



Vendor Packet
July 26th - July 29th, 2018
www.WeldCountyFair.com

Join us this year for our Centennial Celebration as we celebrate 100 years of Weld County Fair! Vendor days are Thursday, July 26th – Sunday, July 29th, 2018.

True to our tradition, the Weld County Fair is still a **FREE** fair with free admission and free parking. While we do not host a carnival or concerts, we do offer many free activities all over our grounds. We cater to families and promote agriculture while providing healthy competition. We have a wide range of 4-H, FFA and open class exhibits and competitions. We are planning many new exhibits and activities for community members to enjoy this year. We will post the details on the fair website as the plans come together. A popular tradition that will continue this year is Family Fun Day and Free Community Barbecue on Sunday where we have an awards presentations and a wide variety of activities to draw visitors to the fair.

Last year we played host to 45,000 visitors over the course of our fair and we continue our efforts to grow and become bigger and better! Our aim is to create a fair that is enjoyable for both the urban and rural audiences of Weld County. We are keeping the old traditions and starting to expand new ones! We plan to continue to bring in more family focused activities and events this year to make it as successful as possible for you – the vendor

In 2018 we are specifically seeking "traditional" vendors in addition to our regular vendors. Traditional vendors would include those who sell corn dogs, funnel cakes, cotton candy, caramel apples, hot dogs, hamburgers, fun fried foods, as well as unique/unusual food.

Booth rental for both regular booths is for four (4) days: Thursday-Sunday. Vendor spaces are limited and applications will be approved on a first come, first served basis. It is our goal to have vendors who are relevant to our fair in order to have vendors who are successful. We reserve the right to deny applications if vendors are irrelevant or if we already have vendors who are selling very similar products.

Types of VENDOR/ARTISAN BOOTHS

- Arts/Crafts
- Western Wear
- Children's Toys/Books
- Jewelry
- Home Décor
- Livestock Equip./Supplies
- Fun Food/Drink
- Direct Sales (Limited Spaces)

If not on list, please feel free to contact us to discuss if you might be a good fit

VENDOR DAYS

Thursday, July 26th, 9am-4pm*
Fri., July 27th—Sat., July 28th 9am-4pm*
Sunday, July 29th, 10am-3:30pm
***Vendors may stay open up until 7pm**

CHECK-IN / SET-UP

Wednesday, July 25th - 3pm—7pm /
Thursday, July 26th 7am-8:30am
Vendors must check in at Fair Office PRIOR to setting up. Vendors arriving after this time will lose their space and NO refunds will be issued. Vendors must be set up no later than 8:30am on Thursday

RELEASE

Sunday July 30th, 3:30pm—5pm
Vehicles will be allowed in loading/unloading zones only during this time and MUST have a PERMIT

**Application Deadline:
June 29th, 2018**

Late applications will NOT be accepted

Contact Information:

**Weld County Fair Secretary /
Vendor Coordinator**
Jenn Eastwood
970-400-2069 or
JEastwood@weldgov.com



Exhibit Type Descriptions

Booth = approximately 8'x10'

Direct Sales & Food Booths– Any small or large direct sales type business. May sell products on site. Must be staffed during hours of operation.

Arts & Crafts Booths – Any booth selling handmade arts & crafts or goods. To qualify for an Arts & Crafts booth, at least 60% of items being sold must have been made by the vendor. Must be staffed during hours of operation.

Non-Profit Static Table Top Display - The Weld County Fair will reserve an area for local non-profits to put out information. Please drop handouts off to the Weld County Fair Office. All leftover handouts will be available for pick-up on Monday, July 30th from 9am-2pm. Non-Profits may choose to rent a booth space for \$50, but must have booth staffed during published vendor hours.

