

Version 2016

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# Commercial Vendor & Concessionaire Handbook

*Event Rules and Regulations*



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Wyoming's Big Show – Sweetwater County Fair

# Commercial Vendor & Concessionaire Handbook

## *Event Rules and Regulations*

This handbook has been prepared as a guide for you to plan for a successful operation during the Sweetwater County Fair. This Handbook is a part of your Fair Booth/Concession Application.

The Sweetwater Events Complex or its designee reserves the final and absolute right to interpret these rules and regulations and to settle and determine all matters, questions or differences in regards thereto, or otherwise arising out of, connected with, or incident to Sweetwater Events Complex. It further reserves the right to determine unforeseen matters not covered by these rules.

Violation of any of the Rules and Regulations or policies of the Sweetwater Events Complex forfeits all monies, rights and privileges.

It is your responsibility to be knowledgeable of the Rules and Regulations and booth space standards.

If you have any questions, please contact the Sweetwater Events Complex at 307-352-6789, ext 100.

## Disclaimer

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Every effort has been made to insure the accuracy of the information presented. However, please be aware that the current rules and regulations of the Sweetwater Events Complex, as interpreted by Fair Administration and the Fair Board, will take precedence over this listing due to the possibility of typographical or inadvertent omission.

The Board and/or staff reserve the final and absolute right to interpret these rules and regulations and arbitrarily settle and determine all matters, questions and differences in regard thereto, or otherwise arising out of, connected with or incident to the Fair.

The Board and/or staff reserve the right to amend or add to these rules, as it, in its judgment, may deem necessary.

## Administrative Office

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The Administration Office is located on the southeast end of the Exhibit Hall. All necessary departments are located in this building and can be contacted through the Information Desk.

## ATM Machines

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The Sweetwater Events Complex provides ATM machines in various locations including, but not limited to: Exhibit Hall, Indoor Arena, Magnificent Midway and Pepsi Tent.

## Benches and Other Patron Seating

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Benches, picnic tables and tables and chairs are placed through-out the Events Complex grounds as comfort areas for patrons. Please do not move these items from their location. If any of these items are affecting your space in any way, please bring it to the attention of Events Complex Management so that it can be evaluated and, if necessary, changed.

Any exhibitor or concessionaire choosing to set up a comfort area (benches, picnic tables or tables and chairs) must receive written approval from Events Complex Management prior to doing such. Any comfort area that is setup up must be available to all patrons and not limited only to those purchasing items from that exhibitor/concessionaire.

## Cancellation of Lease Space/Refunds

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Exhibitors and concessionaires must provide written notice of cancellation. Because Wyoming's Big Show will suffer certain losses which cannot be determined, the deposit will automatically be forfeited. Exhibitors and concessionaires cancelling on or after July 1 will forfeit all monies and installments paid as of the date of cancellation.

Sweetwater Events Complex is not responsible for loss of sales for any reason including but not limited to inclement weather, or excessive noise from the carnival or other attractions on the grounds.

## Cardboard

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The Sweetwater Events Complex recycles all cardboard. There are several drop-off locations on the grounds. We REQUIRE all exhibitors and concessionaires to take their cardboard to these locations. Exhibitors/concessionaires MUST **break down boxes** and place any non-cardboard items in the proper waste receptacles.

## Cleanliness and Trash Disposal

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All exhibitors/concessionaires are responsible for keeping their booth space neat and orderly. Throughout the day and at the end of each day exhibitors/concessionaires will be required to clean their space and place all trash in the receptacles provided. Fair staff will clean all aisle areas throughout the day and prior to the Fair opening for the day. Anything put out after cleaning has been completed is the responsibility of the exhibitor/concessionaire. When the Fair is over it is expected that the booth space be vacated and left clean and free of debris.

Disposal of trash shall be in the proper containers provided. Improper disposal of trash may result in a fine. This includes the improper disposal of food, food products and food by-products.

Sweetwater Events Complex Management will not provide receptacles for exhibitors/concessionaires to use in their booth space nor will we provide receptacle liners.

