



# The Jefferson County Fair and Rodeo *Vendor Application*

## August 7 -9, 2015

**Make Checks Payable to: *Jeffco Fair, Inc.***

Mail payment and completed documents to:

Susan Quarles, Attn: Jeffco Fair Vendor, 10940 S. Parker Road, #170, Parker, CO 80134

We accept checks or money orders by mail or you may pay with a credit card by calling Sherie at 303-596-1857

**\*\*All vendor spaces will be located outdoors unless otherwise arranged with the vendor coordinator\*\***

### **Business Information:**

Name of Business: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Website : \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

### **Early Bird Vendor Space Information: (PAID/POSTMARKED BEFORE June 30, 2015)**

**Each space is 10' x 10' – please mark the number of spaces needed. *Electricity extra!***

\_\_\_\_\_ space x \$250 each space

**EARLYBIRD** Food or beverage vendor

\_\_\_\_\_ space x \$150 each space

**EARLYBIRD** Product/retail vendor

\_\_\_\_\_ space x \$75 each space

**EARLYBIRD** Non-Profit Organization selling product, food beverage, and/or membership for fundraising/informational purposes only.

\_\_\_\_\_ space x \$50 each space

**EARLYBIRD** Information Only Non-Profit Organization, non-political AND will NOT be selling any product, membership, food or beverage for any reason.

\_\_\_\_\_ space x \$300 each space

**ALL Vendors who register/pay/post mark after July 1, 2015!!!**

\_\_\_\_\_ space x \$50 additional

**ELECTRICITY** Hook-up/vendor must supply at least 100' grounded extension cord. Please indicate how much power you will need or be using \_\_\_\_\_ . Number or outlets needed \_\_\_\_\_ .

List appliances that will need power \_\_\_\_\_ .

List ALL ITEMS you plan to offer for sale: (i.e. sunglasses, shoes, towels, food, drinks):

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**\*\*Food/Drink Vendors/Exhibitors must provide (by July 25, 2015)**

**Certificate of Approval for Temporary Food Service Establishment with Jefferson County Public Health department. Jefferson County Public Health phone number is 303-271-5700.**

## **RULES AND REGULATIONS AGREEMENT for Jefferson County Fair and Rodeo**

**Hours of operation:** Booths must be properly manned at all times during the designated opening hours.

Friday, August 7, 2015;

5:00pm-10:00pm

Saturday, August 8, 2015;

12:00pm- 10:00pm

Sunday, August 9, 2015;

12:00pm – 5pm

### **Access:**

Vendors/Exhibitors with unmanned booths will automatically forfeit their right to return in future years.

The above hours apply to all Vendors/Exhibitors.

Absolutely no exhibitor vehicles will be allowed in the Fair or Vendor areas during operating hours. If an exhibitor needs to access a booth (i.e. restocking supplies), vehicles must be cleared out by 9:30am Saturday/Sunday. *The fair and its agents or assigns shall have access to the aforesaid described space and premises at all times.*

**Location of Exhibits:** The Fair Authority reserves the right to relocate or cancel any exhibit or display; it determines is not the best interests of the Fair.

**Conduct:** The exhibitor shall conduct the operation of the exhibit or display in a quiet and orderly manner at all times and shall keep the exhibit area neat, clean and free from rubbish.

### **Set-Up:**

Vendors/Exhibitors will be allowed access to the vendor area for set-up NO EARLIER THAN NOON, 12pm, Friday. Any Vendors/Exhibitors who arrive prior to noon will be asked park in the general parking lot until the appropriate time.

Exhibitor agrees to have their exhibit or display in place prior to the opening of the fair and fully operational by 5:00pm opening day of the Fair. If exhibitor has not moved in by 5:00pm opening day at the Fair, then space and vendor fee shall be forfeited unless prior arrangements have been made.

No monies shall be refunded for NO SHOWS.

Cancellations must be received no later than 30 days prior to the Fair. **ALL VENDOR VEHICLES MUST BE OUT OF THE VENDOR AREAS BY 4:00pm, FRIDAY.** There will be NO exceptions for personal vehicles in the vendor area. Vendors/Exhibitors who do not comply with this important safety issue will be asked to vacate the Fairgrounds with no refund of vendor fee.

### **Tear-down:**

Tear-down shall start no earlier than 5pm Sunday, when the Fair closes. Exhibitor vehicles will be allowed into the area NO EARLIER THAN 6:00pm on Sunday to allow for attendees to clear the area.

All exhibitor materials, including tent/canopy, must be removed by 9:00pm. Jefferson County Fair and Jefferson County Fairgrounds shall not be responsible for items left after 9:00pm. If an exhibitor tears down prior to the close of the fair, no monies shall be refunded and exhibitor shall not be invited back to subsequent Jefferson County Fairs.

**Sales Tax:** All Vendors /Exhibitors are responsible for the collection and submittal of sales tax to the State of Colorado and Jefferson County. Additional information is available from the Secretary of State's Office at 303-534-1208 or 1-800-332-2085.

