



**Garfield County Fair August 5<sup>th</sup>- 8<sup>th</sup>, 2009**  
1001 Railroad Ave Rifle, Colorado 81650  
(970) 625-2514

### Commercial Vendor Application

Company Name: \_\_\_\_\_  
Contact Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Sales Tax License #: \_\_\_\_\_  
10' x 10" Booth (full week) \$100.00  
Electrical Requirements: \_\_\_\_\_ (Portable generators are allowed.)  
Do you need an RV Space? \_\_\_\_\_ yes \_\_\_\_\_no. Fee is \$20.00 per night.

Set up and move in day for vendors is at 9:00am on Tuesday, August 4<sup>th</sup>, 2009.  
You will need to be operational by 10:00 am Wednesday August 5<sup>th</sup>, 2009.

Hours of operation for the Garfield County Fair are:

August 5<sup>th</sup> 10:00 am- 10:00 pm  
August 6<sup>th</sup> 10:00 am- 10:00 pm  
August 7<sup>th</sup> 10:00 am- 11:00 pm  
August 8<sup>th</sup> 10:00 am- 11:00 pm

PRODUCT: Every item you would like to sell must be listed and include the prices.

PRODUCT(S) Attach an additional page if needed PRICES

x \_\_\_\_\_

Applicant's Signature

Your completed application form, with your signature, will confirm to us that you have read and understand all rules and regulations concerning commercial vendors at the 2009 Garfield County Fair. This will eliminate any questions concerning licenses, parking, electrical needs, etc...

Do you need handicapped parking? Yes \_\_\_\_\_ No \_\_\_\_\_

Former Exhibitor? Yes \_\_\_\_\_ No \_\_\_\_\_ When: \_\_\_\_\_

***Attach a photo or sketch of your booth exactly as it will appear at this fair.***



## Garfield County Fair August 5<sup>th</sup>-8<sup>th</sup>, 2009

1001 Railroad Ave Rifle, Colorado 81650

(970) 989-0702

### Food Vendor Application

Company

Name: \_\_\_\_\_

Contact

Name (s): \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell

phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Sales Tax License #: \_\_\_\_\_ Food Service License

#: \_\_\_\_\_

**\$250.00 for a 10' x10' space**

Electrical Requirements: \_\_\_\_\_ (Portable generators are allowed.)

Do you need an RV Space? yes \_\_\_no\_\_\_ Cost is \$20.00 per night.

Set up and move in day for vendors is at 9:00am on Tuesday, August 4<sup>th</sup>, 2009.

You will need to be operational by 11:00am on Wednesday, August 5<sup>th</sup>, 2009.

Hours of operation for the Garfield County Fair are:

August 5 Wednesday 11:00am-10:00pm

August 6 Thursday 11:00am-10:00pm

August 7 Friday 11:00am-10:00pm

August 8 Saturday 11:00am-11:00pm

**PRODUCT:** Every item you would like to sell must be listed and must include the prices.

**Please include ounce sizes on beverages.**

**PRODUCTS** (*Attach an additional page or menu if needed*) **PRICE**

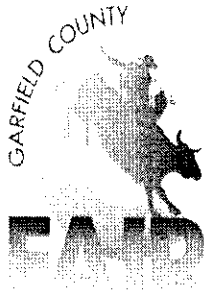
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Applicant' s Signature

Your completed application form, with your signature, will confirm to us that you have read and understand all rules and regulations concerning food vendors at the 2009 Garfield County Fair. This will eliminate any questions concerning permits, licenses, parking, electrical needs, etc..

Do you need handicapped parking? Yes No Former Vendor? Yes\_\_\_ No\_\_ When: \_\_\_\_\_

***Attach a photo or sketch of your booth exactly as it will appear at the fair.***



## Garfield County Fair August 5<sup>th</sup>-8<sup>th</sup>, 2009

1001 Railroad Ave Rifle, Colorado, 81650

(970) 989-0702

### Beverage Only Concession Application

Company

Name: \_\_\_\_\_

Contact

Name(s): \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address : \_\_\_\_\_

Sales Tax License #: \_\_\_\_\_ Food Service License

#: \_\_\_\_\_

**10' x 10' Booth Space \$150.00**

Electrical requirements \_\_\_\_\_ (Portable generators are allowed.)