## Entrance Passes

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Entrance Passes will be required for all Exhibitors and Concessionaires, both employees and volunteers, for entry to the Fair on a daily basis. For this purpose, each exhibitor and concessionaire will be issued **two (2) daily passes** per booth purchased.

Should additional passes be needed, they are available for purchase in the Administration office at a discounted price.

For same day re-entry to the Fair, you must have your hand stamped or an additional pass will be required.

Exhibitors and/or concessionaires will **not** be permitted to leave entrance passes in the Administration Office, parking booths or ticket booths for their employees or volunteers to pick up when they report to work the booth.

Exhibitors/Concessionaires acknowledge the following restrictions regarding the use and distribution of Exhibitor/Concessionaire entrance passes:

1. Exhibitors/Concessionaires agree that it is solely their responsibility for the custody, control and care of entrance passes provided by Sweetwater Events Complex to Exhibitors, Concessionaires and their employees.
2. Entrance passes shall not be altered, duplicated or reproduced by any Exhibitor, Concessionaire or their employees.
3. If an altered, duplicated or reproduced pass is used or attempted to be used by anyone to gain entrance to the Fair, Exhibitors/Concessionaires agree that:
  - a. Exhibitors/Concessionaires will cooperate in any administrative, civil or criminal investigation resulting from such misuse;
  - b. Exhibitors/Concessionaires will be legally and financially responsible for such misuse, even if such misuse was the result of an employee's illegal conduct;
  - c. Sweetwater Events Complex Management may, in its sole discretion, close Exhibitors/Concessionaire's booth for the remainder of the Fair;
  - d. Exhibitor/Concessionaire will not be entitled to any refund for any amounts paid or owing to the Sweetwater Events Complex; and
  - e. Sweetwater Events Complex may, in its sole discretion, void a booth contract for altered, duplicated or reproduced passes.
4. If Sweetwater Events Complex Management intends to impose the penalties in paragraph 3 above, or exercise rights conferred therein, Exhibitor/Concessionaires agree that Sweetwater Events Complex Management may provide written notice of said violation to either Exhibitor's/Concessionaire's principal place of business, the booth attendant or both.

## Fire/Safety Regulations

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It is the responsibility of the exhibitor/concessionaire to know what regulations apply to their operations. The Rock Springs City Inspector has jurisdiction over the Sweetwater Events Complex.

## Food/Concessions

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The following information is provided to exhibitors/concessionaires as a service. Sweetwater Events Complex does not assume any liability in its accuracy.

All concessionaires serving food must obtain a Temporary Event Permit from the Sweetwater County Health Department. These include but are not limited to existing restaurants, fast-food operations, caterers, churches, community or school organizations, volunteer and social groups. Each concessionaire is responsible for obtaining their own permit.

The permit is issued by the Sweetwater County Health Department 'in-person' only, so you will have the opportunity to discuss any questions with them. Temporary permits cost \$25.00.

