

# 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	<b>No Vendor registrations will be accepted after July 27, 2012!</b>
	\$165	EALYBIRD: I am a food/beverage vendor <b>(PAID BEFORE May 1, 2012)</b>
	\$125	EARLYBIRD: I am a product/retail vendor <b>(PAID BEFORE MAY 1, 2012)</b>
	\$200	<b>ALL VENDORS THAT REGISTER/PAY MAY 1, 2012 OR LATER</b>
	\$75	<b>Non-Profit organization</b> selling product, food/beverage, and/or membership for fundraising purposes only. <b>(PAID BEFORE MAY 31, 2012)</b>
	\$25	<b>Information only</b> -- 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> <b>(PAID BEFORE MAY 31, 2012)</b>

\$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 \$50 (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**

### **Exclusive Pouring Rights: Only Pepsi brand beverages will be permitted to be sold 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*) or may be purchased from a retail store for resale. Pepsi beverage products include: Pepsi, Diet Pepsi, Pepsi Max, Pepsi Wild Cherry, Mountain Dew, Mug Root Beer, Dr Pepper, Orange Crush, 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.

**Exclusivity of Food Items:** No vendor except Crabtree Amusements will be permitted to sell or use for promotion the following food items: *Cotton Candy, Funnel Cakes, Carmel/Candied Apples.*

**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.

# Jeffco Fair, Inc.

**Jefferson County, Golden, Colorado**

## **RULES AND REGULATIONS AGREEMENT (con't)**

**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.

### **Set-Up:**

- Vendors/Exhibitors will be allowed access to the vendor area for set-up **NO EARLIER THAN NOON**, 12pm, Friday, August 10, 2012. 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 10, 2012. 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 10, 2012.** 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 10, 2012 5:00 p.m.-10:00 p.m.
  - Saturday, August 11, 2012; 10:00 a.m.-10:00 p.m.,
  - Sunday, August 12, 2012 ; 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 12, 2012 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 12, 2012.
- 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.

# Jeffco Fair, Inc.

**Jefferson County, Golden, Colorado**

## **RULES AND REGULATIONS AGREEMENT (con't)**

### **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.

**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, 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