



2016 Exhibitor Space Application
Commercial - Food & Beverage - Attractions

2016 Eagle County Fair & Rodeo Dates
Wednesday July 20 -Saturday July 23

Thank you for your interest in the 2016 Eagle County Fair & Rodeo. This is a very special year because we are celebrating our 77th annual event. We are always looking for exciting new products to offer our fairgoers.

Eagle County's fairgrounds are located approximately 30 miles west of the Vail ski resort and 120 miles west of Denver along Interstate 70 at exit 147. The Eagle County Fair & Rodeo is a four day event attracting over 12,000 guests. The event includes 4-H youth exhibits, carnival, concerts, livestock shows & auction and four PRCA professional rodeos. The audience is mainly comprised of resort guests, county residents and tourists from around the world.

Instructions:

- This application is neither an offer nor guarantee of space.
- All questions must be answered completely.
- Applications can be received by mail, email or fax.
- Payments can be accepted by check
- Read the attached Application Criteria & Vendor Booth Regulations, as this will answer most questions.
- You will be notified if your application has been accepted or denied. We will notify applicants starting on June 1, 2016.
- **Incomplete applications will not be accepted or returned.**

Company Name:

Owner's Name:

Address:

City: State: Zip:

Phone: Cell Phone:

E-mail: Website:

Contact person (in charge of booth):

Contact primary phone: Contact email:

Have you ever participated in the Eagle County Fair & Rodeo? Yes No If yes, what year(s)?

Booth: (select one)

- Non-sales: Space used for the purpose of advertising, promotions or education
 - 10' x 10' **\$100** 4 days- Wednesday-Saturday
- Commercial: Space used for the purpose of selling merchandise or services.
 - 10' x 12' **\$150** 4 days-Wednesday -Saturday-Commercial
 - 10' x 20' **\$250** 4 days -Wednesday-Saturday-Commercial
 - Exact dimensions: frontage length ____ x side length _____
- Concessions: Space used to sell food
 - 10' x 12' **\$250** 4 days -Wednesday -Saturday -Concessions
 - 10' x 20' **\$350** 4 days-Wednesday -Saturday-Concessions
 - Exact dimensions: frontage length ____ x side length _____

Vendor Ice:

- Delivery daily from 3-4pm only by Fair and Rodeo staff
- \$7.00 per 20lb bag

Will you be camping: Yes (\$20/day) No If yes, what date(s)?

Electricity: (check all that apply)

- 110v 30 amp
- 220v 30 amp
- 220v 50 amp
- 220v 70 amp
- 220v 100 amp
- 220v 150 amp
- 220v 200 amp
- Other _____
- No electric needed

Products: To be sold, promoted, displayed or given away. Be specific as well as include prices. Follow the format below on a separate sheet of paper.

Item	Size	Price
ex. Kosher Hot Dog	¼ lb 1lb	\$4 \$8
ex. Fountain soda	small med large	\$2 \$4 \$6
ex. Woman's western belts by Justin Boots		\$30-\$125

Contacts and references from previous events

Event #1

Contact Person: Phone:

Event #2

Contact Person Phone:

Fee Calculator

- Booth for Wednesday-Saturday \$ _____
- Camping \$ _____
- Site deposit \$200
- Total \$ _____

Application checklist:

- Completed vendor application
- Required fees
 - Separate check for \$200 site deposit
- Certificate of insurance
- Copy of state sales tax license
- Copy of State of Colorado food establishment license (temporary or mobile unit)
- Recent photo of booth
- Product list

The Eagle County Fair & Rodeo management in its sole and absolute discretion may select or reject any application. The decision of the Fair & Rodeo management is final. Your submission of a signed application for participation is your consent to be governed by the process and the rules stated in this application. By signing below you are waiving any right to challenge the rejection of your application or the acceptance of another vendor.

By signing below you certify that you have read the Eagle County Fair & Rodeo vendor information, procedures and regulations and will adhere to them. You further agree that your refusal to comply with these procedures, rules and regulations may result in your being removed from the Fair & Rodeo with forfeiture of all fees and ineligibility for participation in future fairs. By signing below I acknowledge and agree that the contractor shall fully defend, indemnify and release the County, its officers and agents from any and all liability or loss that may arise, in any manner, as a result of this application or participation in the Eagle County Fair & Rodeo by the contractor, its employees, agents, subcontractors or invitees.

Signature _____ Date _____

Eagle County Fair & Rodeo
Application Criteria & Vendor Booth Regulations

Please note: There is no deadline for applications – we will stop accepting applications when all spaces have been allocated. Preference on premium locations will be given to accepted vendors on a first come, first served basis.

In an effort to obtain diversity of products for Fair patrons, Eagle County Fair & Rodeo reserves the right to select from applications submitted.

1. The Fair does not grant exclusive rights to any vendor for any type of product or service. However, we will try to limit similar items within the same location, and avoid over representation of a certain product.

2. All applications submitted must have a photograph of the proposed booth or trailer. The design and appearance of the booth or trailer is important and only the most attractive units will be considered. Minimum requirements include meeting all health, fire, and safety requirements.

The reputation and standing of the vendor throughout the Fair circuit may be determined by a review of the vendor's performance at other fairs.

3. Concession space is subject to relocation if deemed necessary by the sole judgment of the Fair Management. Vendor/Concessionaire shall not assign, sublease, or apportion the whole or any part of assigned space unless first obtaining written permission of Fair. The right to operate a booth on the Fairgrounds is nontransferable and is nonproprietary.

