



July 21 - July 30, 2012
Vendor Packet
www.WeldCountyFair.com

As we celebrate our 94th year, we are building on the changes implemented in recent years to expand the Weld County Fair tradition.

Join us this year as we celebrate our 94th year at Island Grove Regional Park in Greeley Colorado. Vendor days are July 26th – July 29th, 2012. We have come a long way since 1918! Some things remain the same and some things have changed.

True to our tradition, the Weld County Fair is still a **FREE** fair with free admission and free parking. 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.

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 started by dreaming of what we wanted to do and have set out to make as much of our dream, as possible, happen.

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.

Booth rental at the fair is for 4 days. You have the option of being here on Thursday; however Friday, Saturday and Sunday are required days to have a booth open and staffed. We have a limited number of indoor staffed vendor spaces and unstaffed table displays in the Events Center and unlimited room outdoors for commercial and food vendors.

Non-profit agencies may put up static (non-staffed or occasionally-staffed) 2x8 table or self standing floor displays at no charge, but we request that the displays be up for the full 4 days.

Should you be a Weld County Fair Vendor Exhibitor?

Yes, if you provide the following products/services:

Arts and Crafts	Community Business	Livestock Equip/Supplies	Needlecraft
Community Ed	Pet Supplies	Health/Healthy Living	Western Wear
Scrapbooking	Senior Services	Horse Tack/Supplies	Home Décor
Youth Groups	Food Concession	Kids Toys/Education	Antiques
Farm Supply	Youth/Adult Education	Car/Truck Dealers	Woodworking
Leisure Activities	Landscaping Design	Family Services	

If not on the list, please contact us – we are always open to new ideas!

EXHIBIT HOURS:

Staffed Booths

Fair Days:

July 26 – July 30
10:00am – 6:00pm

Set-Up:

Between 7:00-10:00am
Wednesday July 25th and
Thursday July 26th Only

Static Table Displays

Set-up between
7:00am – 7:00pm
Wednesday, July 25
or
Between 7:00-10:00am
Thursday, July 26

Release

All booths and table displays
Sunday, July 29th, 4:00pm

Weld County Fair
Vendor Committee Chair

Teri Segelke
970-353-3117

Weld County Fair
Coordinator
Janet Konkel

525 N. 15th Avenue
Greeley, CO 80630
Phone: 970-304-6535 x 2085
Fax: 970-351-0415

Email:

Info@WeldCountyFair.com
JKonkel@co.weld.co.us

Exhibit Type Descriptions

Booth = approximately 10'x10'

Commercial & Food Booths– Any small or large commercial business. May sell products. Must be staffed during hours of operation.

Non-Commercial, Home Based Business, Arts and Crafts Booths – Any business that operates from the home, may or may not be franchised, provides supplies (i.e.: scrapbooking) or sells through in-home parties or shows (Interior Designs, toys, etc.). The home-based businesses will be integrated with the arts and crafts spaces within the Event Center Lobby. May sell products. Must be staffed during hours of operation.

Complimentary Booths – Any sponsor of \$200 or more will receive their choice of a 10' x 10' (approximately) booth space (indoor or outdoor), table top display or area to set up a free-standing unit. Must fill out an application form to reserve space.

Static Table Top Display = 4 x 8' table top display (or stand alone unit up to 4'x 8')

All non-staffed or occasionally staffed booths, *regardless of the type described above*, will be considered a Static Table Top Display and will be located throughout the Events Center. May or may not be staffed. Must periodically check display and replenish handouts and straighten up. Any displays that are not cared for throughout the fair will be removed.

Booth Rates

Type	Size	Weld County Fair Provides	Vendor Provides	Location	Fees & Dates Applications received by June 27th will receive an early bird discount of \$10.00
Commercial*	10' x10' (approximately)	Half pipe & drape 2 tables, 4 chairs Island Grove fee	Table Cover Sales Tax Staffing	Indoors Event Center Lobby	\$125 – 4 days – July 26-July 30 \$2 day – electricity
Commercial* (Includes food vendors)	10' x 10' (approximately) Mobile, Auto, Equipment – up to 300 Sq ft.	2 tables, 4 chairs Island Grove fee	Table Cover Shelter Sales Tax Staffing	Outdoors Ovals, in front of Event Center or Exhibition Hall (grassy and cement areas)	\$100 – 4 days – July 26-July 30 \$2 day – electricity
Non-Commercial, Home Based Business, Arts & Crafts*	10' x 10' (approximately)	Half pipe & drape 1 table, 2 chairs Island Grove fee	Table Cover Sales Tax Staffing	Indoors Event Center Lobby	\$60 – 4 days – July 26-July 30 \$2 day – electricity
Non-Commercial Home Based Business, Arts & Crafts*	10' x 10' (approximately)	1 table, 2 chairs Island Grove fee	Table Cover Shelter Sales Tax Staffing	Outdoors Ovals in front of Event Center or Exhibition Hall (grassy and cement areas)	\$40 – 4 days – July 26-July 30 \$2 day – electricity
Non-Profits and Static Table Displays	4' x 8' Table top Display or Stand Alone Unit	1 table	Table cover	Indoors Events Center Lobby	No charge – 4 days – July 26-July 30 \$2 day - electricity
Complimentary	10' x 10' Booth, 4'x8' Table Top Display or Free Standing Unit	Half pipe & drape 1 table, 2 chairs Island Grove fee	Table Cover Sales Tax Staffing	Indoors Event Center Lobby or Outdoors	No charge – 4 days July 26-July 30

