

EL PASO COUNTY



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ENVIRONMENTAL SERVICES ~ FLEET ~ PARKS ~ TRANSPORTATION

El Paso County
Fair & Events Center Complex
366 Tenth Street
Calhan, Colorado 80808

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www.elpasocountyfair.com

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July 24—31, 2010

Calhan, CO

www.elpasocountyfair.com

Welcome Commercial & Concession Vendors!

We are excited about our upcoming **105th Fair** in El Paso County and are glad you are considering being a part in **2010!** The tradition continues by celebrating our 4-H youth, and includes many fun and exciting attractions this year. The El Paso County Fair is a county-wide event that celebrates our history, culture and heritage. The Fair provides a variety of 4-H activities, local arts and crafts, traveling vendor opportunities, educational classes, local business outlets and something for the whole family.

Important Information

- Application deadline for a 5% Early Bird Discount is March 1, 2010. Application Fees can be made by credit card.
- **All** vendors will be required to pay a \$200.00 refundable security deposit. (see application)
- Applications must be post marked no later than April 30, 2010.
- Each vendor with a **completed** Vendor Packet on file by June 1st will be listed in our Fair Guide. Any additional marketing/ print advertising, space providing, will be at no additional cost to you.
- All final payments and documents are due no later than June 15, 2010 to prevent loss of deposit and/or booth space.
- Vendor Handbook and application will also be available on our web site at www.elpasocountyfair.com

Meet your Vendor Coordination Team: We are here to assist you in any way we can.

Monica Deines-Henderson

Fair Advisory Board Member – Vendor Director

Sherry Bilodeau

Fair Advisory Board Member – Assistant Director

Janice Brewer

El Paso County Fair Staff – Vendor Coordinator.

El Paso County Fair & Events Complex

366 10th Street

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Notes

Miscellaneous Information

DAILY SCHEDULES will be available every morning at the Information Booth

A FULL RANGE OF LIVE ENTERTAINMENT can be found daily throughout the Fairgrounds and in the Entertainment tent.

THE 3,400+ Seat GRANDSTAND ARENA will host Bull Riding, Rodeos, Car Racing, Demolition Derby and other exciting events. Some events are loud and dusty so please have appropriate equipment.

THE OWENS LIVESTOCK ARENA will be the site for the Junior Livestock Sale and other 4-H events throughout the 8-day Fair.

BANKING FACILITIES will be available at the Fair Office for **CHANGE ONLY**, no personal checks cashed. In addition, there will be an **ATM** unit located in the foyer of Swink Hall.

THEFT Our goal at the El Paso County Fair is to provide a safe place for everyone to enjoy. We encourage you to display your products in a safe manner. If you notice any missing or damaged items **REPORT THEM IMMEDIATELY TO THE SHERIFF'S OFFICE COMMAND CENTER LOCATED NEAR SOUTH ENTRANCE.**

INFORMATION BOOTH is available to provide information and assistance plus is the location to turn in or claim any lost and found items. Located at the Northeast corner of Owens Livestock Arena. Vendors are encouraged to submit short ads for announcers to read on our public address system. Submit these to the Vendor Committee for review.

Fair Dates

July 24 – 31, 2010

Exhibit / Concession Hours

All Vendors must be open for business according to the Vendor Schedule

Exceptions: All indoor and outdoor Food Concessionaires and Outdoor vendors may open earlier and choose to remain open as long as the Fairgrounds are open.

Office Hours and Location

8:00 am – 7:00 pm
(located inside Swink Hall)

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Booth Operation for Venders (cont)

8. The Vendor is responsible for all costs, for all labor, materials, equipment and supplies, and for any other items necessary for the performance of the contract.

9. The Fair reserves the right without limitations to restrict the use of lights, microphones, demonstrators, or giveaways which in the sole judgment of the Fair, detract from the overall appearance of the area, interfere with traffic flow, or block neighboring vendors. All sound devices such as radios, stereos, speakers, organs, and any other attention-getting devices must be controlled, so as not to interfere with other Vendors or mitigate the effectiveness of the Fair's information system. Sirens are prohibited in all areas.

10. Distribution of advertising novelties or other giveaways must be approved, in advance of the Vendor Committee. The Fair grants concessions for the privilege of selling novelties. In order to protect this privilege, Vendors are not permitted to giveaway, sell or promote items deemed by the Fair, in its sole discretion, to be novelties of a type which are usually sold from novelty stands.

11. Drawings-Participation for drawings must be free for those registering.

12. To maintain good relations with our Fairgoers, and to promote customer service, the Fair does not support or condone Vendors to have a **No Refund Policy**. Vendors are encouraged to set a reasonable/return/exchange policy for use during the Fair and to explain your refund policy to your patrons.

Products/Practices Not Allowed

Laser lights, silly string, shocking devices, and drug paraphernalia will not be allowed on the Fairgrounds.

No weapons of any kind are allowed on the fairgrounds at any time unless the vendor has a current concealed weapon permit.

Due to security risk, the sale of the following items **will not be allowed: swords, hunting knives, pocket knives, firearms or items resembling firearms, noisemakers, fireworks and smoke bombs.**

No tobacco products can be sold or distributed on the Fairgrounds. Merchandise referring to alcohol abuse, drug use, violence or that are sexually explicit or suggestive in nature are not permitted to be sold.