Types of Booths and Rate Schedule

- **Commercial (Thursday—Sunday) - Booth Approx. 8'x10'**

Indoor (includes electricity—must be requested on application)	\$175
Outdoor* (includes electricity—must be requested on application)	\$150
<i>*Accommodations up to 300 sq. ft. for mobile units, but <u>SIZE MUST BE NOTED IN DESCRIPTION ON APPLICATION</u></i>	
- **Arts & Crafts (Thursday—Sunday) - Booth Approx. 8'x10'**

Indoor (includes electricity—must be requested on application)	\$85
Outdoor (includes electricity—must be requested on application)	\$75
- **Stationary Food Vendor (Thursday—Sunday) - Up To 300 sq. ft. for units**

Outdoor (includes electricity - must be requested on application)	\$150
Outdoor (includes electricity & water - must be requested on application)	\$175
- **Non-Profit / Static TABLE—Indoor (Thursday-Sunday)**

Designated table space for handouts in non-profit area	\$No Charge
Indoor non-profit vendor booth	\$50

At the request of the vendor on the application, Weld County Fair will provide electricity for all indoor and outdoor booths, and one (1) 6' x 3' table and two (2) folding chairs for indoor booths.

Food Vendors will be responsible for additional 15% Island Grove Concessions Fee.

Camper/RV spaces are available and open to the public on a first come, first served basis for a rate of \$60. Spots will include electricity and water with a dump available on site.

All vendors **MUST PROVIDE**: Proof of liability insurance, coverings for any table(s) used, staffing, completed sales tax packet at end of event (given upon vendor check-in).

Vendor Sign-Up Deadline and Cancellation Policy

There is a firm deadline of June 29th, 2018. **No late applications will be accepted.** This application deadline is necessary to allow time to assign booth spaces and secure booth equipment and utilities and to register food vendors with the Weld County Health Department. **Only *written* request for cancellations received by June 29th, 2018 will be considered for a full refund.**

Cancellations received after June 29th, 2018 and NO SHOWS will forfeit all fees paid.

The following general information and regulations apply to vendor-exhibitors at the 2018 Weld County Fair (WCF)

AUTHORITY

1. The Fair Board, Fair Coordinator and/or Vendor Committee are charged with complete responsibility and full authority to enforce all of the provisions in these Rules and Regulations for the benefit of all concerned.
2. This contract is intended as a complete integration of all understanding between the parties.
3. No changes, alteration, variation or deviation from the terms of this contract, unless made in writing and signed by all parties hereto, and no verbal understanding or agreement past, present or future, not incorporated herein shall be valid or binding on either party and it is further understood and agreed that all representations regarding this contract are contained in the full packet and understood by the parties hereto.
4. The vendor shall strictly adhere to all applicable federal, state and local laws that have been or may hereafter be established, including but not limited to: laws and regulations concerning taxation, health, safety, labor, employment and licensing.

DUTIES OF VENDOR

1. Vendor grants WCF the right to inspect any and all of the Vendor's facilities and equipment at any time for any reason.
2. Vendor is responsible for all Colorado state/local sales/use and income taxes resulting from the operation of its booth, and the securing of any and all licenses or permits required by local, state or other public entity.
3. Vendor shall keep the booth space and surrounding areas in a clean and orderly manner. Should vendor fail to comply, the contract will be terminated with no refund.
4. Supply pop-up or other type of shelter for outdoors if desired.
5. Supply any additional tables and chairs beyond those listed on the rate chart.
6. Provide extension cord for electricity.
7. Provide adequate hose for water and retaining system for grey water (no direct sewer available on site for concessionaires)

ELECTRICITY

1. Electrical units are 110V AC with 20 amp breakers. Electrical outlets are limited. Electricity is available but must be requested at the time of application.

DUTIES OF FAIRBOARD

1. Provide vendor sole use of assigned space for the contracted time period
2. For indoor booth spaces: supply pipe and drape, as well as one (1) table and (2) chairs per booth, but must be requested at the time of application.

RELATIONSHIP OF PARTIES

1. Vendor shall perform the service required herein as an independent vendor-exhibitor, and not as an employee of the Fair Board. Vendor shall not be entitled to any benefits or compensation by the Fair Board, and/or other benefits or compensation afforded Weld County employees or employees of Colorado State Cooperative Extension Service.

