be parked in the designated areas.

**RESERVATIONS/PAYMENT/REFUNDS:** Prepayment for space is required and should be submitted with your application. Checks should be made payable to "Routt County." Cancellation of booth space by July 15 will receive a 50% refund. Cancellations after July 15 will receive no refunds.

**SALES:** Objectionable materials may not be sold on the grounds. Fair management reserves the right to determine what is obscene or objectionable. All sales and promotions must be conducted from your space. Roaming the grounds to sell or hand out materials is not allowed without prior authorization from Fair Management.

**SECURITY:** The Routt County Sheriff's office and Hayden Police Department patrol the fairgrounds on a limited, but regular basis throughout the fair. Theft and loss are the responsibility of the space renter.

**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 Fair Management.

**SUPPLY/RESTOCKING:** Exhibitors **MUST COMPLETE VEHICLE ENTRY (IN AND OUT)** before 10:00a.m. each day.

**TAXES/LICENSES/PERMITS:** All required taxes, licenses and permits are the responsibility of the exhibitor. Contact the Town of Hayden at 970-276-3741.

## **EXHIBITOR HOURS**

**Vendors must be open during these hours. It is up to the Exhibitors discretion if they would like to remain open outside these hours.**

### **August 15: 8:30am MANDATORY VENDOR MEETING**

**August 15: 10:30am - 8:30pm**

**August 16: 10:30am - 8:30pm**

**August 17: 10:30am - 8:30pm**

**August 18: 10:30am - 4:00pm**

# ROUTT COUNTY FAIR VENDOR CONTRACT

## Limit of 4 food vendors

12' X 12' Booth Space	
Commercial Food	\$200
Non-Profit Food	\$100
Commercial	\$90
Non-Profit/Local Artisan/ Home-Based Business	\$35

12' X 24' Booth Space	
Commercial Food	\$350
Non-Profit Food	\$175
Commercial	\$160
Non-Profit/Local Artisan/ Home-Based Business	\$60

### ELECTRICITY ADDITIONAL:

**\$100 - 220v (50 amp) PER outlet ~ \$50 - 120v (20amp) PER outlet**

### APPLICATION

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

#### Booth Type (please circle)

Commercial Food    Non-Profit Food    Commercial    Non-Profit/Local Artisan/Home-Based Business

Booth Dimension (circle): 12'X12' OR 12' X 24'

Item(s) to be sold: (Food vendors must attach a menu) \_\_\_\_\_

#### Number of booths requested:

\_\_\_\_\_ 12' X 12'  
\_\_\_\_\_ 12' X 24'

Water Request (not guaranteed): \_\_\_\_\_

#### Electricity Request (not guaranteed):

\_\_\_\_\_ 220v (50 amp) outlet - \$100 each

\_\_\_\_\_ 120v (20amp) outlet - \$50 each

State Sales Tax No. \_\_\_\_\_

Tax Exempt No. \_\_\_\_\_

**Booth Fee: \$** \_\_\_\_\_  
**Electricity Fee: \$** \_\_\_\_\_  
**TOTAL ENCLOSED: \$** \_\_\_\_\_

*Please make checks payable to: Routt County*

**Send all information to:**  
**Routt County Fair**  
**PO Box 1000/398 S. Poplar St.**  
**Hayden, CO 81639**

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