The El Paso County Fair recognizes that the Fair is a venue for the free exchange of ideas but reserves the right to regulate all activities, Sponsors, Vendors and Exhibitors on the Fairgrounds with regard to time, manner, and place in pursuance of its valid interest in maintaining peace, order, and protection of the general public.

The Fair reserves the right to prohibit or restrict any vendor or any part thereof which without limitation, in the sole judgment of the Fair, detracts from the character of the Fair of which may be objectionable or offensive to neighboring vendors or the public. In order to assure compliance by vendors, the Fair hereby reserves the right to enter any vendor location on the Fairgrounds for the purpose of inspection.

The Fair may forbid installation or request removal or discontinuance of any exhibit or promotion or goods sold, that, if continued, departs substantially from the design and description given advance approval. In the event of such subscriptions or evictions, the Fair is not liable for any refund or other expenses.

The Fair reserves the final and absolute right to interpret rules and regulations, and settle and determine all matters, questions or differences in regard to the Fair. The Fair reserves the right, and has the authority to terminate any vendor immediately and without advance notice, upon violation of any of the Fair's applicable rules or regulations.

The Fair reserves the right to remove any vendor, and exhibit from the Fairgrounds, should the Fair Management in agreement with the Fair Staff and/or Board feel the vendor is not keeping with the overall purpose and policies of the El Paso County Fair. Intoxication, use or possession of any controlled substance (unless medically documented), impolite, discourteous or obscene speech or conduct toward, or in the hearing range of the public is grounds for termination of contract at the sole discretion of the El Paso County Fair

Booth Operation for Vendors

1. **Complaints, comments, or suggestions** can be written on an El Paso County Fair Complaint Form available in the Fair Office. **To help resolve complaints, misunderstandings or problems between Vendors on the Fairgrounds**, the Vendor Committee is available for assistance. We ask that you first try to resolve your differences between yourselves. If a dispute persists, an appointment will be scheduled in the Fair Office for all parties to meet and resolve the difference.

2. All **indoor booths** and designated **outdoor booths must be properly manned during exhibit hours of operation**. At least one representative of the exhibit shall be in the space from opening until the posted closing time unless a 5-minute break is needed. Vendors with unmanned booths will be notified one (1) time as a courtesy reminder. Vendors who continue to unman their booth after the first notice shall be considered in breach of contract, and will automatically forfeit rights to return. The fair offers a limited number of unmanned static displays. Unmanned displays must post contact information, brochures or other materials these items need to be secured to minimize littering. Deposit **will** be forfeited if not cleaned.

3. Vendor **coolers and lunch supplies** must be brought in during established re-supply times as the general public is not allowed to bring these items onto the fairgrounds. No alcohol can be brought onto the Fairgrounds.

4. **An ice concession** will be in place on the Fairgrounds.

5. **All vendors are equal regardless of size, and should be given equal opportunity, within reason, to present their product or service to the public.** Walkways and streets cannot be blocked at any time.

6. **Vendors with demonstrations or sampling** must plan their display, so that those watching do not block aisles or interfere with neighboring exhibit areas.

7. **Vendors must confine all transactions to the space leased** and shall not display signs, placards, brochures, advertisements, or solicit prospective customers in any location on the Fairgrounds, except within the contracted space. Operating, selling, distributing handbills, posting advertising, hawking or conducting business within the aisles or anywhere outside of the Vendor' contracted space (including on buildings, trees, posts, parked vehicles) is prohibited. **Aggressive solicitation of Fair patrons walking by booth will not be tolerated.**

Vendor Application & Selection Process

Applying for Space

Every effort will be made to meet requests for specific sites, but such requests cannot be recognized as a condition for participation. No undertaking can be given with respect to exclusion of competitors. The Fair will attempt to honor all preferences for space to the best of our ability.

Vendor Applications must be postmarked no later than April 30th. Applications received after this will be considered as space remains available.

Vendors – All vendors from previous fairs and new vendors must apply for space if interested in participating at the El Paso County Fair.

The Vendor Handbook and Application will be mailed to all previous vendors on file by January 30th of each year. If you have not received an application by the end of February, please contact the Fair office at 719-520-7880.

All applicants will be required to include photos or a drawing of their display.

VENDORS MAY ONLY SELL THOSE ITEMS LISTED ON THEIR APPLICATION AND APPROVED IN ADVANCE BY THE VENDOR COORDINATION TEAM.

All applicants are given equal consideration based upon available space, and the applicant's ability to (1) set up an attractive and professional looking display, (2) offer a unique product of great quality, (3) conduct business in an ethical and professional manner, and (4) meet financial responsibilities and all contractual obligations.

Vendor Application Process (cont)

All Food Concessionaire must have a valid, current Colorado State Food License by opening day of fair. A copy of a current license or an application must be submitted with vendor application. Concessionaires must have their booth inspected & approved by the El Paso County Health Department before opening day of the Fair. The El Paso County Health Department will arrive unannounced and will ask to see copies of your Sales Tax License, Your State Food License, and your Event Permit. Please have all documents posted in your Food Concessionaire Booth. Please contact the El Paso County Health Department to make sure you have all that is required: (719) 578-3199.

Right of Refusal – In order to maintain product balance, and as a means of encouraging new products, it sometimes becomes necessary for the Fair to deny space requests when too many vendors wish to exhibit or sell the same or related products.

Final approval of vendors will depend on product type, quality and pricing, vendor staff cleanliness, appearance, public treatment and vendor history. All food vendors must display their menu to include prices for public at all times.