### SWEETWATER COUNTY HEALTH DEPARTMENT TEMPORARY FOOD REQUIREMENTS

1. All vendors must contact the Sweetwater County Health Department for consultation and proper licensing.
2. Food must be protected against outside elements. ALL temporary food service units and booths will require a canopy covering at minimum. According to food service regulations, additional protection may be required such as 3-sided windscreens, depending upon duration of the event, types of foods prepared and the nature of the operation.
3. A handwashing facility must be provided. A water container with spigot, catch basin, liquid soap and paper towels will be sufficient. Additionally, a three-compartment wash, rinse and sanitizing facility must be provided. Three clean plastic tubs will suffice. Potable water must be used for all cleaning and hand washing.
4. Temporary food vendors may serve only those foods approved for service under the Temporary Food Service Requirements. Approved foods include those restricted to minimal preparation, prepackaged or packaged, or containerized food or drinks (hamburgers, hot dogs, corn dogs, etc.). Leftovers may not be kept and served the next day! The preparation or service of potentially hazardous foods including pastries filled with cream or synthetic cream, custards and other similar products, and salads or sandwiches containing meat, poultry, eggs or fish is prohibited. Production and service of any food item is subject to the approval of the Sweetwater County Health Department.
5. Approved food items must be prepared at the event or prepared at a licensed kitchen (school, restaurant, and fairgrounds) and brought to the event.
6. **FOODS AND FOOD ITEMS FROM HOME KITCHENS AND HOME CANNED PRODUCTS ARE PROHIBITED FROM USE OR SALE!**
7. Cold food items shall be kept below 45 degrees Fahrenheit at all times in an approved cooler or a refrigeration unit used for no other purpose.
8. Hot food shall be kept above 140 degrees Fahrenheit. **DO NOT HEAT FOOD IN A CROCK-POT!** Food shall be heated on a stove or hot plate with no interruption in the cooking process; and when a temperature of 165 degrees Fahrenheit or above is reached, food may be transferred to a crock pot.
9. A metal stem dial thermometer is required and shall be used regularly to guarantee that proper temperatures are met and maintained (recommended range 0 - 220 degrees Fahrenheit).
10. Ice used shall be obtained in chipped, crushed or cubed form from an approved manufacturer. Ice shall be dispensed with a scoop or tongs, not with hand or paper cups, etc.,

- and it shall be kept covered. Scoop or tongs shall be stored in the ice with the handle up. Ice from home is prohibited.
11. SMOKING, EATING AND DRINKING IS PROHIBITED IN THE PREPARATION OR SERVING BOOTH.
  12. All food handlers shall be free from contagious or communicable diseases, sores, or infected wounds, and keep their hair properly restrained.
  13. Wiping cloths shall be provided and kept stored in a sanitizing solution. Sanitizer must include one of the following as a main ingredient: 1) Chlorine 2) Bromine 3) Iodine 4) Quaternary Ammonia.
  14. All food handlers must keep themselves and their clothing clean. Hands must be washed as frequently as necessary to maintain good sanitation, and always prior to starting work and after using the restroom.
  15. All food shall be kept covered and stored a least six inches (6") off the floor. This includes the floor surface of a walk-in refrigerator.
  16. The consumer shall use only single service plates, cups and utensils. They shall be stored at least six inches (6") off the floor and kept in original plastic sleeve or dispenser. Utensils must be dispensed with handles up unless each utensil is individually wrapped.
  17. Sugar, salt, pepper, catsup, mustard, pickle relish, jelly, syrup or any other condiment shall not be served in an open type container. Individual packets or an approved dispenser shall be used. Pump or squeeze bottles are approved dispensers.
  18. Packaged food shall not be stored in contact with undrained ice or water. Canned and bottled beverages may be cooled in ice water to which sanitizer has been added, providing the container is drained and cleaned on a daily basis.
  19. Milk shall be served to the consumer in unopened commercially filled package not exceeding one (1) pint in capacity or from a dispenser.
  20. The use of enamelware is prohibited.
  21. Stands and surrounding area must be kept clean. A garbage can or other waste receptacle must be provided and must be kept tightly covered, emptied, washed and disinfected daily or more often as needed. Wastewater shall be disposed of in an approved manner.

PERSONS WISHING TO PREPARE AND SERVE POTENTIALLY HAZARDOUS FOODS MUST DO SO FROM A LICENSED FULL SERVICE BOOTH OR LICENSED MOBILE FOOD UNIT. ALL FULL SERVICE BOOTHS OR MOBILE FOOD UNITS MUST MEET THE REQUIREMENTS OF THE WYOMING FOOD SERVICE REGULATIONS.

ANY TEMPORARY OR FULL SERVICE VENDOR NOT IN COMPLIANCE WITH THE TEMPORARY FOOD SERVICE REGULATIONS OR THE WYOMING FOOD SERVICE REGULATIONS MAY BE CLOSED IMMEDIATELY IF CONDITIONS WARRANT SUCH CLOSURE.