LIABILITIES & INSURANCE

1. Commercial Vendors must provide proof of liability insurance (\$1,000,000) with application.
2. Exhibitors and their employees, volunteers or contractors who will work with or for the vendor agree and indemnify and defend the Fair Board and its agents. Vendor should have their own insurance to cover all contingencies including but not limited to: fire, theft, property damage, public and private liabilities, and workers compensation.
3. 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. Vendor agrees to notify the Fair Coordinator or vendor committee of any unsafe areas and leave the area immediately. WCF reserves the right to change the location for the vendor and will not be responsible for delays, damage, loss or other unfavorable conditions caused by circumstances beyond its control.
4. Vendor exclusives will ONLY be granted to businesses that have an existing policy or courtesy agreement. In such cases, the WCF policy of acceptance will be first come, first served.

SECURITY

1. WCF will provide periodic security patrol during the hours the buildings are open for all indoor booths. Building will be locked at 9pm and opened at 8am for restocking each morning. WCF is not responsible for products left during unmanned hours of operation.

BOOTH DESIGN

1. A standard booth is **approximately** 8' deep x 10' wide., unless approved otherwise on the application.
2. Half pipe and drape is provided and supported on metal tubing.
3. Table and chairs are provided for INDOOR booths, but **MUST** be requested at time of application.

CHECK-IN / SET-UP

1. Vendor Check-In and Booth Set-up will be between 3-7pm on Wednesday and 6-8:30am on Thursday morning. **ALL BOOTHS MUST BE IN PLACE AND OPEN BY 9 am on Thursday, July 26th and shall not make sales transactions prior to then.**
2. **NO HANDWRITTEN SIGNS ALLOWED.**
3. Panels more than 4' high must not project forward from the back of the booth more than 5'. Any display fixtures more than 4' high and placed within 10' of an adjoining exhibit must be confined to at least 5' from the aisle line.
4. All display tables **MUST** be covered.
5. All storage boxes or crates must be stored from sight.
6. Any demonstrations, video, or sound making devices must be confined to the limits of the Vendors assigned booth. Please consider how sound levels impact the other vendors and their ability to conduct business.
7. Space requirements on mobile units should include the hitch.

SHIPPING MATERIALS

1. There is no official receiving or storage point for shipments to the fairgrounds in advance of the WCF.

BOOTH STAFFING

1. The vendor is obligated, per terms of this contract, to have personnel in staffed booth locations during all published vendor hours.
2. Booth must be kept stocked and tidy.

SUBLETTING

1. Vendor **cannot** sublet all or any portion of their booth space.

BOOTH ASSIGNMENTS

1. Booth assignments are first come, first served. Previous participation in the fair does not guarantee vendor priority treatment. The intention of the WCF is to avoid too much duplication of items as much as possible, but more than one booth with the same type of merchandise is permitted.
2. If a vendor wants to rent two adjacent spaces; the booths must be side-by-side and not back-to-back.

FOOD VENDORS

1. Food concessionaires are required to submit a photograph of their unit and a copy of all menu items and prices.
2. **NO** alcohol is allowed to be sold, distributed or consumed on the WCF grounds during WCF.
3. Food Vendors must be registered with and inspected by the Weld County Health Department and assume the additional fee. **Complete the VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS and submit it with this application.**
4. According to the Island Grove Regional Park rules, Food Vendors must pay a 15% concession fee. This amount shall be calculated and submitted with taxes due to the Weld County Fair Office or directly to the Island Grove Scheduling Office.

