

Vendor Application

2017 Delta County Fair | August 5th-12th

Complete vendor applications and payment of vendor fees in FULL must be received by July 15, 2017!

Returning vendors who wish to have the same spot as past years must submit a completed application and pay all vendor fees by May 1, 2017. There is no guarantee that returning vendors will have the same spot. Delta County Fair and Rodeo will make every effort to accommodate requests. No spot will be confirmed until a completed application and all vendor fees are received. Have questions? Contact Kris Stewart at 970-589-7848 or sponsors@deltacountyfair.com

Business or Group: _____ Contact Person: _____

Business Phone #: _____ Main Contact Cell Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

BOOTH SPECIFICATIONS

Vendor Category that best fits your business/group:

<input type="checkbox"/>	General Sales Vendor Booth	<input type="checkbox"/>	Food Drink Vendor Booth
<input type="checkbox"/>	Equipment, Auto or ATV Dealer	<input type="checkbox"/>	Game/Activity Booth
<input type="checkbox"/>	Non-Profit Organization	<input type="checkbox"/>	4-H/FFA/School/Church Group

Describe the item(s), equipment or game/activity that you will be providing as a vendor at the 2017 Delta County Fair:

Retail Sales Booths MUST provide a copy of your Special Events Sales License obtained through Colorado Department of Revenue. Food & Drink Vendors MUST provide a copy of your menu at time of application. Applications will not be processed without these documents.

BOOTH SIZES & COST FOR WEEK – MARK THE BOOTH(S) YOU NEED

<input type="checkbox"/>	Retail Sales Booth – 10' x 10' - \$100	<input type="checkbox"/>	Activity/Game Booth - \$200
<input type="checkbox"/>	Retail Sales Booth – 10' x 25' - \$200	<input type="checkbox"/>	Non-Profit Food Vendor - \$75
<input type="checkbox"/>	Food/Drink Vendor Booth – 10' x 10' - \$100	<input type="checkbox"/>	Non-Profit Information Booth – FREE
<input type="checkbox"/>	Food/Drink Truck/Trailer – \$200	<input type="checkbox"/>	Non-Profit Sales Booth - \$25
<input type="checkbox"/>	Equipment/ATV/Auto Display (20'x40') - \$100	<input type="checkbox"/>	No Electricity Needed
<input type="checkbox"/>	Add 110V Electricity - \$50	<input type="checkbox"/>	Add 220V Electricity - \$75

Sales Tax License Number: _____

Food Service License Number: _____

Send Application and Contract with Payment in full to:

Delta County Fair Board

Attn: Vendor Committee

PO Box 2084

Hotchkiss, CO 81419

Make Checks Payable to:

Delta County Fair Board



Delta County Fair Vendor

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VENDOR CONTRACT

As a Vendor at the Delta County Fair, you agree to abide by the following rules/regulations. The submission of a Vendor application and payment of the vendor fee(s) for a vendor booth signifies that you have read, understand and agree to follow the rules as described below and as posted on the official Delta County Fair Website - www.deltacountyfair.com.