Do you need an RV Spot? yes \_\_\_no\_\_\_ Cost per night is \$20.00

Set up and move in day for vendors is at 9:00am on Tuesday, August 4<sup>th</sup>, 2009.

You will need to be operational by 11:00am on Wednesday, August 5<sup>th</sup>, 2009.

Hours of operation for the Garfield County Fair are:

August 5<sup>th</sup> Wednesday 11:00am-10:00pm

August 6<sup>th</sup> Thursday 11:00am-10:00pm

August 7<sup>th</sup> Friday 11:00am-10:00pm

August 8<sup>th</sup> Saturday 11:00am-11:00pm

List every beverage you would like to sell and include the prices.  
Please include ounce sizes on beverages.

BEVERAGES (*Attach an additional beverage page or menu if needed*) **PRICE**

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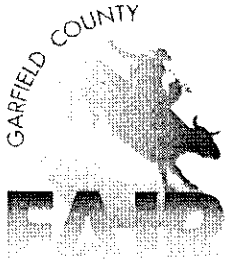
Applicant' s Signature

Your completed application form, with your signature, will confirm to us that you have read and understand all rules and regulations concerning food and beverage vendors at the 2009 Garfield County Fair. This will eliminate any questions concerning licenses, parking, electrical needs, etc..

Do you need handicapped parking? Yes\_\_\_ No\_\_\_\_\_

Former Vendor? Yes\_\_\_ No\_\_\_ When:\_\_\_\_\_

***Attach a photo or sketch of your booth exactly as it will appear at the fair.***



# Garfield County Fair August 5<sup>th</sup>-8<sup>th</sup>, 2009

1001 Railroad Ave Rifle, Colorado 81650  
(970) 625-2514

## Non-profit/Information Booth Vendor Application

Agency Name: \_\_\_\_\_  
Contact Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**10' x 10' \$100.00**

**Electrical Requirements (if applicable)** \_\_\_\_\_

**You must provide your own tent.**

Please describe the proposed activity in the space.

(Handouts, hands on activity, information, displays, recruitment, etc).

x \_\_\_\_\_

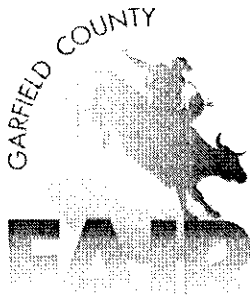
Applicant's Signature

Your completed application form, with your signature, will confirm to us that you have read and understand all rules and regulations concerning commercial vendors at the 2009 Garfield County Fair.

This will eliminate any questions concerning parking, electrical needs, etc.

Do you need handicapped parking? Yes \_\_\_\_\_ No \_\_\_\_\_

*Attach a photo or sketch of your booth as you expect it will appear at this fair.*



**The 2009 Garfield County Fair**  
**August 5<sup>th</sup>– 8<sup>th</sup>, 2009**  
**“Where Town & Country Meet”**

**VENDOR PACKET**

The mission of the Fair is to provide a Garfield County Fair that embraces all ages, cultures, and entities while promoting a spirit of community, family values and an educational emphasis on our western heritage.

Enclosed you will find our 2009 Vendor Application, rules and regulations, general information. Please complete the application, include your fees and make sure your photo is included.

All applications will be reviewed and accepted or denied by the Fair Concession Committee.

The Committee will review each application individually and more than one vendor with the same type of product may be allowed.

If your application is not approved your fees will be returned in full.

Spaces are assigned based upon electrical needs, historical participation and early registration. The Garfield County Fair Concession Committee will attempt to honor any requested booth space number, although the final location of any vendor remains the decision of the Garfield County Concession Committee. You are required to supply all of your own equipment, product, signage, tables, chairs and canopies.

All assigned vendor spaces are final and cannot be changed.