Acceptance of any application does not imply endorsement by the El Paso County Fair of the vendor's products or services.

Security / Sheriff / First Aid

El Paso County Sheriff's Office provides security during business/ operating hours and are located near the south entrance of fairgrounds. El Paso County Sheriff Dispatch (719) 390-5555.

Additionally, El Paso County Security Services personnel, Calhan Police and Fire and other local law enforcement agencies may be on the Fairgrounds.

All Fair Staff and Advisory Board Members as well as other volunteers will be available to any vendor. Please locate one of these individuals who will be wearing a blue Fair vest.

A list of emergency contact numbers as well as your Vendor Coordinator Team numbers will be given to each vendor when they check in at the Fairgrounds.

The First Aid Booth is located just north of the Grandstand Building and is open during daily Fair Hours.

Booth Appearance All Areas

1. The Vendor is responsible for the **appearance, maintenance, and attractive condition** of the exhibit space. You have only a few seconds to attract customers as they pass by your booth. Be creative in preparing your exhibit.
2. **The design of the exhibit space** should be unique and relate to the product exhibited. Showcases should be in good repair, and adequately lighted to highlight the product shown or exhibited. The vendor of the space shall provide all furnishings and equipment for the interior of the space. Lighting to highlight the overall exhibit is recommended. Exhibit construction shall be professional in appearance, and in good repair.
3. **Exhibit staff** should be neat, clean, and attentive to customers.
4. **All tables must be skirted or covered to the floor or ground** to adequately screen the underneath, rear and backside storage from public view. **Cardboard boxes will not be allowed as display platforms for merchandise unless covered..**
5. **Materials and decorations used** in booth construction are subject to inspection by the Vendor Committee and the local or County Fire Marshall.
6. **The Vendor will maintain all equipment, trailers, stands, booths, or displays in a neat and orderly fashion.** The Vendor thereof, shall keep the premises and every part in a clean and wholesome condition- free of any objectionable noises, odors, or nuisances. **If an item is not related to your space's theme or products and does not enhance the appearance of your space or is not for sale- it does not belong in the view of the public.**
7. **Each Vendor is responsible for cleaning his/her own exhibit area at the end of the day.** Vendors are requested to place all trash in the trash receptacles closest to their rented space. The night clean-up crew will dispose of it. Clean-up personnel will not enter the booth areas.
8. **All signage must be professional and proportioned** to the booth size. No signs outside the grounds are permitted. Signage/ banners cannot impede the view of other Vendors. **NO HANDMADE (LETTERED, WRITTEN, OR DRAWN) PAPER SIGNS ARE PERMITTED UNLESS APPROVED BY VENDOR COMMITTEE. White boards may be used.**

Booth Dimension & Regulations (cont.)

within their booth space must have prior approval from the Vendor Committee in agreement with Fair Staff and/or Board. **Absolutely no overnight camping allowed.**

Tents-Vendors will be required to provide their own tents. Tents should be made with a durable, fire resistant material. NO TARPS WILL BE ALLOWED AS A COVERING.

Walkways-The walkways around your area must be kept open. No products can be displayed on the walkways. Please remember the walkway is not part of the area you paid for. It is for our Fair-goers and patrons.

Booth Height-No outside space should exceed 15 feet in height unless approved by Vendor Coordination Team in agreement with Fair Staff and/or Board.

Indoor Booths

Booth Division/Dimension- All indoor Vendor booths are 10 feet deep, and will be sold by the foot on frontage length, with the exception of two booths that are about 5 feet frontage and 10 feet deep. **(Please note these dimensions are NOT typical booth sizes and will NOT fit a ten foot long table along the front.)**

Indoor Food Concessionaire booths are kitchens fitted with Refrigerator/Freezer, Sink, Griddle and prep counter. Inside Food Concessionaires are responsible for providing all other necessary cooking/baking equipment and cooking utensils.

Unless otherwise noted, all displays within the building shall not exceed eight (8) feet in height.

Displays in the forward five (5) feet of the booth space shall not exceed four (4) feet in height.

The Vendor Committee must approve any exception.

Draping-All the inside booths may be draped along the back wall to a height of 8 feet. Dividing lines may have a draping up to four (4) feet in height unless prior approval & location permits.

Exhibit Floors- Non-adhering Rugs, mats, linoleum, etc. are suggested coverings for the exhibit floors as long as they are contained within the booth dimensions associated with application.

Insurance Requirement

All Vendors must have proper copies of insurance on file prior to setting up for the El Paso County Fair. Colorado State Statutes require the following insurance coverage.

Comprehensive General Public Liability and Property Damage Insurance, including Personal Injury:

- **Bodily Injury: \$1,000,000 each occurrence.**
- **Property Damage: \$1,000,000 each occurrence.**
- **Aggregate Property Damage: \$1,000,000 and naming the "El Paso County Fair" and "El Paso County, Colorado" as additional insured.**
- **Insurance Certificates must cover the entire duration of the Fair.**

Haas & Wilkerson Insurance will provide general liability coverage for vendors at the El Paso County Fair under a master insurance policy. The Haas & Wilkerson Insurance offered to vendors meets the requirements of the El Paso County Fair.

Should you choose to participate in this insurance program, please complete the Insurance Form found in the center-fold of this Vendor Handbook or call our office to request a form.

Separate Payment must be made by Cashiers Check or Money Order and made payable to: **Haas & Wilkerson**. The costs associated with this insurance is located on the form. (Personal Checks are NOT accepted and will be returned.)