1. Vendors will follow all rules and regulations of the Delta County Fair Board during the duration of the Delta County Fair.
2. All vendors must remain within their designated area and will not encroach upon or move another vendor's equipment/supplies without permission of the other vendor and/or the vendor superintendent(s). Once their booth space is set up, vendors will not be allowed to move except under exigent circumstances which must be reported to and agreed upon by the Fair Superintendent(s) or a majority of fair board members polled.
3. The number of food/drink vendors will be limited to nine (9). Food/drink vendors must be inspected and approved by the Delta County Health Department. Food/drink vendors must upload a copy of their menu at the time of application. Applications without a copy of the menu will not be accepted until a menu is received.
4. Vendors present for previous Delta County Fairs will receive first chance at their space at the next Delta County Fair. Returning vendors must have their application completed in full and associated vendor fees paid by **May 1, 2017** to receive their same spot. There is no guarantee that returning vendors will have the same spot. Delta County Fair and Rodeo will make every effort to accommodate requests. No spot will be confirmed until a completed application and all vendor fees are received.
5. **All vendors must have their applications submitted by July 15th.** Applications will be collected online and will cease at midnight.
6. The following timetable and policy will apply to the refunding of vendor fees to vendors unable to make the Delta County Fair:
 - a. If notice of cancellation is received between January 1st and July 1st, the vendor is eligible for a 100% refund of all fees paid.
 - b. After July 1th – Vendor will receive their fees minus a 20% service fee.
 - c. Cancellation after July 15th – No refunds will be provided to vendors who cancel after July 15th.
7. Booth space along the sidewalk leading into the grandstands will be reserved for sponsors of the Delta County Fair only. If after July 15th Sponsors have not filled these spaces, the Vendor Superintendent will contact companies in the order applications were received to see if they are interested in filling any vacancies. Booth space will be mapped out as vendor applications are received.
8. The Vendor Superintendent will notify you of your designated spot after the July 15th entry deadline.
9. **All Vendors with the exception of non-profit/school information booths must have their booths set up by 5:00 pm on the first Saturday of the Delta County Fair.** Booths must be set up so they are fully enclosed and can be secured during evening hours and staked to the ground.
10. **Vendors agree to fully set up their space and complete stocking of supplies by 10:00 and be open for business by 11:00 am and remain open until 10:00 pm Wednesday through Saturday.** Optional Sunday – Wednesday.
 - a. There will be no vehicles parked next to vendor booths (not including equipment/ATV/auto dealership booths) unless agreed to in advance by the Vendor Superintendent(s) for ADA accessibility or other special circumstances. All vehicles, utility vehicles/golf carts, etc must be removed from the vendor area by 10:00 am and may not be used in the area except to refill emergency supplies between 11:00 am and 10:00 pm.
11. If using extension cords for power, is recommended vendors bring and utilize cord protectors for the safety of the public, vendor employees and the condition of your cords.

12. Vendors soliciting outside their area will be told to leave without a refund.
13. There will be no excessive noise/music coming from your booth area. Vendors must show respect for all other vendors and avoid creating congestion in the public area.
14. Vendors must keep trash, spare equipment and supplies out of walk ways and roadways at the Delta County Fair. The Delta County Fair Association is not liable for any products in your booth, enclosure, trailer or any carnival/fun ride that may cause damage or injury to spectators or your staff. We are also not liable for theft or damage to your property. It is the responsibility of the vendor to ensure all displays, equipment and supplies are properly secured.
15. In the event of an electrical outage, the Delta County Fair Association is not liable or responsible for any damages caused or income lost from such inconvenience. Food vendors requiring electricity for services may consider bringing a quiet, low emissions generator to provide back-up power for their booth.
16. **All booths conducting sales are required to have a Special Events Sales License** through the Colorado Department of Revenue and a copy of such license must be uploaded and submitted with your online application or emailed to the vendor superintendent by July 15th.
17. The Delta County Fair Association is responsible for providing booth space only and supplying access to power if associated fees were paid.
18. Vendor parking for vehicles and trailers is available on the east end of Heritage Hall in the designated lot for Vendors. Vendors are expected to utilize this parking not park vehicles in the main parking lot or by their booth. Vendors requiring camping accommodations will be provided with access wristbands and placards for their vehicles to access the designated camping area(s).
19. There is no internet access/wifi provided by the Delta County Fair Board. Vendors requiring an internet connection for credit/debit card purchases and other activities are responsible for providing their own cellular hot spot connection. Verizon and Sprint have been found to work at the fairgrounds but the Delta County Fair Board does not endorse one provider over another and it is the responsibility of the vendor to select the service best suited to their needs.
20. Law enforcement maybe consulted to enforce regulations at our request or to remove individuals from the fairgrounds when deemed appropriate. Violating the guidelines as contained herein will be grounds for revocation of your contract for the remainder of the Delta County Fair and you will be asked to leave the grounds.
21. All vendors and their employees will be required to sign a Delta County Immunity Waiver upon arrival on the grounds and before setting up. Delta County and the Delta County Fair Board are not liable for any injuries sustained by employees/volunteers of a vendor.

[] I agree to the Terms & Conditions of the Vendor Contract as outlined above and agree to follow the rules as specified above.

_____ **Business Name** _____ **Date** _____

_____ **Printed Name of Representative** _____ **Signature** _____

_____ **Delta County Fair Vendor Superintendent – Sheila Maki** _____ **Signature** _____

DELTA COUNTY FAIR STAFF USE ONLY:

Date Application Received: _____ **Payment \$:** _____ [] Paid in Full **Date signed form sent back:** _____

Booth Location: _____

Electricity: [] None [] 110V [] 220V **Food Menu Received ?** [] Yes [] N/A **Sales license copy received:** [] Yes [] N/A