

106th Annual Weld County Fair Vendor Packet



July 20-29, 2024
Island Grove Regional Park, Greeley, CO



On-line Vendor Applications due Sunday, May 5, 2024

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Event Details

For over 100 years, the Weld County Fair has celebrated the rich agricultural heritage that is rooted throughout Weld County communities. The Fair Board, its committees, and staff strive to provide an inviting atmosphere within which to celebrate that agricultural heritage through 4-H, FFA events, open class exhibits, friendly competitions and other community focused activities.

2024 Fair Dates & Times

-Saturday, July 20th - Monday, July 29th (see Condensed Fair Schedule section)

-9:00 a.m. - 6:00 p.m. daily

Vendor Row Check In/Set Up

-Tuesday, July 23rd, 7:00 a.m. - 6:00 p.m.

-Check in is required at the Fair Office, Event Center Lobby, (northeast corner) prior to setting up.

-Vendor Row will be located along the north and west edges of the North Oval (see Park Map section)

-All vendors are asked to be set up by Tuesday, July 23rd and be open 9:00 a.m. to 6:00 p.m. each day. Coffee vendors may open earlier than 9:00 a.m., if desired.

-A limited number of vendors will be allowed to set up and sell at the Jr. Livestock Sale on Monday, July 29th. These vendors will be selected on a first come, first serve basis, and set up must be complete by 1:00 p.m. on Sale Day.

Vendor Row Check Out/Tear Down

-Sunday, July 28th, 4:00 p.m. - 6:00 p.m.

Fair Food Trucks at Special Events

New this year...food truck opportunities for the following Fair Special Events:

- Saturday, July 20**, 8:00 a.m. - 2:00 p.m. 4-H Dog Show, Exhibition Building/
Northern Colorado Draft Horse Show/Saddle Club Arena
- Monday, July 22nd**, 8:00 a.m. - 2:00 p.m., 4-H Horse Show, Stampede Arena/4-H
Interview Judging, 4-H Building
- Tuesday, July 23rd**, 3:00 p.m. - 7:00 p.m., 4-H Horse Show, Stampede Arena
- Friday, July 26th**, 4:00 p.m. - 8:00 p.m., Barrell Racing, Stampede Arena
- Saturday, July 27**, 11:00 a.m. - 11:00 p.m., Team Roping, Stampede Arena
- Sunday, July 28**, 10:00 a.m. - 8:00 p.m., Ranch Rodeo, Stampede Arena

Fair Food Truck check in and set up will be at least 1.5 hours prior to event start time listed above for each event and tear down will begin at the end time listed above. Check in at the Fair Office is required prior to initial set up.

-Simply select the Fair Food Truck section of the Application and select the special events you would like to be a vendor for.

Vendor Types & Fees

Retail/Commercial Vendors...may sell products on site and keep the booth staffed as much as possible during authorized hours of operation. Arts and craft items must be at least 60 percent made by the Vendor. **Fee: \$250.00 for the week.**

Food/Beverage Vendors...will be given a Sales Tax Packet of information and instructions upon check in at the Fair Office on the day of set up. All food and beverage vendors selling pre-packaged items are subject to an additional 15 percent Island Grove Vendor Fee, which will be further explained in the Sales Tax Packet. Additionally, all food vendors are responsible for abiding by the Colorado Retail Food Establishment Rules and Regulations and Weld County Health Department licensing requirements, information and links for which are provided throughout the Vendor Packet. **Fee: \$250.00 for the week.**

Fair Food Truck Vendors... will be asked to be check in and set up on the day of the special event at least 2 hours prior to the schedule start time listed in the Fair Food Truck section of this Vendor Packet. Simply selected the Fair Food Truck section of the application and select the special events you would like to be a vendor for. You will be given your Vendor and Sales Tax Packet at the time of check in at the Fair Office. **Fee: \$50/per event.**

Non-profit/Static Vendors... will have an indoor, reserved area with tables in the Event Center Lobby to share information and handouts. These Vendors will follow the same check-in and drop-off procedures as other Vendors on Tuesday, July 23rd between the hours of 7:00 a.m. and 6:00 p.m. **Fee: N/A**

Sponsorship Vendors... are vendors who are designated Sponsors of the Weld County Fair and are given an indoor table to display banners and/or information if they choose to take advantage of that. **Fee: N/A**



Fair Schedule of Key Events

106th CELEBRATION 2024 WELD COUNTY FAIR TENTATIVE PROGRAM

All events open to the public *unless* otherwise noted.