Mail your separate payment made out to Haas & Wilkerson and your insurance form to:

El Paso County Fair
366 10th Street
Calhan, CO 80808

Note: Payment for insurance cannot be combined with vendor fees since insurance payments are made to Haas & Wilkerson. Payments for vendor booths that include insurance fees will be returned and neither vendor nor insurance applications will not be considered complete until new payment has been made.

Set-up / Tear-Down Schedule

Set-Up Hours

The Fairgrounds will be open for vendor check-in and set-up the Thursday & Friday (**only**) before opening day from 7:00 am to 5:00 pm. (Unless prior arrangements are made). No security will be provided until opening day of the Fair; therefore vendors must secure their own booths in a manner they are comfortable.

Arrival

Upon arrival at the Fairgrounds for set-up, all vendors **MUST** report to the Fair Office in Swink Hall, to verify space location, get vendor information, camping, parking, and vendor passes.

Please do not attempt to locate your space until after you check-in and pick up your vendor packet. Should a vendor set up in the wrong space, the vendor agrees to move to the proper location at the vendor's own expense, and without protest! **Early arrivals will be charged a per day camping fee of \$20.00 and must be arranged in advance with the Fair office.**

Opening Day

All vendors must be set up and ready for business by **10:00 am** on opening day of the Fair. All vehicles must be removed from the Fairgrounds by 9:30 am or be subject to towing at the owners expense.

Show Hours / Hours of Operation

Saturday July 24	10am-10pm	Sunday July 25	10am-10pm
Monday July 26	12pm-8pm	Tuesday July 27	11am-8pm
Wednesday July 28	10 am-10pm	Thursday July 29	12pm-10pm
Friday July 20	10am-10pm	Saturday July 31	10am-10pm

Tear-Down Hours

All vendors must remain totally intact and operational until 10:00 pm the final night of the Fair. This may be extended based on attendance at the last event. No exceptions.

Vehicles will not be permitted on the Fairgrounds for load-out until after 10:00 pm or until Fair Management deems it safe. No security will be provided after the Fair ends on the final night; therefore vendors must secure their own booths in a manner they are comfortable.

All refuse/debris must be cleaned from your booth area and deposited in appropriate receptacles.

Early Tear-down may result in denial of future contracts

Vendor Compliance (cont.)

from any and all claims, liabilities, or other damages of any nature whatsoever, including costs and attorney's fees, in excess of, or not covered by, the insurance coverage provided under the terms of this agreement occasioned directly or indirectly by the Vendors operation of the premises. The El Paso County Fair Board, the Fair Staff, and volunteers shall not be responsible for personal injuries, accidents, damages, or losses sustained by Concessionaires, helpers, agents, visitors, vendors, or paid admission patrons on the Fairgrounds.

4. There will be no change, alteration, variation or deviation from the terms of this handbook or application unless made in writing and signed by all parties hereto. No verbal understanding or agreement, past, present, or future not incorporated herein shall be valid or binding on either party. It is further agreed that all representations regarding this handbook are contained herein and understood by the parties hereto.

5. All solicitations for either contributions or sales, and any distributions of literature must be made from within the confines of the rented booth space. No roving Vendor, solicitor, demonstrator, Political Party or candidate, or distribution acting from either a profit or non-profit organization or his own behalf shall be permitted on the Fairgrounds.

6. Violation of any portion of Vendor's contract shall be considered grounds for permanent ejection from the EL Paso County Fairgrounds, seizure of any offending equipment, game or prizes, and federal prosecution under any applicable state statute.

Booth Dimensions & Regulations

Outdoor Booths

Dimensions – All outdoor Vendor booths are 25 feet deep. And are sold by the foot on frontage length. See application for prices

Weather-Vendors located outdoors should make provisions to protect their display from sun, wind, inclement weather, flooding, and water trucks. It is suggested that you build your exhibit space up on raised floors, to avoid water damage should it rain.

Vehicles In Booth Space-Vehicles may be located with outdoor exhibit spaces, if an integral part of the exhibit and parked within the confines of the rented space. Vehicles must remain in place throughout the duration of the Fair and must not be moved. A vendor who wishes to keep a vehicle

Vendor Awards

We are so thankful for each and everyone of our Vendors. Many Vendors have years of experience traveling and participating in local and state Fairs and events.

We recognized our vendors by awarding ribbons for display in the winning booths. These are awarded at our Vendor Breakfast.

Inside Vendors

Best Use of Space, Most Decorative Display, Best Large Exhibit, Most Creative Booth, Most Professional Booth

Outside Vendors

Best Use of Space, Most Decorative Display, Best Large Exhibit, Most Creative Booth, Most Professional Booth

Food Concessionaires

Best Entrée, Best Finger Food, Best Exotic Food, Best Frozen Dessert, Best Unfrozen Dessert, Best All Around Food, Best Breakfast, Best Funnel Cake, Best Walk-Around Food

Vendor Compliance

1. **All Vendors will be required** to pay a \$200.00 security deposit payable by separate cashiers check or money order only. This is a refundable deposit providing your space is free of damage and all debris upon completion of fair. A joint inspection of booth will be conducted before occupying and release.
2. All Vendors shall comply with all federal, state and local laws and regulations, including but not limited to taxation, health, safety, labor, employment, and licensing.
3. All Vendors shall comply with all procedures and information set forth in this handbook and application, and to any additions or amendments that may be made. Signature and submittal of contract agreement whether mailed, faxed or electronically received will be deemed as vendor acceptance and agreement to all conditions, information and guidelines as set forth in this handbook.
4. Vendors shall indemnify, and hold harmless, El Paso County, Colorado, the El Paso County Fair, and their respective officers, employees, agents, volunteers, boards and subsidiaries as additional parties,

Vendor Passes

Vendors will be issued two (2) season passes based on the value of the commercial space rented. A season pass is good for one person entrance to the fair for all 8 days. A vendor may turn in the season pass for 8 daily passes.

