



Commercial Booth Guidelines

2019 Delta County Fair | August 3rd – 11th, 2019

All Commercial Vendors agree to the following:

- Follow the general rules of the Delta County Fair and Delta County Fair Board.
- All exhibitors will remain within their rented area.
- If you are using extension cords, we recommend you provide your own cord protectors to ensure the safety and condition of your cords.
- If you are soliciting outside your geographical area, you will be asked to leave with no refund.
- There will be no excessive noise/music, you must show respect for other booth renters and avoid creating congestion in the public area.
- Delta County Fair Association (Fair Board) is not liable for any products in booth or any carnival ride that may cause damage or injury to spectators. It is the responsibility of the contractor to secure products. In case of electrical outage, Delta County Fair is not responsible for damages caused by an electrical outage.
- The Delta County Fair Board is responsible for providing booth space only.
- All booths are required to have a special events sales license if you are making sales on the grounds. Applications are available through the Colorado Department of Revenue in Grand Junction or Denver.
- Law Enforcement authorities will enforce any/all regulations at our request with possible sanctions for violations being closure of booth and/or removal for violations from the fairgrounds.

Food Vendors:

- The number of food vendors for the 2019 Delta County Fair will be no more than **9 (nine)**.
- Vendors who were present for the 2018 Delta County Fair will receive first priority on space(s) where they have been located in the past, provided their fee is paid in full by **May 1, 2019**. After May 1, 2019, any non-reserved spaces will be opened to the general public and 2019 exhibitors that have paid their reservation fee will be allowed to move to unreserved spaces on a first-come, first served basis.
- The first two (2) vendors with full menus offering food and drink that agree to be open on **Monday, August 4, 2019 by 12:00 pm** will be refunded \$50 of their vendor fee after they open.
- **All other vendors must be in place by Monday, August 5, 2019 at 5:00 pm.**
- First come, first served entries are numbered in the order of receipt. Spaces are mapped as entries are received.
- **All Food Vendors will be inspected and approved by the Delta County Health Department.**

Questions? Contact the 2019 Delta County Fair Board Vendor Superintendents:

Andy Braslin

970-275-1470

dcf.vendors@yahoo.com

Kristi St. Clair

970-201-8946

dcf.vendors@yahoo.com

Delta County Fair Vendor Application

2019 Delta County Fair | August 3rd – 11th, 2019

Complete vender application and payment of vendor fees in full must be received by July 26, 2019

Returning vendors who wish to have to have the same spot as the past years must submit a completed application and pay all vendor fees by May 1, 2019. There is no guarantee that returning vendors will have the same spot. Delta County Fair Board will make every effort to accommodate requests. No spot will be confirmed until a completed application and all vendor fees are received. Have questions call Andi Braslin at 970-275-1470 or Kristy St. Clair at 970-201-8946 or dcf.venders@yahoo.com.

Name of Business or Group: _____ Contact Person: _____

Business Phone # _____ Main Contact Cell Phone # _____

Mailing Address _____

City _____ State _____ ZIP _____

Email _____

BOOTH SPECIFICATIONS

	General Sales Vendor Booth		Food or Drink Vendor Booth
	Equipment Auto or ATV Dealer		Game/Activity Booth
	Non Profit Organization		4-H/FFA/School/Church Group

Describe the item(s) or equipment that you will be providing as a vendor at the 2019 Delta County Fair. Also include whether you need water and if you're a food vendor in a truck/trailer, what side you serve off of and any special requirements you have: _____

Retail sales Booths Must provide a copy of your Special Events Sales License obtained through Department of Revenue. Food & Drink vendors must provide a copy of your menu at the time of application. Applications will not be processed without these documents.

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

	Retail Sales Booth (Week)-10'x10' - \$100		Activity/Game Booth - \$200
	Retail Sales Booth (Week) -10'x25' - \$200		Non-Profit Food Vendor - \$75
	Food/Drink Vendor Booth-10'x10' - \$125		Non-Profit Information Booth - Free
	Food/Drink Truck/Trailer- \$225		Non-Profit Sales Booth- \$25
	Equipment/ATV/Auto Display(20'x40')- \$100		No Electricity Needed
	Add 110V Electricity - \$50		Add 220V Electricity - \$75
	Retail Sales Daily-\$25 per day –List what Day(s)		Farmer Market/Craft Fair FRI & SAT- \$50

Sales Tax License # _____

Food Service License # _____

Send Application and Contract with Payment in full to:

Make Checks Payable to:

Delta County Fair Board
Attn: Vendor Committee
P.O. Box 2084
Hotchkiss, CO 81419

Delta County Fair Board



Delta County Fair Vendor Contract

114th Annual Delta County Fair | August 3rd -11th, 2019

As a Vendor at the Delta County Fair, you agree to abide by the following rules/regulations during the duration to the Delta County Fair & Rodeo in Hotchkiss, Colorado.