THE HEALTH OFFICER MAY IMPOSE ADDITIONAL REQUIREMENTS TO PROTECT AGAINST HEALTH HAZARDS RELATED TO THE CONDUCT OF THE TEMPORARY FOOD SERVICE ESTABLISHMENT, MAY PROHIBIT THE SALE OF SOME OR ALL POTENTIALLY HAZARDOUS FOODS, AND WHEN NO HEALTH HAZARD WILL RESULT, MAY WAIVE OR MODIFY REQUIREMENTS OF THIS RULE.

Sweetwater County Health Department  
550 Uinta Drive, Suite D  
Green River, Wyoming 82935  
Phone: (307) 352-6709 or Fax (307) 872-3981

All trailers, stands or structures must be professional looking, in good repair, structurally sound, neat in appearance and meet current City Fire Codes. Disability access must also be considered. Exhibitors or Concessionaires not complying with these policies may be asked to dismantle and/or remove their exhibits from the grounds.

All concessionaires are required to have all food and equipment storage areas screened from the public's view. Sweetwater Events Complex prefers all screens to be of the vinyl or canvas type and should not be see through.

## Freight

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All deliveries will need to be correctly labeled to ensure that delivery is properly made. Sweetwater Events Complex cannot be held accountable for deliveries that are received and improperly labeled. All packages should be labeled as follows:

Your Business/Booth Name  
c/o Sweetwater Events Complex  
3320 Yellowstone Road  
Rock Springs, WY 82901

Once a shipment is received it will be delivered to the Exhibit Hall Receiving Area, unless the administrative office is notified by the exhibitor/concessionaire prior to the shipment being received.

Any shipment that is on a pallet and is required to be unloaded from the delivery truck with a forklift will be assessed a **\$50.00 charge**.

No "waiting" time for a forklift is allowed. Additional charges may apply for odd-sized or special deliveries. Forklift availability is NOT guaranteed. Exhibitors/Concessionaires are responsible for their own unloading and loading of displays. Any package deliveries are made on availability basis.

Sweetwater Events Complex is NOT responsible for delivery of any C.O.D packages.

No merchandise, display materials, boxes, crates, equipment, etc., will be allowed to be stored on Events Complex property other than inside the exhibitors/concessionaires leased space or personal vehicle(s). Exhibitors and concessionaires are responsible for storage of their own inventory, packaging, equipment, etc. Any items left for any extended period of time will be discarded.

## Grease Disposal

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This service is free of charge and arranged by Sweetwater Events Complex. The grease barrel is located on the north side of the Exhibit Hall near the waste receptacle. The barrel is not to be removed from this location at any time. It is the responsibility of the exhibitor/concessionaire to take the grease to this location and properly dispose of it.

Grease must not be dumped into the sanitary sewer line or the storm water system. A fine may be levied against any exhibitor/concessionaire who is discovered to have improperly disposed of grease. If there is more than one exhibitor/concessionaire in an area where it is discovered that grease has been disposed of

in the sanitary sewer and/or storm water system, ALL exhibitors/concessionaires in that area will each be assessed a fine, if there is no way of determining the violator.

## Hood Systems

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Concessionaires operating in the Exhibit Hall kitchen and doing any type of frying are required to have a hood system. These systems are serviced once per year in accordance with the City of Rock Springs Building Inspector and are inspected and operable. Concessionaires who have the privilege of operating in the building with a hood system are responsible for any damage to the system and will be responsible to pay the cost of any repairs.

## Hours

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All exhibitors/concessionaires are required to be open to the public at these times:

<b>Exhibit Hall Hours</b>	
Tuesday	2:00 pm to 9:00 pm
Wednesday	10:30 am to 9:00 pm
Thursday	10:30 am to 9:00 pm
Friday	10:30 am to 9:00 pm
Saturday	10:30 am to 9:00 pm

<b>Outdoor/Midway Hours</b>	
Tuesday	2:00 pm to 12 midnight
Wednesday	10:30 am to 12 midnight
Thursday	10:30 am to 12 midnight
Friday	10:30 am to 12 midnight
Saturday	10:30 am to 12 midnight

Admission gates to the Fair often open earlier to allow admittance for other events, attractions and setup. Although the exhibits/concessions are not required to be open until the times listed above, exhibitors and concessionaires should understand there are people on the grounds earlier.