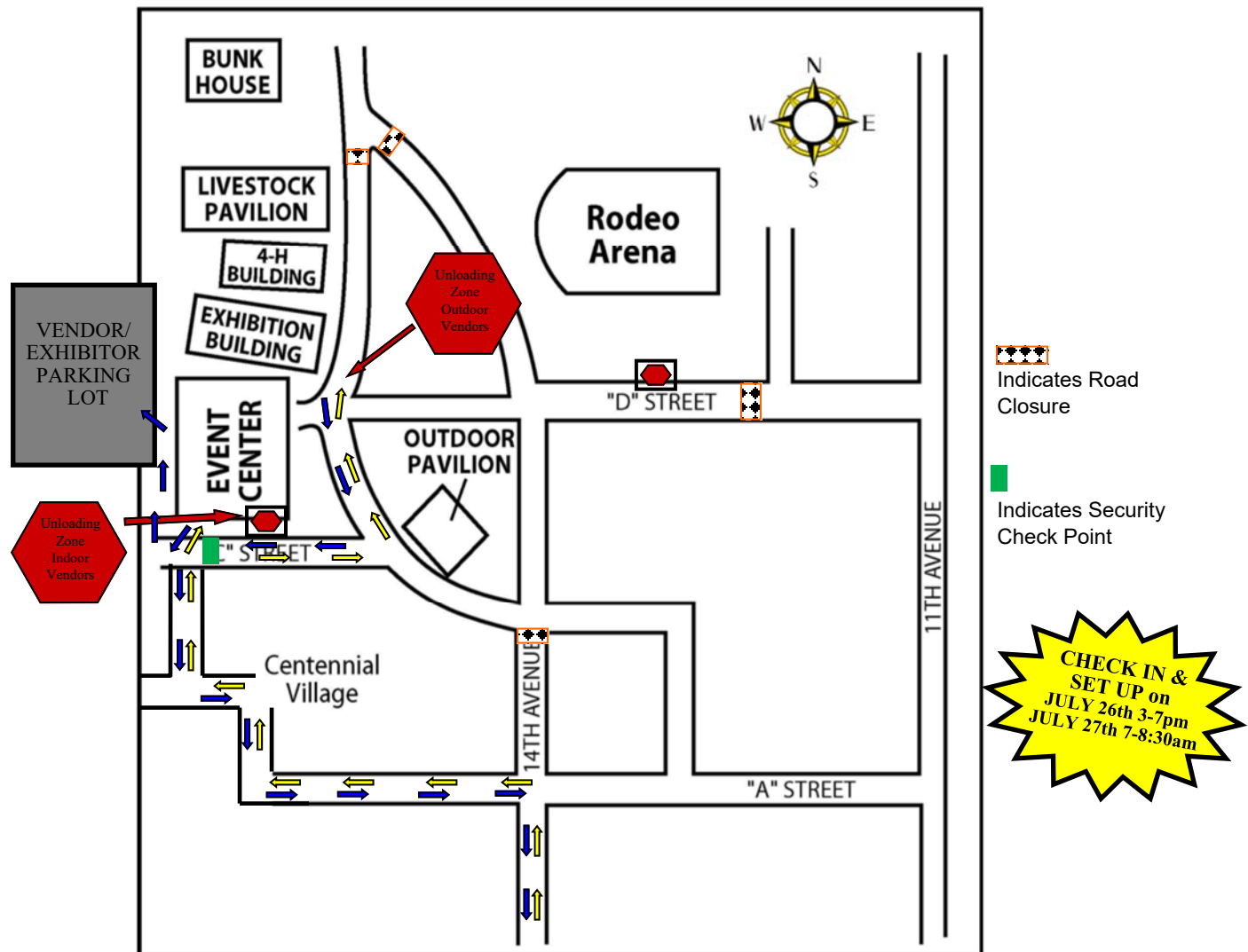
RELEASE

1. **ALL BOOTHS** are released at 3:30pm, Sunday, July 29th. Vendors who tear down and leave prior to this time will not be granted vendor space in the future at the Weld County Fair.

CANCELLATION/NO SHOW

1. Cancellations must be received *in writing* by June 29th in order to be considered for a refund. All cancelations received after June 29th will forfeit fees.

Island Grove Regional Park



Loading and Unloading: Vendors will be permitted 30 minutes to unload unless prior arrangements have been made.