Additional Passes for vendors and their employees, will be available for purchase at the season pass rate. Children 3 and under are admitted free at any time.

The Fair will not replace any lost or stolen passes.

These passes are for those who work at the Fair. Any attempt on the part of the vendor, their employees, agents or representatives to sell, exchange, or barter any privilege or admission passes issued by the Fair, will be sufficient cause for termination of the contract, and ejection from the Fairgrounds.

Any Vendor who has not picked up passes by close of office business hours on the first day of Fair will have to pay admission at the gate starting the second full day of the Fair. Once passes have been issued, it is the responsibility of the vendor to distribute them. *Vendors will not be admitted through the gate without a pass.*

Cancellations

In the event of cancellation by the vendor for any reason, monies paid shall be refunded only if the Fair is able to resell the booth space. If the Fair is unable to resell the booth space, then no monies shall be refunded. Cancellations **MUST** be received no later than thirty (30) days prior to the start of the Fair, or deposits may be forfeited. Refunds, if any, will be mailed within sixty (60) days after the end of the Fair. The Fair staff reserves the right to cancel any or all agreements with vendors.

All vendors must be set up and ready for business by 10:00 am on Saturday, July 24th. If a vendor has not moved in and completely set up by 10:00 a.m., all monies paid are forfeited by vendor. The Vendor Committee has the right to resell or donate space to another vendor. **No space will be held, or refund given, unless prior arrangements have been made with Vendor Committee and noted on application.**

Daily Fair Operations

Vendor Location

The Vendor Coordination Team in agreement with the Fair Staff and/or Board, reserves the right to locate, re-locate, or cancel any exhibit/display/concession that is not in the best interest of the Fair or El Paso County. Vendors shall not sublease booth spaces or portions thereof without prior written authorization from Vendor Committee, in agreement with the Fair Staff and/or Board. Two or more businesses, groups, or persons may not exhibit in a single space without prior written approval from Vendor Committee in agreement with Fair Staff and/or Board. **Vendors must stay within the rented booth dimensions associated with their application.**

Sound Devices

Vendors shall obtain permission from the Vendor Committee in agreement with the Fair Staff and/or Board for the use of all sound devices such as radios, speakers, stereo, and/or any other attention getting devices in its booth space. Such sound devices shall not interfere with the effectiveness of the grounds information system and announcements, any other displays, exhibit, or concession. The Vendor Committee reserves the right to revoke permission for the use of such sound devices at any time.

Servicing Booths

Re-supplying of Booths inside the Grandstand Building and Outside Food booths, will be available to the vendors from 8:30am-9:30am **ONLY**. All vehicles must be removed to designated parking areas no later than 9:30 am each day. Concessionaires with inside food booths may have earlier access for food prep and deliveries.

Indoor Exhibit/Concession Space & Aisles

No sign, partition, apparatus, equipment or furnishings may extend more than eight (8) feet above the floor in an exhibit space on the perimeter of the building or more than six (6) feet on the interior of the building. No pins or tacks are permitted in drapes, walls, posts, etc. No nails or screws shall be placed into the floor. Tape and other adhesive materials must be removed during tear-down. All aisles shall be kept clean of debris. The El Paso County Fair does not provide any equipment, including but not limited to tables, chairs or electrical cords.

U.S. Mail / UPS / FedEx

For your convenience, all regular outgoing mail can be taken to the Fair Office in Swink Hall. As a service to Vendors, the Fair Coordination Team will deliver mail to you daily. This will be done when convenient for staff.

NO ROOM IS AVAILABLE ON THE GROUND FOR VENDOR STORAGE OR SUPPLIES.

U.S. Mail-UPS -FedEx

Packages can be picked up daily Monday thru Friday from 1:00 pm to 4:00 pm at the Fair Office. All packages will be signed for by the Fair personnel and documented into a Delivery Logbook. Vendors will be required to sign the Delivery Logbook in order to receive their packages. (No COD packages will be accepted by the Fair unless prior arrangements have been in at the Fair Office.) Packages not picked up within three days will be returned. The Fair will not assume responsibility or liability for shipments.

Federal Express

Packages that need to go out via Federal Express can be brought to the Fair Office no later than 3:00 pm Monday – Friday. Vendors are responsible for contacting Federal Express and making arrangements for pickup. FedEx – 1-800-238-5355.

Photo Copy & Fax Center

There will be a photo copy and fax center located at the Fair Office located in Swink Hall. Hours for Photo Copies and Faxes are Monday – Friday 1:00 pm – 4:00 pm

- **Faxes-Incoming/outgoing** faxes are \$1.00 per page. Incoming fax number is (719) 520-7883. A Vendor Committee member will deliver incoming faxes generally mid-morning and mid-afternoon or as time allows. If a vendor is expecting a fax, prior notice is appreciated.