4. The Fair Management reserves the right to prohibit an exhibit/concession or any part thereof which by the sole judgement of the Fair detracts from the character of the exhibit or which may be objectionable or offensive to neighboring stands or to the public. This restriction extends without limitation to persons, things, conduct, signage, or printed matter.

5. Conformance to the rules and regulations of the Eagle County Fair & Rodeo is required as stated in the criteria/ regulations and all printed material. Rules are strictly enforced, and any violation may result in termination of the agreement.

6. The prompt and friendly answer to any complaints by directors, management, customers, and all others who might have an active and direct interest in the on-going well-being of the Fair, as well as the prompt replacement of a damaged article, or refund of a customer's money if requested, will be used to determine whether a vendor will be asked to return.

7. Vendors may sell only items that are pre-approved by Fair Management. Spot checks will be made throughout the duration of the Fair for violations. You will be asked to remove any items that are not approved. No substitutions without prior approval.

8. Fair Management will have final say during all disputes. All decisions made by Fair Management are final. Any problems should be brought to the attention of Fair Management.

9. Promotional items must be approved by Fair Management prior to Fair. Bumper stickers and weapons of any kind (including any type of knife) are not permitted to be given out during the Fair. The sampling of food shall also be subject to approval of Fair Management and cleared with the Eagle County Environmental Health department.

10. Vendors are fully responsible for installation, maintenance and disassembly of their exhibits. No Fairgrounds personnel, materials, tools, equipment, fixtures, etc., may be used. Upgrades in booth design may be asked of vendors. Vendors must comply with these requests. Vendors must at all times, keep their exhibit space properly cleaned and arranged. Vendors must not dump grease or food in their booth area. You are responsible for disposing of your grease, oil and trash. Each booth must supply and maintain a trash container in front of and behind their booth throughout the fair. The booths will be inspected to insure compliance of these rules. A recycling and trash dumpster will be available on site. Site deposit will be held if grease is found on ground after tear down.

11. Vendors cooking with grease or oil must have a K Guard fire extinguisher. Proof of fire extinguisher must be provided at check in. The Fire Marshall will not allow you to open without it.

Food vendors must comply with Eagle County health code regulations. Call the Environmental Health Department with any questions regarding the food license at (970) 328-8755 or visit them on the web at www.eaglecounty.us/envhealth

12. Shipments to the Fairgrounds must be in the name of the vendor and must be addressed to the Eagle County Fairgrounds, and have the Name of Vendor and Name of Booth, 0426 Fairgrounds Rd, Eagle CO 81631, must be prepaid, and will be accepted only at the vendor's risk. Shipments must be picked up at the Fair office on the east end. Please note that USPS does not deliver to our physical address. Packages will not be accepted until July 18, 2016. We do not provide storage for deliveries.

13. No dogs are allowed on the Fairgrounds at any time, with the exception of service dogs. Dogs will be allowed in defined camping area.

14. No exhibit may be dismantled before the closing hour on the final day of the Fair and Rodeo on Saturday. Therefore, no cars or trucks will be allowed on the grounds prior to midnight on the closing day.

15. Fairground personnel are not obligated to take messages for vendors, provide copy or fax services.

16. No outside alcohol will be allowed in the fairgrounds.

17. Theft and loss is the responsibility of the exhibitor. If you have an item of high value, plan on taking it with you at closing.

18. No refunds due to inclement weather. Cancellations must be made in writing and received by July 1, 2016. A \$25 handling fee will be deducted for cancellations prior to July 1, 2016.

19. Check in will be at the west gate of the outdoor arena on Tuesday July 19, 2016 between 9 a.m. and 5 p.m. Space assignments will be provided by staff during check in hours. Tear down allowed after midnight on closing day. Breaking down a booth early may disqualify you from being accepted from future fairs.

20. Booth fees include electricity & trash removal.

21. All fees are due at the time of application. Site deposit fee of \$200 will be refunded within 30 days of event so long as booth area has been left in previous condition. Eagle County tax rate is 4.40%

22. Camping is available on a limited bases. Must be self contained and prepaid. Limited available electricity, must provide your own 30 & 50 amp plug adaptors. No guarantee on request.

23. You must provide 100 feet of cord and pigtail, if needed to match the size of the drop you requested. For your protection, we advise installing surge protection on all computers and sensitive equipment. The Fair reserves the right to refuse hookup to any exhibit deemed unsafe. If you have any electrical needs, contact the fair office 2 weeks prior to July 18, 2016 to review with an electrician. The Fair is not at fault for improperly requested electrical needs.

HOURS

The hours of the Fair are from 4 p.m. - 11 p.m. W/Th/F, 3 p.m. to Midnight on Saturday All concessionaire and commercial vendor booths must remain open during these hours. You are more than welcome to be open outside of the stated hours. Vehicle access for restocking is restricted in the grounds - before 3:30 p.m. or after 11 p.m. W/Th/F. Before 11:30 a.m. or after Midnight on Saturday. No vehicle access to the grounds is permitted during the event hours.

INSURANCE REQUIREMENTS

Proof of a liability policy certificate with Eagle County Fair & Rodeo named as additional insured.

If you have any questions or unique needs please contact us at fairrodeo@eaglecounty.us or 970-328-3646.