Booth spaces must be manned all hours listed above. Outside exhibitors and concessionaires may close their leased space each night at closing time with the understanding that the carnival and Pepsi tent may continue to operate until crowds disperse. Sweetwater Events Complex will not be responsible for any thefts or damages during this or any other time. The Exhibit Hall will be locked at closing time.

Closing day of the Fair, exhibitors/concessionaires may close at 10:00 pm. However, no vehicles will be allowed on the grounds until crowds disperse and it is deemed safe by Events Complex Management.

## Inspections

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Sweetwater Events Complex Management will conduct inspection of all booth spaces prior to the opening of the Fair.

Every booth must be set up, ready and open for inspection by the Events Complex Management by 1:30 pm on opening day. (Exhibitors/Concessionaires are not required to be present for inspection). If booths are not set up by 1:30 pm on opening day, Events Complex Management reserves the right to assign the booth to another vendor and assign the exhibitor in violation another location of equal or lesser value.

Events Complex Management will conduct an inspection at the end of the Fair on all booth spaces. The intent of this inspection is to insure no physical damage was done to the space and insure no items, including cardboard, trash and grease, were left at the site.



All exhibits providing rides or patron participation should expect inspection and review from both Events Complex Management and City of Rock Springs Building Inspector.

See “Food/Concessions” for information regarding Health Department Inspections.

## Indoor Space

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Indoor booth spaces are located in the Exhibit Hall. Indoor space pricing is based on an 8x10 space. Any exhibitor who has a booth space that is on a corner (as deemed by Events Complex Management) will be required to pay the additional cost associated with having a corner space.

<b>Applications Received by 5 pm MST on May 1st</b>		<b>Applications Received on or after May 2nd</b>	
Single draped booth	\$350.00	Single Draped Booth	\$375.00
Fee for Corner	\$25.00	Fee for Corner	\$25.00

Indoor space includes pipe and drape which consists of 8’ backdrop and 3’ sides. Each space will receive one 120 volt/15 amp outlet for electricity.

No items of any kind may extend from or attach to the ceiling of the building.

The Sweetwater Events Complex does NOT provide extension cords; please review the Utility section.

While the set-up is important for the viewing of your exhibit, it is also important for exhibitors not to impede on the view of their neighbor’s exhibit. It is recommended that the design of your exhibit adhere to the following:

1. No part of your display should exceed the eight-foot background drape.
2. The front four feet of the booth should not be higher than the three foot high side rails. Displays may be extended up the eight-foot height limit in the rear four feet of the booth.
3. Exhibitors must secure the edges of any carpet with tape to prevent a tripping hazard. In addition, all electrical cords must be properly taped down.

Non-manned displays are typically not allowed, however, may be requested from SEC Management.

Reminder: All material brought by the Exhibitor is the responsibility of the Exhibitor

## Insurance

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Concessionaires must have insurance to cover any loss (highly recommended for Commercial Exhibitors as well). The Sweetwater County Fair or Sweetwater Events Complex are not responsible. In addition, we require you to provide the Events Complex with a liability insurance certificate including personal injury and property naming the Sweetwater Events Complex, Sweetwater County Fair Board & Sweetwater County as “additionally insured” in the amount of **one million dollars (\$1,000,000) per occurrence**. A copy of this insurance certificate must be on file in our office before July 29, 2016. Copies of your homeowner’s policy or business insurance are NOT acceptable documents. **Only an official Certificate of Liability Insurance with the appropriate names listed as an “additional insured” will be accepted.**

If you do not currently carry this type of insurance, we recommend Wyoming Financial Insurance.

Exhibitors and Concessionaires are encouraged not to leave valuable merchandise in their booth spaces overnight (especially outside locations).

Failure in submitting insurance proof by July 29, 2016, may result in a voided application.

## Interpretation

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Sweetwater Events Complex reserves the sole and final right to interpret rules and guidelines and to settle and determine all matters, questions or differences with regards to the Fair. Management also reserves the right to add to or amend rules and guidelines as needed.

## Outdoor Space

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All outdoor locations are arranged as assigned by Sweetwater Events Complex Management.