Black/White Copies- First page is free. \$0.25 per page thereafter

Driving on Fairgrounds (cont)

Driving on the Fairgrounds

Anyone driving onto the Fairgrounds must drive at a safe speed and must yield to pedestrian traffic. The speed limit on the Fairgrounds is 5MPH at all times. Should an accident happen that could be attributed to the Vendor, the Vendor's employees or their operation, that Vendor will be held liable.

ANY VEHICLE NOT REMOVED BY THE DESIGNATED TIME IS SUBJECT TO TOWING AT THE OWNERS EXPENSE. VIOLATION OF DELIVERY TIMES AND/OR FAILURE TO REMOVE VEHICLES FROM THE GROUNDS BY DESIGNATED TIMES MAY RESULT IN SUSPENSION OF PASS. EL PASO COUNTY AND FAIR ARE NOT RESPONSIBLE FOR DAMAGE CAUSED BY THE REQUIRED REMOVAL OF UNAUTHORIZED VEHICLES.

Golf Carts and Carriers

Use of golf carts or similar motorized vehicles are limited to Vendors who have contracted two or more locations, with prior approval of the Vendor Committee or Fair Board.

If a Vendor is allowed the privilege of using a golf cart, he or she will be given a set of rules to follow. If these rules are not followed, the privilege may be revoked without warning. Only a licensed driver shall operate the golf cart.

Camping

Camping for a fee is available on Fairgrounds.

Reservations for Fairgrounds camping must be made with application. Spaces are limited, so reservations will be processed on a first come-first served basis.

The fee for a dry site is \$ 50 for all eight days.

The fee for a site with electric is \$ 130 for all eight days.

No campers (living quarters) will be allowed in the commercial booth spaces. Early arrivals and late departures will be charged a per day camping fee.

Daily Fair Operations (cont.)

Alterations

All structures, work, or alterations shall be inspected and approved by the Vendor Committee in agreement with Fair Staff and/or Board. All construction materials used shall comply with existing fire codes and local 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.

Promotional Items

Promotional items may be used in an exhibit space; however, no food or alcoholic beverages may be given away without prior approval of the Vendor Coordination Team in agreement with Fair Staff and/or Board and El Paso County Health Department.

Conduct

The Vendor shall conduct the operation of the exhibit, display, or concession in a quiet and orderly manner at all times and shall keep the exhibit, display area neat, clean and free from rubbish. Each Vendor is responsible for the proper disposal of all waste products. All garbage and refuse must be secured in plastic bags before depositing in the trash containers located outside of the buildings.

Food Concessionaires. The 5' space immediately surrounding the booth must be kept clean by the user of the concession. Willful violation of these rules may result in loss of booth space and privileges. Violators may be expelled from the Fairgrounds. No refund of booth rental will be authorized under such circumstances.

Utilities

Electric

Each Vendor must furnish its own booth setup and electrical cords. All cords must be of approved type (UL), grounded, and rated higher than the electrical unit that is plugged into the cord. Electric provided by the Fair where available is 110, primarily 20 amps, limited 30 amps, some 220 is available and typically reserved for our food concessionaires. In the event of disruption in electrical or water service, the El Paso County Fair Board, the Vendor Coordination Team, and Fair Staff will not be held responsible for damage to any food, products or equipment. Due to limited electrical capacity, each Food Booth is limited to one appliance or display hook-up, respectively, in addition to those already in permanent service. No non-commercial appliances are permitted.

In the event a Food Concessionaire has more electrical use than what can be supported, it will be the responsibility of the Food Concessionaire to

Utilities (cont.)

seek alternate power sources (i.e. generators, with approval of the Vendor Committee/Fair Staff).

Electrical Fees

Each Vendor using electric is required to pay for their usage. If you choose a booth that has electricity, the electrical fee is included in the booth price. All rates are on the Application Form located in the center-fold of this Handbook.

Electrical Inspection

For the health, safety, and welfare of those who participate in and attend the El Paso County Fair ALL exhibits will be inspected by an El Paso County Electrician or other licensed electrician prior to the opening of the first day of the Fair.

- No alterations to electrical cords or placement can be made without prior approval and inspection.
- All equipment, regardless of source of power, must comply with all national, state, and local safety codes.
- All cords used to connect to a power source shall be three (3) wire grounded UL approved type cord of appropriate gauge.
- Cords shall be plugged DIRECTLY into approved receptacle.
- Do not overload extension cords, or use octopus fixtures, which enable things to be run from a single outlet.
- Do not repair damaged cords with tape. REPLACE THEM!
- All cords over an indoor pedestrian walkway or aisle must be at least eight (8) feet above the floor. Outdoor cords must not create a hazard to the public
- All splices must be protected, and not touching the ground.
- All extension cords, light strings, and temporary wiring must be UL approved for indoor or outdoor use.
- Prior approval from the Vendor Committee and proper cord protectors are necessary before cords may cross a public traffic area on the grounds.
- Wiring directly to any Fairground circuit is not allowed.

The Fair shall not be responsible for any equipment damage or loss of business due to outages or power surges.

Water

Most exhibit areas do not have ready access to water. Vendors requiring occasional use of water must provide their own hoses and buckets etc. and shall not allow water to overflow, leak, or drain on the ground or floor. The Vendor Committee/Fair Staff reserves the right to disconnect defective or damaged hoses. **All devices connected to fairgrounds water supply will utilize a backflow prevention device.**

Utilities (cont.)