**VENDOR FEES:**

Food Vendor- \$250.00 10' x10' space

Beverage Only- \$150.00 10' x10' space

Commercial Vendor- \$100.00 10' x10' space

Non-profit/Information- \$100.00 10' x10' space

Set up for vendors starts at 9:00 a.m. on Tuesday, August, 4th, 2009

You will need to be operational by 10:00 a.m. on Wednesday, August 5<sup>th</sup>, 2009

**\*\* Dates and hours of operation for the 2009 Fair are:**

August 5<sup>th</sup> Wednesday 10:00 am-10:00 pm

August 6<sup>th</sup> Thursday 10:00 am -10:00 pm

August 7<sup>th</sup> Friday 10:00 am- 11:00 pm

August 8<sup>th</sup> Saturday 10:00 am - 11:00 pm

**QUESTIONS?**

Jackie Murr, Garfield County Fair Board 970 989-0702

Garfield County Fair

1001 Railroad Ave Rifle, Colorado 81560

## **2009 Garfield COUNTY FAIR RULES AND REGULATIONS FOR VENDORS**

· All vendors should be open for business on Wednesday, August 5th @ 10:00 a.m. All vendors must

Remain open and operational until the conclusion of the fair on Saturday, August 8th, 2009.

· All vendors will remain within their rented area. If you are soliciting outside your designated area you will be asked to leave/no refund.

· There will be no excessive noise/music that interferes with neighboring vendor's ability to conduct business in a professional and pleasing manner.

· The law enforcement authorities will enforce the regulations at our request with possible consequences for violations being the closure of the booth and or removal from the fairgrounds, with no refund.

· Please remember that we will not accept products that refer to alcohol abuse, drug use, violence or that are sexually explicit or suggestive in nature. This also extends to booth decoration and personal attire worn by vendor staff.

### **Contracts/Payments:**

Approved vendors will receive a License Agreement to be a vendor from the Garfield County Fair Board. If your application is not approved your fees will be returned in full. Garfield County Fair Board reserves the right to deny rental of a commercial booth space. Previous participation in the Fair does not guarantee a vendor priority treatment.

Your completed application form, with your signature, will confirm to us that you have read and understand all rules and regulations concerning commercial vendors at the 2009 Garfield County Fair. There will be a charge of \$50.00 on each returned checks.

### **Insurance Requirements & Indemnification:**

Liability insurance is required for all commercial vendors at the Garfield County Fair. It is the responsibility of the vendor to obtain, at its own cost and expense, said insurance(s) necessary.

Garfield County Fair's general requirements are listed below.

*\$1,000,000.00*

· *Commercial General Liability Minimum coverage*

Coverage as a combined single limit per occurrence for bodily injury, personal injury and property damage.

· *Automobile Liability \$1,000,000.00*

Required for all commercial vehicles utilized by the Vendor in the production of the fair.

Automobile Liability that is required is generally \$1,000,000.00 per accident for bodily injury and property damage.

· *Workers Compensation Insurance* is required within the scope and limits set as required by the laws of the State of Colorado.

. State and City Sales Tax- All Vendors must have proper licenses, permits and sales tax licenses. Garfield County is not responsible, in any way, for the enforcement of State tax laws.

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**An original Certificate of insurance demonstrating proof of general liability/automobile coverage**

**and workers compensation must be sent directly from your insurance carrier to Garfield County Fairgrounds, 1001 Railroad Ave Rifle, Colorado 81650.**

Certificates need to be received by 7/17/09.

**Indemnification:**

The Vendor shall indemnify and hold harmless Garfield County and its elected and appointed officials, officers, employees and agents from and against any and all losses, damages, liabilities, claims, suits, or actions made or asserted for any damages to person or property arising out of or in any way connected with: 1) Vendor' s participation in the County Fair, and/or 2) Vendor' s use of Garfield County property. The Vendor' s obligation to indemnify pursuant to this paragraph shall survive the termination of this Agreement.

**Assign ability or Subcontracting:** Any assignment, transfer or subcontracting of this Agreement is prohibited, unless written consent is obtained from Garfield County Fair Board.

**COMMERCIAL VENDORS - PLEASE READ**

All products for which you apply may not be approved. Only the products listed on your License Agreement, are authorized to be sold. Any changes or additions must be approved in writing by the Garfield County Fair Vendor Committee.

**AMUSEMENT SPACE VENDORS - PLEASE READ**

All amusement vendors need to provide a total foot print measurements needed for operation. All vendors are required to carry the minimum commercial general liability insurance as stated under the insurance category of the rules and regulations.