Spaces are sold in 16x24 or 20x40 increments only. There will NOT be any prorating or segmenting of space for sale. Lease space can be added together to create larger sizes, for example 32x24 depending on the exhibitor's needs and availability of space.

Applications Received by 5 pm MST on May 1st		Applications Received on or after May 2nd	
Single 16x24 booth	\$325.00	Single 16x24 booth	\$350.00
Single 20x40 booth	\$600.00	Single 20x40 booth	\$625.00

MOST outdoor spaces are covered by a large tent structure (however, not guaranteed) and includes one (1) 120 volt/15 amp electrical outlet. Sweetwater Events Complex Management does not provide extension cords; please review the Utility section.

For patron safety, any use of EZ-up tents or other structures must be secured to the ground, without the use stakes. The Fair may include a day or two of inclement weather including very strong winds. Exhibitors are fully responsible for their own items and any damage that may occur from the weather.

The Sweetwater Events Complex has a limited number of concrete barricades on the property. Any SEC barricades utilized for exhibitor/concessionaire tents will incur a fee of **\$20 each** barricade.

## Parking

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Commercial Exhibit and Concessionaire spaces include ONE parking pass (regardless of space size). This parking pass is non-transferrable and will be good for the dirt parking lot through the Livestock Entrance, west of the Events Complex and VIP parking.

In addition, overnight and storage truck parking is available in the campground ONLY. Prices and availability are listed on the Fair website <http://www.sweetwaterevents.com/p/events/wbs/222> beginning May 1st.

## Payment

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All exhibitors/concessionaires approved to be in Wyoming's Big Show – Sweetwater County Fair must pay a fee based on the space agreed upon. There are no discounts for non-profit or government agencies.

Payments may be processed via cash, check or credit card (Visa & MasterCard Only). Once your application is approved, an invoice will be emailed to you along with payment instructions. Please provide a **current email address** for this purpose. All payments regardless of method must be received by the due date listed on the application to avoid cancellation.

For non-food vendors 50% non-refundable deposit (per space) is due when the booth application is submitted. Any booths not approved by Sweetwater Events Complex Management will refund the deposit. No application will be officially accepted without the deposit and signature.

For concessionaires, 50% non-refundable bid deposit is required to submit a bid application. Any concessionaire not accepted into Wyoming's Big Show – Sweetwater County Fair will receive a deposit refund. The remainder of the guarantee bid is due by July 1<sup>st</sup> and booths cannot be set-up without the total bid paid in full. It is required that you report your gross sales each day for the previous day's sales. Figures will be recorded and when you have met your total guarantee bid amount, you will then pay the Events Complex the percentage portion of your gross daily sales (before sales tax).

Concessionaires are required to pay the greater of their pre-paid bid or 20% of gross daily sales of food and beverage to the Sweetwater Events Complex. Settlement will take place in the Administrative Office on Sunday, August 2, 2016 from 9:00 am to 1:00 pm.

## Recycling

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Wyoming's Big Show – Sweetwater County Fair encourages all exhibitors and concessionaires to recycle.

The Sweetwater Events Complex recycles all cardboard. There is a drop off location on the north side of the Exhibit Hall. We require all exhibitors and concessionaires to take their cardboard to this location. Boxes must be broken down and non-cardboard items placed in the proper waste receptacles.

## Restrictions

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In the interest of promoting the health, safety and welfare of persons on or about the premises of Wyoming's Big Show – Sweetwater County Fair, the following will not be allowed to be produced, manufactured, dispensed, advertised or possessed on said premise: (a) controlled substances or drug paraphernalia each defined by the Wyoming Controlled Substances Act of 1971, (b) Any items prohibited by State and Federal laws.

Sweetwater Events Complex will not permit the sale or display of obscene or vulgar material and reserves the right to remove from the grounds any product, exhibit, sign or advertising which is not in harmony with the overall goals and objectives of the Fair.

No loud speaker, amplifier or sound device shall be used in the exhibit space without prior approval of the Events Complex management. Excessive noise from any source, including televisions, stereos, organs, saws, microphones, motors, etc., will not be allowed. No live music is allowed in any booth.