Grey Water

The unauthorized dumping of grey water may result in revocation of business privileges. Limited grey water collection points are available. All collection containers must be covered. A grey water disposal fee is included in the application.

Sewer

No sewer facilities are available in any commercial exhibit area. Use of sinks, toilets, and other facilities not fully self-contained are strictly prohibited.

Gas

Vendors requiring gas must provide their own system. **Absolutely no flammable liquids are allowed in any exhibit building.**

Sales Tax Collection and Submittal

All Vendors are responsible for the proper collection and submittal of sales tax to the State of Colorado and El Paso County. All Vendors must submit tax identification numbers with application. A copy of your Colorado State Sales Tax License is also required with application packet.

All product sales at the Fair are subject to Colorado State and El Paso County sales taxes. Vendors making sales to the public must be properly licensed, and remit the following percentages.

State of Colorado – 2.9%

El Paso County – 2%

If you should have any questions or need a sales tax license, please call Colorado State Department of Revenue (719) 594-8706.

Parking / Driving on Fairgrounds

Parking Permits

Each Vendor shall receive one (1) vehicle pass with the booth number and business name on it to permit entry to the Fairgrounds for deliveries. Additional vehicle passes will be at a \$25.00 charge each.

Vendors who have a current vehicle handicap sticker or license plate may request one (1) Handicap Parking Permit in lieu of regular parking. This parking is available in the North Parking Lot.

Vendors may drive on the Fairgrounds for restocking during the following times ONLY 8:30 am-9:30am. When leaving the Fairgrounds to park your vehicle, **remember** to get your hand stamped for re-entry. Supplies for Concessions must be delivered PRIOR TO 9:30 or be assisted during fair hours by a Vendor Committee member/Fair Staff or Board Member.

VENDOR APPLICATION
EL PASO COUNTY FAIR
VENDOR / EXHIBITOR BOOTH RENTAL
July 24—31, 2010



(Please Type or Print)
 BUSINESS NAME _____ DATE _____

MAILING ADDRESS _____ CITY, STATE ZIP _____

CONTACT PERSON _____ TELEPHONE _____

FAX _____ ALTERNATE PHONE NUMBER _____

COMPANY INFORMATION: (Please select one) Sole Proprietor Partnership Corporation Non-Profit

FEDERAL ID # and/or COLORADO STATE TAX ID # _____

Does any employee of El Paso County/member of the Fair Advisory Board have a financial interest in your company?
 Yes No

IF YES, Name and Relationship _____

DETAILED DESCRIPTION OF ITEM(S) / PRODUCTS(S) / FOOD(S) TO BE SOLD: Use a separate sheet of paper if necessary. Food Concessionaires must attach a menu. Please make sure it is complete. Vendors may only sell those items listed or attached to their application. Include Brand Names if applicable.

Please indicate any special needs you may have _____

Electrical service is available in select areas. Do you require electrical service for booth space? Yes No

If yes, do you need 110 220 AND Do you need 20amp 30 amp 50 amp (Spaces with electric include 1-20 amp outlet. Additional outlets are based on availability only) (Contact fair office for additional information)

Will you require a camping space? Yes No Does your camper require electricity? Yes No (Electrical for camping primarily 20 amp with limited 30 amps) **Camping fee is \$130.00 for 10 days. Refer to vendor handbook for further information on set up hours. Early arrivals for camping must make prior arrangements with the Fair Office.**

PLEASE NOTE: Final approval of vendors will depend on product type, quality and pricing, vendor staff cleanliness, appearance, public treatment and vendor history. Spaces will be assigned and confirmed no later than the 15th of July for all completed application packets received.

EARLY BIRD RESERVATION: A 5% discount will be given to all vendors if payment in full is received with completed application packets (including required documents) no later than March 1, 2010.

BOOTH SPACES & FEES

Please mark to indicate which booth space you prefer

FOOD BOOTHS

- | | | |
|--------------------------|--|-----------------|
| <input type="checkbox"/> | F-01 OUTSIDE FOOD BOOTH SPACE (20' X 25') | \$1,575 / space |
| <input type="checkbox"/> | F-02 INSIDE FOOD BOOTH SPACE (Kitchen) | \$3,250 / space |
| <input type="checkbox"/> | F-03 NOVELTY FOOD ITEM BOOTH SPACE (10' X 20') | \$ 750 / space |

A 50% application fee must be included with application and will be returned if not selected.

COMMERCIAL BOOTHS

- | | | |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | C-01 OUTSIDE BOOTH SPACE w/out electric (25' DEEP) | \$10.00/FT FRONTAGE |
| <input type="checkbox"/> | C-01 OUTSIDE NON-MANNED SPACE w/out electric (25'DEEP) | \$10.00/FT FRONTAGE |
| <input type="checkbox"/> | C-01 OUTSIDE BOOTH SPACE with electric (25'DEEP) | \$12.75/FT FRONTAGE ** |
| <input type="checkbox"/> | C-01 OUTSIDE NON-MANNED SPACE with electric (25' DEEP) | \$12.75/FT FRONTAGE ** |
| <input type="checkbox"/> | C-02 INSIDE BOOTH SPACE (8' DEEP X 10' FRONT) | \$340.00 / SPACE |

All outside booth spaces are sold by the foot on your frontage measurement. A minimum of 10' frontage sold
A 50% application fee must be included with application and will be returned if not selected.