**Sound Devices:** Vendors/Exhibitors shall obtain permission from the Fair Authority for use in its exhibit or display all sound devices such as radios, speakers, stereo, and any other attention getting devices, such that said use will not interfere with any other displays or exhibit. The Fair Manager reserves the right to revoke permission for the use of such sound devices at any time for cause.

**Security:** Jefferson County Fair will provide on-site, overnight security; however, Vendors/Exhibitors are responsible to secure all wares, appliances, etc. and shall hold Jefferson County Fair and Jefferson County Fairgrounds harmless in the event of damages or missing items.

**Cancellations:** In the event of cancellation for any reason, monies paid shall be refunded only if the Fair Authority is able to resell the booth space. If the Fair Authority is unable to resell the booth space, then no monies shall be refunded. Refunds, if due, shall be mailed within 30 days after the fair.

**Changes or Alterations:** There will be no change, alteration, variation or deviation from the terms of this Agreement unless made in writing and signed by all parties hereto, and that no verbal understanding or agreement, past, present or future not incorporated herein and understood by the parties hereto.

**Electrical Cords:** Each exhibitor must furnish its own booth setup and electrical cords. All cords must be approved type and grounded. Electric outlets are first registration, first serve.

**Outdoor Exhibits:** Every effort must be made by the exhibitor/vendor to ensure canopy/tent is properly weighted down (no staking) to withstand adverse weather conditions (primarily gusty winds). It is highly recommended that the exhibit space be wrapped with side panels for both protections from the elements and for security during non-operating hours.

**Indoor Exhibits:** No sign, partition, apparatus, equipment of furnishings may extend more than 8 feet above the floor in an exhibit space without permission of the Fair Authority. No pins or tacks are permitted in drapes, walls, posts, etc. No nails or screws shall be placed into the floor.

**Aisles:** All aisles shall be kept clean of debris, no interviews, demonstrations, distribution of literature or similar activity shall be permitted outside the exhibit space.

**Exclusive Pouring Rights:** Only Pepsi brand beverages will be permitted to be sold or provided by approved vendors: The Jefferson County Fairgrounds is sponsored by Pepsi; therefore only Pepsi brand beverage will be permitted for sale or promotion of non-alcoholic beverages. Product can be purchased through the Jefferson County Fairgrounds pre-paid in advance (No buy-back available for unused product) and delivered to vendor booth on set-up day of the Fair. Pepsi beverage products include: Pepsi, Diet Pepsi, Pepsi Max, Pepsi Wild Cherry, Mountain Dew, Mug Root Beer, Dr. Pepper, Orange Crush, and Grape Crush, Lipton Brisk Tea Sweet w Lemon, Sierra Mist Lemon Lime, Sobe Cranberry Grapefruit, Sobe Green Tea, Amp Energy Drink, Rockstar Energy Drink, and Aquafina Water.

**Alterations:** All structures work or alterations shall be inspected and approved by the Fair Authority. All construction materials used shall comply with existing fire codes or regulations. All flammable materials such as bunting, trees, drapes, etc., shall be fire proofed. All cloth over one square yard unless it is a display product, shall be fire proofed. No crepe paper is permitted.

**Special Carpentry:** Any special carpentry, gas, steam water or drainage connections shall be installed at the exhibitor's expense with prior approval of the Fair Authority.

**No Exclusives:** The fair will strive to maintain a balance of Vendors/Exhibitors; however, the fair reserves the right to refuse vendor applications with the same company or franchise name as an already registered exhibitor.

**Liability:** Vendors/Exhibitors shall indemnify and hold the Jefferson County Fair, Jefferson County and their respective officers, employees, agents, volunteers and subsidiaries and additional parties harmless from any and all claims, liabilities, or other damages of any nature whatsoever, including costs, and attorney's fees, relating to the performance of this agreement.

## **INSURANCE**

Vendors/Exhibitors are required to have a Certificate of Insurance showing a Comprehensive General Liability policy. The requirements must be valid during the Fair Dates and submitted with the signed contract. If you do not have insurance it is available for purchase through the Jeffco Fair Committee.

One million dollar liability Insurance coverage \$50 (if you do not hold your own insurance) . If you hold your own insurance:

Do you wish to purchase insurance: Yes \_\_\_ No \_\_\_

Please provide Certificate of Insurance with Certificate holder/Rider on the policy as:

Jefferson County Fairgrounds and Jeffco Fair, Inc.  
15200 W 6th Ave, Ste A, Golden, CO 80401-6589  
(must provide a copy to me no later than July 25th or an additional fee will be charged for insurance coverage).

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_

I HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS AS SET FORTH IN THE JEFFERSON COUNTY FAIR RULES AND REGULATIONS AGREEMENT.

Exhibitor's  
Signature/Date: \_\_\_\_\_