This specific schedule is condensed and highlights the high traffic days and times of the Fair. Please observe the possibility that not all animals will be on site earlier in the week.

SATURDAY, JULY 20th

9:00 am Dog Show- Exhibition Building
Northern Colorado Draft Horse
Association Show- Saddle Club Arena

SUNDAY, JULY 21st

No Events or Competitions

MONDAY, JULY 22nd

10:00 am 4-H Horse Show: Stampede Arena
12:00 pm (approx.) 4-H Horse Show: Stampede Arena

TUESDAY, JULY 23rd

9:00 am – 6:00 pm Vendor Check-in
Fair Office located in Event Center
7:00 am 4-H Horse Show: Grandstand Arena
12:00 pm Free Lunch for all Horse Exhibitors
and Families: Near Stampede Arena
3:00 pm 4-H Horse Show: Stampede Arena

WEDNESDAY, JULY 24th

8:00 am 4-H Horse Show: Grandstand Arena
9:00 am Market & Breeding Goat Show: Event
Center

THURSDAY, JULY 25th

7:00 – 10:00 am Weld County Farm Bureau Free
Pancake Breakfast: Exhibition Building
9:00 am Dairy Cattle Show: North Oval
9:00 am Breeding & Market Sheep Show:
Event Center
1:00 pm Dairy Heifer Sale: North Oval
4:00 pm Goat Carcass Contest Ultrasound:
Event Center
4:30 pm Blow-n-go Beef Showmanship: North
Oval
5:00 pm Rabbit Show: Event Center

FRIDAY, JULY 26th Senior Day

9:00 am Market Beef Show: North Oval
9:00 am Poultry Showmanship: Event Center
10:00 am–3:00 pm Special Event: BINGO sponsored by
Occidental– Celebrating Senior Citizens:
Pavilion
1:00 pm (approx.) Breeding Beef Show: North Oval
4:00 pm Weld County Swine Breeders
Association Show: Exhibition Building/ Tent
4:00 pm Sheep Carcass Contest Ultrasound:
Event Center
4:00 pm Barrell Racing: Stampede Arena

SATURDAY, July 27th

8:00 am Swine Show: Exhibition Building/Tent
8:00 am Breeding Rabbit Show: Event Center
8:00 am Cattle Carcass Contest Ultrasound
Livestock Barn
11:00 am Team Roping: Stampede Arena
9:00 am Poultry Show: Event Center