***Proof of Insurance will be requested for any vendor if there is a concern for safety/risk.**

Exhibitor Sign-Up Deadline and Cancellation Policy

There is a firm deadline of July 2, 2012. 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.

Written request for cancellations received by July 9, 2012 will receive a full credit for 2012 County Fair.

Cancellations received after July 9, 2012 and NO SHOWS will forfeit all fees paid.

The following general information and regulations apply to vendor-exhibitors at the 2012 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 that 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 shelter for outdoors.
5. Supply any additional tables and chairs beyond those listed on rate chart.
6. Provide extension cord for electricity.

ELECTRICITY:

1. Electrical units are 110V AC with 20 amp breakers. Electrical outlets are limited. Electricity is available to both staffed and static booths.

DUTIES OF THE FAIRBOARD:

1. Provide vendor sole use of assigned space for the contracted time period.
2. For indoor booth spaces supply pipe and drape, tables and chairs per booth rate chart.

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 be able to provide proof of liability insurance (\$1,000,000.00) upon request.
2. Exhibitors and their employees, volunteers or contractors, who will work with or for the vendor, agree to 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 workmen's 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 areas unsafe 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.

EXCLUSIVES:

1. 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 serve.

SECURITY:

1. WCF will provide periodic security patrol during the hours the buildings are open for all non-static booths. Buildings will be locked at 9:00 pm and opened between 7:00 am and 9:00 am for restocking each morning. WCF not responsible for products left during unmanned hours or operation.

DESIGN/SET-UP:

1. A standard booth is approximately 10' x 10', unless approved otherwise on the application.
2. Half pipe and drape is provided supported on metal tubing.
3. Tables and chairs provided per booth rate chart. Outdoor booths need to claim their table(s) and chairs from the cart between the Exhibition Hall and 4-H Building.

SET UP:

- Static Booths – Wed, July 25 7am – 7pm
 - Staffed Booths – Between 7-10am first day of operation
1. No handwritten signs allowed.
 2. 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.
 3. All display tables must be draped.
 4. All storage boxes or crates must be stored from sight.
 5. 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.
 6. 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 exhibit hours.
2. Static tabletop displays do not require staffing, but may be staffed at any time, if so desired.

SUBLETTING:

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

BOOTH ASSIGNMENTS:

1. Booth assignments are first come, first serve. Previous participation in the fair does not guarantee a 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. The only exception is the case of exclusive policies discussed above.
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 copy of all menu items and prices.
2. Menu items that are also on the 4-H Food Leaders menu must be priced the same or higher.
3. Drinks that are also on the 4-H Rock Café menu must be priced the same or higher.
4. No alcohol is allowed to be sold, distributed or consumed on the WCF show grounds during WCF.
5. 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.
6. The food concessionaire in the Events Center is under contract for the building; so above rules do not apply.
7. According to the Island Grove Regional Park rules, Food Vendors must pay a 15% concession fee directly to the Island Grove Scheduling Office.