Dust, smoke or smells from the burning of scented candles, incense products, product demonstrations, etc. is prohibited.

Under no circumstances shall an exhibitor/concessionaire change the contents of their booth space or services offered without written permission from Events Complex Management once approved. If it is found that an exhibitor has changed space contents or services as indicated on the booth application, the original intent of the booth must be restored or they will be removed.

No exhibit space is allowed to be shared or sublet.

All solicitations must be confined to the area inside the leased booth space. No person, equipment, boxes, booth contents, etc., may block aisles or corridors.

No Commercial Exhibitor will be permitted to distribute advertising material throughout the Events Complex grounds except in their allotted space. Any solicitations outside the confines of your booth or the tacking or posting of any advertising material on the grounds, buildings or fences, other than inside the booth space can result in confiscation of signs or banners, expulsion from the Fair and forfeiture of fees.

It is strictly prohibited for anyone to pass out advertising material, take surveys or conduct business of any kind in the parking lots owned/or operated by the Sweetwater Events Complex.

No small motorized vehicles such as golf carts, Segway's, motorized skateboards, etc. will be allowed inside the Sweetwater Events Complex without prior written permission from Events Complex Management except vehicles required by the disabled.

In addition, roller blades, roller skates, skateboards, scooters and other like mannered items are also prohibited on the Events Complex grounds.

Any exhibitor selling these items must inform their customers that they are not allowed to use it while on the property.

Exhibitors are advised that providing derogatory information regarding another commercial exhibitor is prohibited. In addition, Events Complex Management will not get involved in any price setting/fixing between competing exhibitors or get involved in any exclusive agreements an exhibitor may have with a supplier.

No holes in the asphalt or grass will be allowed without prior special written permission from the Events Complex Management.

Laws of the City, County and State of Wyoming must be strictly adhered to, including the City Fire Code. It is the responsibility of the exhibitor to acquire any professional licenses which may be required in the regular course of doing business in Wyoming.

## Removal of Goods after the Fair

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Exhibits must be removed after 10:00 pm on closing day. The commercial exhibit buildings will open for approximately six hours following the close of the Fair on Sunday and the following day between 8:00 am and 2:00 pm. Outdoor exhibits may also be accessed the following day during the same times. No vehicles will be allowed on the property until deemed safe by the Events Complex Management.

Do not leave valuable articles in booths on the last night of the Fair.

## Right of Renewal / Application Process

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Invitations to renew for the upcoming Wyoming's Big Show – Sweetwater County Fair may be mailed to those exhibitors/concessionaires who participated in the previous year's Fair only and who are in good standing with the Fair.

Depending on the layout, exhibitors/concessionaires may request the same space they occupied the previous year. The Events Complex Management reserves the right to change the layout of the commercial buildings, outdoor exhibits, and concessions. Any exhibitor/concessionaire not returning their contract by 5:00 pm MST on May 1, 2016 or having it postmarked by May 1<sup>st</sup> will forfeit the space they held the previous Fair.

To be considered as a new concessionaire (food vendor), you are required to submit references from other Fairs/Events, pictures of your concession trailer (including all sides and storage), a graph or map showing the foot print of your space including dimensions, your menu and pricing, and contact information to the Administration Office.

Locations will be assigned, in part, based on the products and/or services listed on the application. Every effort will be made to assign you the location you request, however, the Events Complex Management reserves the right to assign locations to avoid conflicts with exhibitors/concessionaires displaying or selling the same type of product nearby.

All Exhibitors and Concessionaires desiring to renew a booth space for the following year are responsible for updating any address changes with Events Complex Management prior to December 31<sup>st</sup>.

## Sales Tax

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The following information applies to all temporary events in which food and/or merchandise will be sold. All vendors must obtain a Sales and Use Tax License (Temporary Business Operation) and Sales and Use Tax Return Forms (Occasional Vendors 43-1).

If you have any questions, please call the Wyoming Department of Revenue at 307-777-5544.