SUNDAY, July 28th Family Community Day

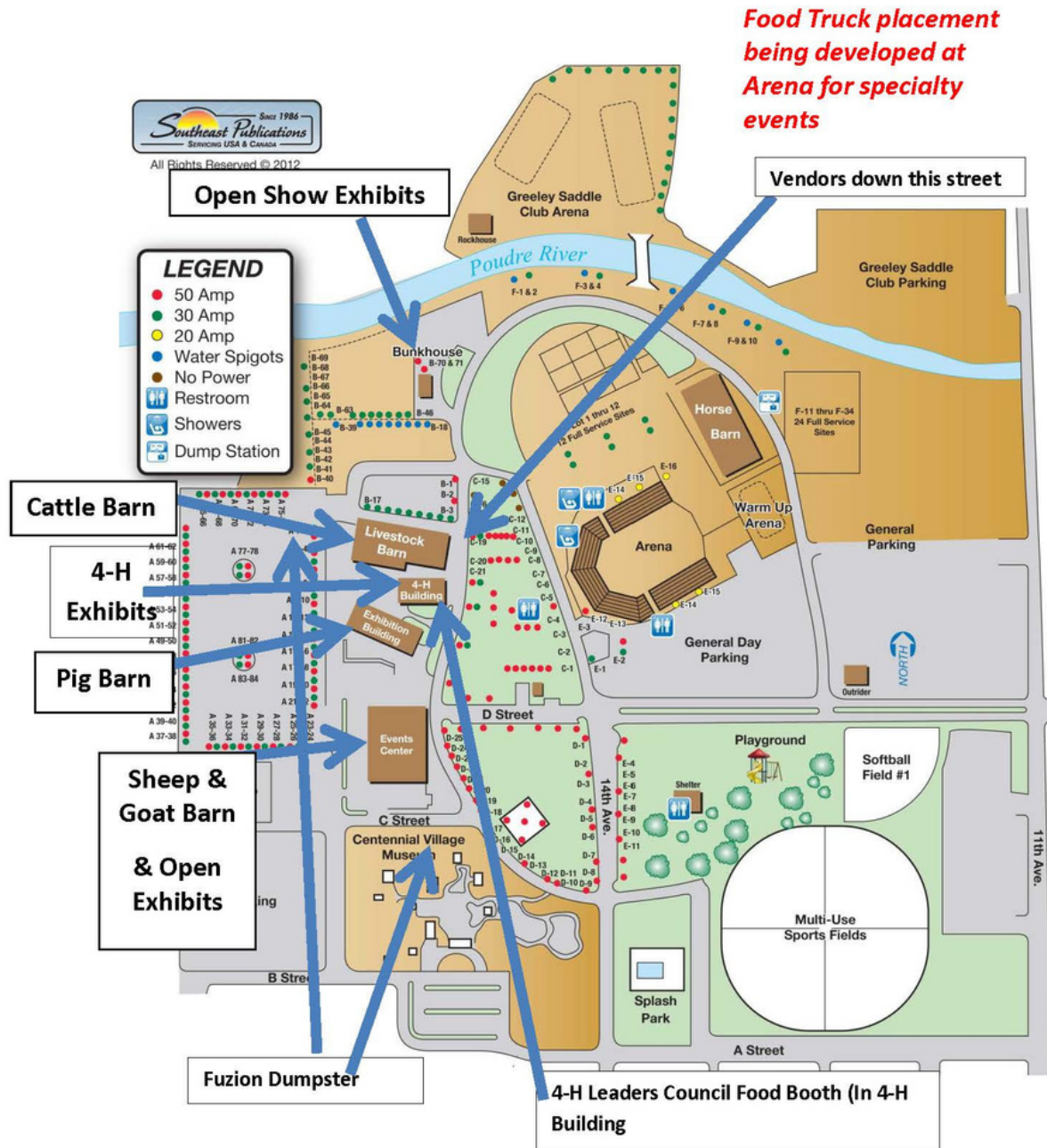
8:00 am Cowboy Church: Sermon by Pastor Shorty
Huffman, Pavilion
8:00 am Vette Fest 2023 Car Show by Corvettes West
Car Club: Southeast Oval
9:00 am All Around Large Animal Showmanship:
North Oval
9:00 am Breakaway Roping: Stampede Arena
9:30 am Pig Carcass Contest Ultrasound: Pig Show Ring
10:00 am Bucket Calf Show: North Oval
10:00 am All Around Small Animal Showmanship:
Event Center
11:00 am–1:00 pm Weld County Fair Free Community BBQ and
Awards: Pavilion
3:30 pm WRCA Weld County Fair Ranch Rodeo:
Stampede Arena

MONDAY, July 29th

3:00 pm Junior Livestock Sale: Event Center

Park Map

Weld County Fair Island Grove Regional Park



Rules & Regulations

AUTHORITY:

The Fair Board, Fair Coordinator and/or Vendor Committee may enforce all the provisions in these Rules and Regulations for the benefit of all concerned. This information is intended to be a complete integration of all understanding between vendors and the WELD COUNTY FAIR. No changes, alteration, variation, or deviation from the terms of these Rules and Regulations, 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 information are contained within the full Vendor Application packet and are understood by the Vendor and the WELD COUNTY FAIR. 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:

- Vendor grants Weld County and its' officers, agents, and employees, including the Weld County Fair, the right to inspect all Vendor facilities and equipment at any time for any reason.
- Vendor is responsible for all Colorado State and City of Greeley use and income taxes resulting from the operation of its' booth, and the securing of all licenses or permits required by those agencies.
- 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.
- Supply pop up or other type of shelter for outdoors, if desired.
- Provide extension cord for electricity.
- Provide adequate hose for water and retaining system for grey water (no direct sewer available on site).

ELECTRICITY:

- Electricity is available but MUST BE requested at the time of application so that we can make sure we can accommodate and place you in the right vendor space.
- Electrical units are 110V AC with 50-amp breakers. Anything over 110V w/50-amp would require an electrician at vendors' expense/Fair Coordinator approval.
- Request does not guarantee space or voltage availability.

Rules & Regulations

DUTIES OF THE WELD COUNTY FAIR:

- Provide Vendor sole use of assigned space for the contracted time.
- Provide Vendor with all contracted agreements.

RELATIONSHIP OF PARTIES:

- Vendor shall perform the service required herein as an independent vendor-exhibitor, and not as an employee of the WELD COUNTY FAIR.
- Vendor shall NOT be entitled to any benefits or compensation by the WELD COUNTY FAIR, and/or other benefits or compensation afforded Weld County employees or employees of Colorado State University of Weld County Extension.