**NONPROFIT**

**SPACE VENDORS - PLEASE READ**

Vendors need to provide a copy of a valid state tax-exempt certificate.

The required endorsement is: Garfield County, its officers, officials, employees and volunteers are ADDITIONAL INSURED' S, as respects liability. The certificate holder shall be listed as: Garfield County Fair.

**FOOD & BEVERAGE CONCESSIONS VENDORS - PLEASE READ**

. If you have Colorado Retail Food License please submit the following documents to the Garfield County Fair Grounds Office:

1. A completed and signed vendor application.
2. A copy of your 2009 Colorado Retail Food Establishment License.
3. A photo of booth or exhibit (photo will not be returned).
4. A Complete list of items to be sold, including a price list.

5. Check or money order for the vendor space fee.  
Checks should be made payable to the Garfield County Fair.
6. Original Certificate of Insurance and copies of other required licenses and documents  
By July 17, 2009

#### **QUESTIONS?**

Jackie Murr, Garfield County Fair Board  
Garfield County Fair  
1001 Railroad Ave  
Rifle, Colorado 81650

Phone: 970 989-0702

[www.garfieldcountyfair.com](http://www.garfieldcountyfair.com)

## **GENERAL INFORMATION FOR 2009 GARFIELD COUNTY FAIR VENDORS**

### **ARRIVAL**

*Tuesday, August 4<sup>th</sup>, 2009*, starting at 9:00 am at the Garfield County Fairgrounds. Come to the Fair office upon arrival to check in and get your assigned location and vendor packet. Please call the office if you need directions or have unique setup requirements. (970) 625-2514

### **ADVERTISING**

The Garfield County Fair web site will feature a full list of all participating vendors at the Fair. If you have a web link to your own web site, please include it on your application.

### **CANCELLATIONS**

Cancellations are without penalty until June 15th, 2009. Cancellations received after this date will be charged in full without refund. Request for cancellation must be received in writing to the Garfield County Fair Grounds office, 1001 Railroad Ave Rifle, Colorado 81650 on or before June 15, 2009.

### **DEADLINES**

Vendor applications are due at the Fair office no later than July 1st, 2009.

### **DELIVERIES**

Please notify the Fair office of any and all deliveries that are expected before and during the Fair.

**DISPLAY****MATERIALS**

All vendors are required to supply their own equipment, including tables, signage, chairs, canopies, and the like.

**ELECTRICAL****REQUIREMENTS**

Vendors who need electrical service are expected to supply their own heavy duty, outdoor rated, power cords and any adapters, if necessary, to operate their equipment

**INSURANCE**

All vendors participating at the 2009 Garfield County Fair must provide to the Fair office (in advance) proof of insurance as described in the rules and regulations. Insurance certificates can be faxed or emailed to the Fair office. Please call the Fair office if you have any questions on the insurance requirements. (970) 625-2514

**LIABILITY**

The Garfield County Fair will not be held liable for the safety of exhibits against theft, fire, robbery, accident, or any other destructive cause, while on the Fairgrounds. Vendors are responsible for obtaining any insurance necessary for their own property loss or damage. The Garfield County Executive Fair Board is not liable for claims made by vendors regarding their product's value, pricing, or quality.

**LICENSES**

It is the responsibility of the vendor to obtain all licenses/permits required by applicable laws, ordinances, resolutions, and rules.

**PARKING****PASSES**

Parking passes for your vehicles are included in the vendor packet you will get when you arrive at the office for check in.

**REGULATIONS**

It is the responsibility of the vendor to produce and deliver products in accordance with any and all government regulations that apply to their industry, especially with regards to food safety and product claims.

**RV****SPACES**

There are a limited number of Recreational Vehicle spaces. If you would like a space, please mark the appropriate place on your application. Allocation will be on a first come first served basis. The cost for each hook up is \$20.00 a night and is expected to be paid in full at the end of the fair week.

**THEME**

Our theme this year is "Where Town & Country Meet" Please feel free to get into the spirit of our theme!

**TRASH****COLLECTION & CARDBOARD**

The location of dumpsters for trash will be shown on your layout map. Please bundle your trash at the end of the day for collection.