## Set-up / Care of Exhibits

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Indoor Set Up Times		Outdoor Set up Times	
Saturday	1:00 pm – 5:00 pm	Saturday	Closed
Sunday	9:00 am – 8:30 pm	Sunday	9:00 am – 8:30 pm
Monday	Closed	Monday	9:00 am – 8:30 pm
Tuesday	9:00 am – 1:00 pm	Tuesday	9:00 am – 1:00 pm

Each morning of the Fair, the grounds will be open at 7:00 am and the buildings will open at 9:00 am for exhibitors and concessionaires to stock their booths. Vehicles are allowed onto the midway between 7:00 am and 10:00 am. All vehicles MUST be removed before 10:00 am each day of Fair.

## Stock Trucks & Trailers

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Stock trucks and trailers are absolutely not allowed in a booth space. Trucks/Trailers may only be parked overnight in the campground at the exhibitor/concessionaire reserved space. Campground reservations are available online beginning May 1<sup>st</sup>. Spaces are available on a first come, first serve basis.

## Telephone / Internet Service

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Wireless Internet service is available to indoor exhibitors/concessionaires.

Telephone services are not available on the property.

## Utilities

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### Electricity

The Sweetwater Events Complex does not assume responsibility or liability for electrical failures of any kind, for damage to equipment/property caused by drops or increases in power supply, low voltage, or power surges and shall not be liable for loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment, or for any special, indirect, or any damages due to interruption or fluctuation in service on the grounds.

Correspondingly, all exhibitors and concessionaires expressly agree to indemnify and hold harmless the Sweetwater Events Complex, Sweetwater County Fair Board and Sweetwater County, its members, employees and contractors from such claims. In no case will the Sweetwater Events Complex be held responsible for loss of profits, revenues or loss of equipment.

Each indoor or outdoor booth receives one (1) outlet producing 15 amps of 120 volt electrical power included in the price of the booth. Any additional electrical power requirements must be requested on the Fair Booth Application and paid for with the final booth payment.

Listed below are the charges for additional power. For example, one lightbulb is between 60 and 100 watts. Therefore five 100 watt bulbs equals the 500 watts or 5 amps of power allotted per booth. Once the Fair opens, it will be extremely difficult to get additional power.

120 volt – 20 amp	\$30.00 each
220 volt – 30 amp	\$50.00 each
220 volt – 50 amp	\$60.00 each

All Exhibitors and Concessionaires must provide proper sized and approved cable (up to approximately 100') to connect to an existing service outlet, or pay for any equipment/materials needed for the hookup. Extension cords must be for heavy duty use and appropriate for wet/damp locations. All exhibitors and concessionaires must use GFCI-protected cords. The Events Complex reserves the right to refuse to connect any electrical service to equipment that is not considered safe.

Sweetwater Events Complex Management will inspect all booth spaces during the Fair to ensure no one is using more electricity than they have been authorized. In the event it is found that an exhibitor or concessionaire is knowingly using more power than authorized and paid for, the exhibitor/concessionaire will be charged for the additional service.

## Water and Sewer

Exhibitors and concessionaires needing water for operations must bring sufficient and compliant water hose(s) to connect to the nearest water source. Most water sources are within 100' of most locations. However, it is ultimately the exhibitors and/or concessionaire's responsibility to have the required length of hose to access water.

By Law, all gray water must be dumped or pumped into a sanitary sewer drain (not a storm drain). If an exhibitor/concessionaire is not aware of the location of a sanitary sewer drain or is unsure of the type of drain they are planning to use, it is the exhibitors/concessionaires responsibility to see Event Complex Management for clarification.

If sanitary sewer is not available near the exhibitor/concessionaire space, it is the responsibility of the exhibitor/concessionaire to obtain and service the necessary holding tank.

Sweetwater Events Complex does not assume responsibility or liability for sewer disruptions of any kind, for damage to equipment/property caused by disruptions and shall not be liable for loss of profits or revenue, loss of use of equipment, cost of capital, cost of temporary equipment or for any special, indirect, or any damages due to disruptions in service on the grounds.