1. **All vendors should have their applications submitted by July 26th.** Applications received after will be assessed a \$20 late application fee. Returning vendors who wish to have the same spot as last year must submit a completed application and pay all vendor fees by May 1, 2019.
2. **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. Once an application is accepted, any changes to the menu must be sent to the Vendor Coordinator by July 15th.
3. The Vendor Committee will endeavor to put returning vendors in the same spot as previous years if so desired by the Vendor. **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, signed contract and all vendor fees are received.
4. Vendors will follow all rules and regulations of the Delta County Fair Board during the Fair.
5. **Food and Activity Booth Vendors must furnish proof of a \$1,000,000 (One-Million) dollar liability insurance policy naming the Delta County Fair Association and the Delta County Board of County Commissioners as the additional insured by July 26th.**
6. **All booths conducting the sale of items 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 26th.**
7. 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 March 15th and July 15th, the vendor is eligible for a 100% refund of all fees paid.
 - b. July 15th–August 1st - Vendor will receive their fees minus a 20% service fee.
 - c. Cancellation after August 1st – No refunds will be provided.
8. **All Vendors with exception of non-profit/school information booths and non-food booths designated for specific days must have their booths set up by 5:00 pm on Monday, August 5th.** Booths must be set up so they are fully enclosed and can be secured during evening hours and staked to the ground with each leg of the canopy having a minimum of 25 lb weight. If stakes are outside in the walkway, flagging must be attached to any rope/cable and the stake covered to protect fair attendees.
9. **Vendors agree to fully set up their space and complete stocking of supplies by 10:00 am and be open for business by 11:00 am. Food vendors serving full meals and drinks agree to remain open until 10:00 pm Tuesday though Saturday.** Non-food vendors and food vendors with only snacks (not full meal menu) may close down at 9:00 pm or 1-hour after the start of the main event, which ever is later. At least two vendors must be open on Monday night for the Team Roping Saddle

Shoot-Out. Please mark on your application days you will be open.

10. Booth space along the sidewalk leading into the grandstands will be reserved for sponsors of the Delta County Fair only. If Sponsors have not filled these spaces, the Vendor Superintendent designate vendors to fill these spaces.
11. The fenced area under the grandstands and the enclosed area on the north end of the small animal barn (old beef barn) will be offered to Fair Sponsors first and if no sponsors wish to have booth space in the fenced area, it will be offered to general sales booth vendors.
12. The Delta County Fair Board will assign vendor booth space in the order applications are received.
The Fair Board and Vendor Committee will have final say of where a vendor will be located.
 - a. Vendors cannot set up in a non-assigned area or demand a specific location upon arrival. Food vendors are assigned to a specific area and layout due to power and water access and will not be moved once assigned. Vendors who set up in a non-assigned space and refuse to move will be asked to leave the grounds and will forfeit all vendor fees paid.
 - b. Vendors unhappy with their assigned spot may voice their objection to the Vendor Committee. The Vendor Committee will take the request under advisement and determine whether an adjustment is needed or if the vendor will remain in the assigned space. The decision of the Vendor Committee and Fair Board is final.
13. 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) and must show respect for all other vendors. Vendors soliciting outside their area or generating excessive noise will be told to leave without a refund.
14. The tampering with other vendor booths after hours, causing disruption or being disorderly in the camping area or on the grounds after hours including but not limited to: messing with vehicles and/or equipment, harassing livestock housed on the grounds or opening gates on livestock pens intentionally will not be tolerated.
 - a. If a Fair Board Member receives a complaint of such action by a vendor or their employee(s), the Fair Board President or a member of the Vendor Committee will give the vendor a warning. If a second violation occurs, the vendor will be told to leave and law enforcement may be contacted depending on behavior.
 - b. Any vendor or their employee(s) whose actions results in law enforcement investigation during the fair will be asked to leave the grounds as soon as possible and will result in that vendor being prohibited from returning to the Fair as a Vendor.
15. 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.
16. If using extension cords for power and running hoses to water, and such cords or hoses cross a walkway, **vendor is responsible for bringing and utilizing cord protectors** to cover the entire length of any cords/hose(s) crossing the walkway to eliminate a tripping hazard for the public and for ADA compliance. If a county employee or Fair Board Member determines a cord is a safety hazard, the vendor must remedy the hazard at their expense or be shut down until the hazard is corrected.
17. Vendors must keep trash, spare equipment and supplies out of walk ways and roadways at the Delta County Fair. Vendors must break down all boxes before putting them in the trash and must properly dispose of all grease/used oil in the provided grease disposal can. Dirty wastewater must

be disposed of properly cannot be dumped in walkways or on the ground. If you have questions where to dispose of waste contact the Fairground Manager Les Linman.

18. The Delta County Fair Association is responsible for providing booth space only and access to power if associated fees were paid but makes no other promises or guarantees. The Delta County Fair Association and Delta County Government 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. Delta County is 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.
19. In the event of an electrical outage, the Delta County Fair 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.
20. **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).**
21. Internet access will be provided to Vendors requiring access for credit/debit card sales. Vendors who receive access to WiFi agree not to share the username/password with other vendors or the public. Vendors found sharing access without permission of the Fair Board or using it for inappropriate purposes will have their WiFi access revoked and may be referred to law enforcement.
22. Law enforcement may be 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 told to leave the grounds.
23. All vendors and their employees will be required to sign a Delta County Immunity Waiver. Delta County and the Delta County Fair Board are not liable for any injuries sustained by the employees or 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 _____
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