**2018 VENDOR PERMITS MUST BE VISIBLE AT ALL TIMES AND WILL BE REQUIRED BY SECURITY.
NO VENDOR VEHICLES WILL BE ALLOWED WITHOUT PERMIT—NO EXCEPTIONS.**

Take 14th Ave. north to "A" Street. Turn left (west) and go past the Centennial Village Museum then turn right (north) on 16th Avenue on the west side of Centennial Village. You will be facing the south side of the Event Center and will be at the security check point.

If your vending space will be in the Events Center: Obtain a temporary unloading permit from Security to be placed on dash of car. Security will direct you to the unloading area. Please use the southeast doors to unload. Upon arrival, please promptly check-in at the Fair Office in the north end (lobby) of the Events Center to get your booth space and packet. After you unload, return permit to security.

If your vending space will be outside: Obtain a temporary unloading permit from Security to be placed on dash of car. Security will direct you to the unloading area. Upon arrival, please promptly check-in at the Fair Office in the north end (lobby) of the Events Center to get your booth space and packet. After you unload, return permit to security.

Parking for vendors during our event will be in the paved lot west of the Event Center

**VENDOR ENTRY ROUTE IS INDICATED BY YELLOW ARROWS
VENDOR EXIT ROUTE IS INDICATED BY BLUE ARROWS**

Weld County Fair

Vendor-Exhibitor Application – Deadline, June 29th, 2018

ALL APPLICATIONS MUST BE SUBMITTED BY MAIL OR IN PERSON

Business/Agency/Organization Name: _____

Contact Name: _____ Title: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: (_____) _____ Fax (_____) _____ Cell (_____) _____

E-Mail: _____

Website: _____ Non-Profit Tax ID #, if applicable # _____

Please circle what type of booth you are requesting and if you will need a camper space

- **Commercial (Thursday—Sunday) - Booth Approx. 8'x10'**

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Indoor non-profit vendor booth	\$50
- **Vendor Camper/RV Space** \$60
(Includes electricity and water, with dump available on site)

\$ _____ (Total Due)

I am paying by:

Check # _____

Make checks payable to: WELD COUNTY FAIR

Cash \$ _____

Credit/Debit Card (Visa/Mastercard)

Payments can be made in person or by telephone, but must be made before application will be considered/approved. Please note the best telephone number to reach you at for payment by telephone _____.

**Weld County Fair
Vendor-Exhibitor Application – Deadline, June 29th, 2018**

- Please provide me with one (1) 6' x 3' table at no additional charge (Indoor Vendors Only)
- Please provide me with two (2) folding chairs at no additional charge (Indoor Vendors Only)
- Name and describe products/items (may attach pictures) to be sold or displayed (food vendors attach menu & price)
- Include a copy of liability insurance policy or official letter from insurance agent stating you have a policy (per Weld County Fair Rules & Regulations)
- **Do you need electricity? _____ If yes, list all electrical equipment you will be operating including amperage used for each piece of equipment. Vendor must supply adequate electrical cable.**
- Do you need a water hookup? _____ Vendor must supply adequate hose and retaining system for grey water.

Description of Products/Items (Food Vendors please attach complete menu):

List all electrical equipment you will be operating including amperage used for each piece of equipment:

Acceptance of this application by the Weld County Fair constitutes a contract. As the exhibitor, I have read and agree to abide by the Rules & Regulations of the Weld County Fair as printed in this brochure, which are deemed a part of this contract. If I am a food/concession vendor, I also agree to not under price food or beverage items sold by the 4-H Leaders Food Booth and 4-H Rock Café.

Vendor Signature	Print Name	Date
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Approved applications will be sent confirmation by email within 2 weeks of being received. Check-in at the Weld County Fair Office in Events Center upon arrival to receive booth assignment and vendor packet.

APPROVED BY: _____	Date _____
Vendor Committee Chair	

Please submit application, INSURANCE POLICY/LETTER , and payment to:

**Weld County Fair
Jenn Eastwood
525 N. 15th Avenue
Greeley, CO 80631**