

Jeffco Fair, Inc.

Jefferson County, Golden, Colorado

DATE: _____
 Name of Business: _____ Contact Name: _____

Mailing Street Address: _____

City, State, Zip Code: _____

Bus. Ph. #: _____ Cell Ph. #: _____ (On-Site Contact on Fair weekend)

Fax Number: _____

Email Address: _____

Web site URL: http://_____

# of 10' x 10' Spaces Wanted	Cost per Space	
	\$100	I was a 2010 Jeffco Fair Vendor (PAID BEFORE MAY 31, 2011)
	\$125	I am a new vendor for the 2011 Jeffco Fair (PAID BEFORE MAY 31, 2011)
	\$175	ALL VENDORS THAT REGISTER/PAY JUNE 1, 2011 OR LATER
	\$75	Non-Profit organization selling product, food/beverage, and/or membership for fundraising purposes only. (PAID BEFORE MAY 31, 2011)
	\$25	Information only -- my booth is a non-profit organization, non-political, AND will not be selling any product, membership, or food/beverage for any reason. <i>Upon prior approval by Vendor Coordinator only.</i> (PAID BEFORE MAY 31, 2011)

\$25	Electricity Hook-up--vendor must supply at least 100' extension cord Appliances to be run off of electrical hook-up:
------	---

1. _____
2. _____
3. _____

Products; list each item group that you plan on offering (i.e. burritos, clothing, etc.)

_____	_____
_____	_____
_____	_____

* **Food/Drink Vendors/Exhibitors** must submit full menus w/prices. Items not listed may not be approved.
 * **Food/Drink Vendors/Exhibitors** must have proper Certificate of Approval for a Temporary Food Service Establishment with the JEFFERSON COUNTY PUBLIC HEALTH department OR current Colorado Retail Food Establishment License for "Multiple Events". **Jefferson County Public Health phone number is 303-271-5700.**

Make checks payable to: Jeffco Fair, Inc

Mail application and payment to: *Sherie Wren, Attn: Jeffco Fair Vendor;*
8023 South Everett Court; Littleton, CO 80128.

Jeffco Fair, Inc.

Jefferson County, Golden, Colorado

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 \$25 (If you do not hold your own insurance)

Do you wish to purchase insurance: Yes : No (circle one)

If you hold your own insurance: Please Provide Certificate of Insurance

Company Name: _____

Contact Name/ phone number: _____

Policy Number: _____

RULES AND REGULATIONS AGREEMENT

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.

Access: 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 that it determines is not in the best interest 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.

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.

Jeffco Fair, Inc.

Jefferson County, Golden, Colorado

RULES AND REGULATIONS AGREEMENT (con't)

Set-Up:

- Vendors/Exhibitors will be allowed access to the vendor area for set-up **NO EARLIER THAN NOON**, 12pm, Friday, August 12, 2011. 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 5:00 p.m. opening day of the Fair, August 12, 2011. If exhibitor has not moved in 5:00 p.m. opening day at the Fair, then space and vendor fee shall be forfeited.
- 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, August 12, 2011.** 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.

Access:

- **Hours of operation:**
 - Friday, August 12, 2011 5:00 p.m.-10:00 p.m.
 - Saturday, August 13, 2011; 10:00 a.m.-10:00 p.m.,
 - Sunday, August 14, 2011 ; 10:00a.m.-6:00p.m..
 - The Exhibit Building will remain closed until 1 hour prior to opening each day; under no circumstance will the building be opened early.
 - **Booths must be properly manned at all times during the designated opening hours.** 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 9:30 a.m. Saturday/Sunday.

Tear-Down

- Tear-down shall start no earlier than 6pm Sunday, August 14, 2011 when the Fair closes. Exhibitor vehicles will be allowed into the area **NO EARLIER THAN 6:30pm** on Sunday to allow for attendees to clear the area.
- All exhibitor materials, including tent/canopy, must be removed by 10:00pm. Jefferson County Fair and Jefferson County Fairgrounds shall not be responsible for items left after 10:00pm, August 14, 2011.
- 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.

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.

Jeffco Fair, Inc.

Jefferson County, Golden, Colorado

RULES AND REGULATIONS AGREEMENT (con't)

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.

No Exclusives: The fair will strive to maintain a balance of Vendors/Exhibitors, the fair will not grant exclusive product sales to any vendor, however, the fair reserves the right to refuse vendor applications with the same company or franchise name as an already registered exhibitor.

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.

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.

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.

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.

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