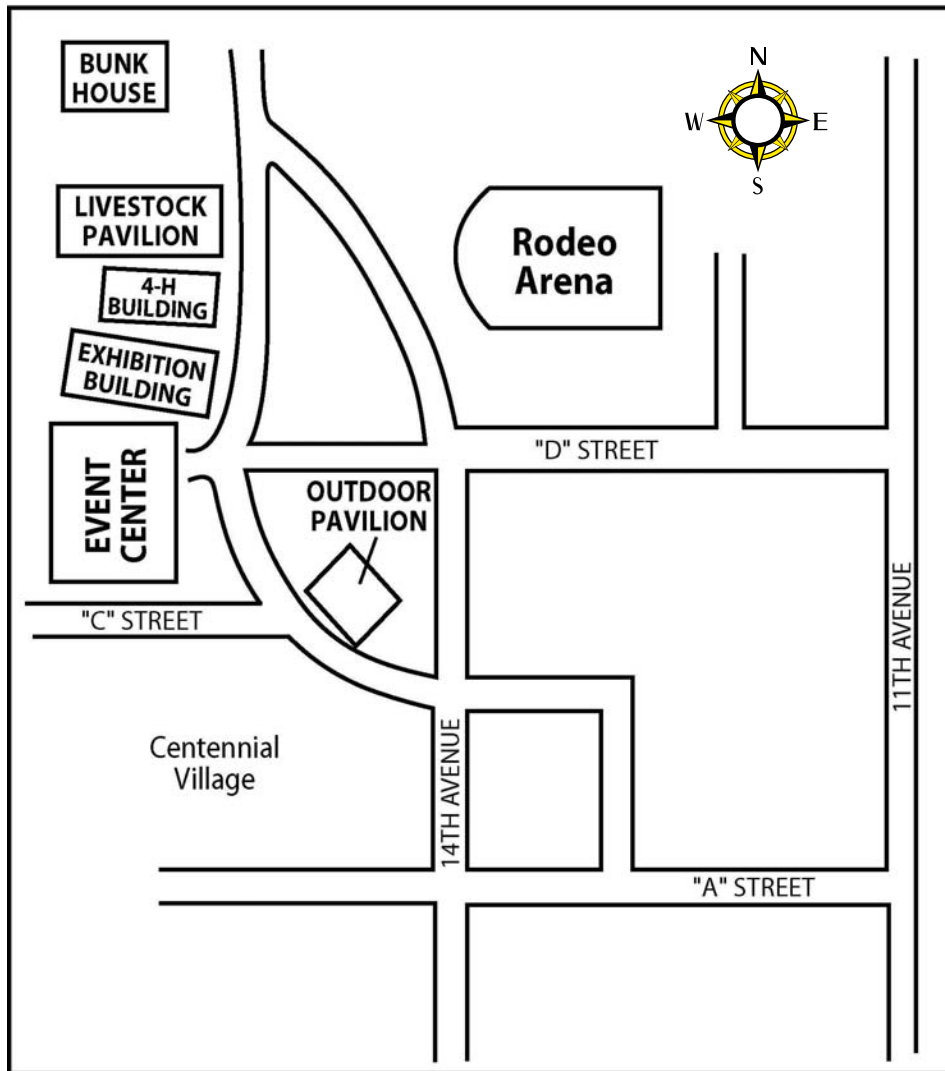
RELEASE:

1. Daily Booths are released after scheduled hours of operation (front page).
2. All other booths are released at 4:00 pm, Sunday, July 30th.

CANCELLATION/NO SHOW:

1. Cancellation must be received by July 9th to receive credit for 2012 fair.
2. No Shows and cancellations after July 9th will forfeit fees.

Island Grove Regional Park



Loading and Unloading: 30 minutes allowed unless other arrangements are made with Vendor Chair.

If your vending space will be in the Events Center, 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. Use the parking lot on the south side of the Events Center. After you unload, park in the dirt parking lot west of the Events Center.

If your vending space will be outside, please park where you can near the Events Center and check-in at the Fair Office in the north end (lobby) of the Events Center. At this time someone will show you where your vending space will be located to help determine the best place to park to unload.

ALL VENDORS: Prior to unloading please check-in at the Fair Office at the north end (lobby) of the Events Center.

Weld County Fair Vendor-Exhibitor Application – Deadline, July 2, 2012

Business/Agency/Organization Name: _____

Contact Name: _____ **Title:** _____

Mailing Address: _____ **City:** _____ **Zip:** _____

Phone: (____) _____ **Fax:** (____) _____ **Cell:** (____) _____

E-Mail: _____

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

Preferred contact for approval or questions: e-mail, phone, postal mail

Name and describe products/items (on back or attach) to be sold or displayed (food vendors attach menu & price):

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.

TYPE OF BOOTH

- Commercial
 Food Vendor
 Non-Commercial, Home Based, Arts & Crafts
 Non-Profit

TYPE OF EXHIBIT

- Booth - Space needs: 10' x 10' (approximately)
 Indoors Outdoors
 (Pre-approval required, large units outdoors only)
 Static Table Display
 Table Top (4'x 8' table area)
 Stand Alone (size ____' x ____')
 Solid Wall Display size (____' x ____' x ____')

BOOTH FEES/PAYMENTS (See chart for fees on page 2)

Non-Profit/Static Table Top or
 Complimentary Booth \$ No Charge
 4-Day Booth, July 26-July 30 \$ _____
 Electricity ____ days & \$2.00 \$ _____
 Early Bird – Received by June 27th
 Subtract \$10.00 \$(____)

TOTAL FEES DUE \$ _____

Make check payable to: Weld County Fair

Check # _____ Cash _____

Mail to: Weld County Fair

Attn: Vendor
525 N. 15th Avenue
Greeley, CO 80631

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

 Title

 Date

Please sign and return with completed application, attachments, photos and payment by **July 15, 2012**.
 Make a copy for your records.

When you receive a copy of your application signed below you are approved. Check-in at the Weld County Fair Office in the Events Center upon arrival to receive your booth assignment.

Approved: _____
 Vendor Committee Chair

 Date

Name and describe products/items (Food Vendors provide complete menu):

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