LIABILITIES AND INSURANCE:

- Commercial vendors must provide proof of liability insurance in the amount of \$1,000,000, naming the WELD COUNTY FAIR as an additional insured, which must accompany application.
- 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.
- 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 if 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. The WELD COUNTY FAIR 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.
- Vendor exclusives will only be granted to businesses that have an existing policy or courtesy agreement. In such cases, the WELD COUNTY FAIR policy of acceptance will be first come, first served.

SECURITY:

- The Weld County Fair will provide periodic security patrol throughout the Fair.
- The Weld County Fair is not held liable or responsible for any lost or stolen property.

Rules & Regulations

BOOTH SPACE AND DESIGN:

- A standard booth is approximately 8' deep and 10' wide, unless approved otherwise by the Vendor Committee. Half pipe and drape can be provided and supported on metal tubing, upon request only.
- 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.
- All display tables must be covered.
- All storage boxes or crates must be stored from sight.
- Any demonstration, 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.
- Space requirements on mobile units should include the hitch.

SHIPPING AND RECEIVING:

There is no receiving, shipping, or storage point on the grounds of the Weld County Fair.

BOOTH STAFFING:

- The Vendor is obligated, per terms of an approved vendor application, to have personnel in staffed booth locations during all published vendor hours. Vendor is permitted, however, to offer mobile vending such as carts, wagons, mini mobile booths, etc., which must be selected and described in initial on-line vendor application.

SUBLETTING:

Vendor is not permitted to sublet all or any portion of the approved booth space.

FOOD AND BEVERAGE VENDORS:

- Food and beverage vendors are required to submit a photograph of their unit and a copy of menu with prices when submitting on-line application.
- No alcohol is allowed to be sold, distributed, or consumed on the grounds of the WELD COUNTY FAIR during the Fair dates, with the exception of the City's alcohol concession during specialty events at the Stampede Arena.

Rules & Regulations

FOOD AND BEVERAGE VENDORS CONTINUED...

- Food and beverage vendors must comply with the Weld County Health Department licensing requirements and assume any additional fees, if required. All requirements and documentation must be completed through the Weld County Health Department by the deadline for this application. Vendors who do not meet requirements by this date may not be able to participate in the Weld County Fair. Please visit the Weld County Fair website for links to the Weld County Health Department rules, regulations, requirements and application specifications.
- According to the Island Grove Regional Park (grounds of the WCF99) rules, Food and Beverage vendors must pay a 15% concession fee directly to the City of Greeley. Details and needed forms to report and pay this amount will be included in Vendor Welcome packets in the Weld County Fair Office on set-up day.
- All food preparation vendors must have a plan for getting rid of used grease and oil.

RELEASE OF VENDORS:

All Vendors are available to begin tear down and release starting at 4:00 pm on Sunday, July 28, 2023.

CANCELLATIONS AND NO SHOWS:

Cancellations MUST BE received in writing by Friday, June 14, 2024, to be considered for a refund. All cancellations after June 14th will not be eligible for a refund.

Vendors NOT completing Check In and Set Up, as outlined within this document, will be considered a NO SHOW and are not eligible for a refund.

Vendor Application

Insert link to on-line Vendor Application here

Application Deadline: Sunday, May 5, 2024 at 11:59 p.m.

Once application is received, it will be routed to the Fair Board Vendor and Food Truck Selection Team for review, discussion, and approval. A staff member will contact approved Vendors to collect any applicable Vendor fees and share what to expect and next steps for all chosen Vendors.

Previous participation as a Vendor at the Weld County Fair does not guarantee Vendor participation or priority. The Vendor and Food Truck Selection Team attempts to avoid duplication of retail, commercial, and food/beverage Vendors and Food Trucks whenever possible, but also strives to be open and welcoming of all interest vendors.

Please direct any questions about your online Vendor Application or any Fair questions to:

Cheryl Aragon
Fair Event Assistant
970-400-2085
caragon@weld.gov

OR

Mikayla Gabel
Fair Coordinator
970-400-2069
mgabel@weld.gov

Helpful Links & Resources

-Weld County Fair Office (open July 15 - 29, 2024) 970-378-1652

-Weld County Fair (prior to July 15, 2024, and after July 29, 2024)
970-400-2066 www.weldcountyfair.com/Home

-Island Grove Regional Park 970-350-9392 www.greeleygov.com

-Weld County Health Department 970-304-6415 www.weldgov.com

-Temporary Events/Licensing, Weld County Health Department
970-304-6415 www.weldgov.com/temporaryevents

-City of Greeley Sales Tax Division 970-350-9733 www.greeleygov.com