PLEASE SEE PAGES 17-21 IN VENDOR HANDBOOK FOR MORE BOOTH INFORMATION.

**RENTAL INCLUDES 1 - 20 AMP OUTLET. ADDITIONAL OUTLETS BASED ON AVAILABILITY.

ALL VENDORS MUST SUBMIT A \$200.00 SECURITY/CLEAN UP DEPOSIT (SEPARATE CASHIERS CHECK, CASH OR MONEY ORDER ONLY)

MAKE CHECK PAYABLE TO: THE EL PASO COUNTY FAIR

- SUBMIT:**
1. Completed and Signed Application
 2. Payments-deposits and fees -Make checks payable to: The El Paso County Fair
 3. Proof of Insurance
 4. Photo of your booth or exhibit is required with this application if you are a new Exhibitor.
 5. Copy of Colorado Sales Tax License.
 6. Copy of Current Colorado State Food License if Food Concessionaire.
 7. Copy of Current Colorado State Food Event Permit if Food Concessionaire

MAIL APPLICATION, PAYMENTS & DOCUMENTS TO:

EL PASO COUNTY FAIR; 366 10TH STREET; CALHAN, CO 80808

All APPLICATIONS, REQUIRED DOCUMENTS AND FEES ARE DUE NO LATER THAN APRIL 30TH. APPLICATIONS RECEIVED AFTER APRIL 30TH WILL BE ASSIGNED ON A SPACE AVAILABLE BASIS ONLY. All final payments and documents are due no later than June 15, 2010. **Application packets that are not complete by the deadline may result in forfeiture of booth space and any deposits monies paid. In the case of cancellation or no show, monies paid will only be refunded if the Fair is able to re-sell that space.**

FOR QUESTIONS OR INFORMATION, PLEASE CONTACT: Fair Office at: 719 520-7880 or Fax at 719 520-7883 or e-mail to events@elpasoco.com

****BY SIGNING THIS APPLICATION FORM, I ACKNOWLEDGE I HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS AS SET FORTH IN THE EL PASO COUNTY VENDOR HANDBOOK AND THIS APPLICATION.****

Concessionaire/Exhibitor Signature

Printed Name

Name of additional contact person

Business phone number of additional contact person

Pmt. \$ _____	Date Pmt. Rec'd _____	Internal Use Only
Booth # _____	Insurance Rec'd _____	Camping Sp # _____ Amt: \$ _____ Date _____

**2010 El Paso County Fair
HAAS & WILKERSON
INSURANCE REQUEST FORM**

Insurance requirements for:

List products, food sold or service provided:

Contracted Name of Exhibit/Concession _____

Name of Owner _____

Address _____

City, State, Zip _____

Telephone Number _____

Haas & Wilkerson Insurance will provide General Liability coverage for licensees in the El Paso County Fair under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 aggregate & products liability limit. Product liability is also provided. **LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED. PLEASE CALL OUR OFFICES IF YOU NEED LIQUOR LIABILITY.** General Liability coverage provided conforms with the requirements of the contractual agreement with El Paso County Fair. ***This insurance is excess over any other valid and collectible insurance.***

Should you choose to participate in this voluntary insurance program please complete this form and mail it promptly with a **CASHIERS CHECK OR MONEY ORDER PAYABLE TO HAAS & WILKERSON INSURANCE** with the appropriate premium:

Haas & Wilkerson Insurance
PO Box 2946
Shawnee Mission, KS 66201-1345
P: 913-676-9240
F: 913-749-4740
Email: sarah.west@hwins.com

PERSONAL OR BUSINESS CHECKS ARE UNACCEPTABLE AND WILL BE RETURNED and CREDIT CARDS CANNOT BE ACCEPTED

LICENSEES INSURANCE PROGRAM:

General Liability coverage will be provided for the period of the Fair only, July 24-31, 2010, to include set-up and tear-down.

PREMIUM COMPUTATION:

- | | |
|---|-----------------|
| a. \$70.00 first booth, location or stand | \$ <u>70.00</u> |
| b. \$50.00 each additional booth, location or stand | \$ _____ |
| c. \$150.00 Face & Body Painters | \$ _____ |
| d. \$85.00 Each Game Booth | \$ _____ |
| Total due Haas & Wilkerson Insurance | \$ _____ |

NOT ACCEPTABLE FOR ENDORSEMENT ON THIS POLICY: Permanent Tattoos, **Henna Tattoos**, Body Piercing & Massages; Concerts/Promoters/Performers; Playground Equipment; Wheelchair/Stroller Rentals, **Medical/Dental Services/Screening/Testing**; Climbing Walls; Sales of Tobacco Products, **Herbal Supplements**, Autos or Auto Parts; Rodeo Events; Motorsports Events; Ice/Roller Skating; Child Care; Gun Shows; Haunted Houses; Mazes; Inflatable Amusements (includes Moonwalks, Bounces & Pillows); & Amusement Rides/Devices (includes Gyroscopes & Spaceballs) **Weight Loss/Stop Smoking Patches/Pills.**

CALL OUR OFFICE REGARDING: Pony Rides; Petting Zoos; Animals; Organ Grinders; Dunking Booths; Golf Carts/Scooters, Parade Units, Entertainers which includes artists, cartoon characters, clowns, choirs, magicians, and mimes, **Sale of Pets/Rodents.**

Please issue coverage in accordance with this program.

Signature _____
RRM/El Paso Cty/Forms/ Ins App

Date _____