



Mesa County Fair - July 25-29, 2017

2785 Highway 50, Grand Junction, CO 81503

Phone: (970) 255-7107 Fax: (970) 256-1533

www.mesacountyfair.com

HOW TO APPLY:

1. Complete, sign, and send application (this sheet) by June 1, 2017
2. Issue and send to Mesa County Fair an Original/Current Certificate of Insurance
3. Send payment – check payable to Mesa County Fair; check will be processed once application is approved by Fair Committee. (There will be a \$50.00 charge on returned checks)
4. Send photo of booth

MAIL APPLICATION, PAYMENT & DOCUMENTS TO:

Mesa County Fair
 2785 Highway 50
 Grand Junction, CO 81503

Vendor Approval and Selection:

1. Approval and selection of vendors will depend on product type, quality, pricing, appearance, and vendor history.
2. Mesa County reserves the right to deny rental of any booth space.
3. Previous participation in the Mesa County Fair does not guarantee vendor priority treatment.
4. We attempt to accept a diverse variety but exclusivity of products may not be possible. In order to maintain product balance, and as a means of encouraging new products, it sometimes becomes necessary to deny booth space requests when too many vendors wish to exhibit or sell the same or related products.
5. Applicants may also be denied due to a specific location, physical requirements, space availability, or late application receipt.
6. Selection of application does not imply endorsement by the Mesa County Fair of the Vendor's products or services.
7. Application and Fee is due no later than June 1, 2017.

If you have not exhibited at the Mesa County Fair in the past two years, please list references from other Fairs and/or exhibits you have worked. Include name of event, dates, vendor manager's name and current telephone number. My signature below indicates that I have read and understand the rules and regulations for the 2017 Mesa County Fair.

Agency Representative Signature

Print Name & Position

Date



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Mesa County Fair Vendor Rules and Regulations

Hours of operation:

Tuesday	July 25	11:00am – 10:00pm
Wednesday	July 26	11:00am – 10:00pm
Thursday	July 27	11:00am – 10:00pm
Friday	July 28	11:00am – 11:00pm
Saturday	July 29	10:00am – 11:00pm

All Vendors must be open for business on Tuesday, July 25 at 11:00am and shall remain open and operational during the hours identified above, until the conclusion of the Fair on Saturday, July 29.

Set-Up:

Vendors may begin setting up at 9:00am on Monday, July 24, 2017. Please call 970-986-0215 when you arrive for check-in. Contact the office if you need directions or have unique set-up requirements.

Tear Down:

All vendor booth spaces must remain intact and operational until 11:00pm on Saturday, July 29. You may begin tearing down at the conclusion of the Fair. All exhibitor materials must be removed by no later than 5:00pm on Sunday, July 30. **Please make arrangements with the Fair office if you cannot be out by the specified time.**

Approval, Selection, and Location:

Spaces are assigned based upon electrical needs, historical participation and early registration. The Mesa County Fair Vendor Committee will attempt to honor any requested booth location, although the final location of any vendor remains the decision of the Mesa County Fair Vendor Committee. All assigned vendor spaces are final and will not be changed.

Assignability or Subcontracting:

Any assignment, transfer or subcontracting of this Agreement is prohibited, unless written consent is obtained from Mesa County Executive Fair Board.

Cancellations:

Cancellations are without penalty until **June 1, 2017**. Cancellations received after this date will be charged in full without refund. Request for cancellation must be received in writing to the Mesa County Fairgrounds office, 2785 Hwy 50, Grand Junction, CO 81503.

Contracts/Payments:

Approved vendors will receive a License Agreement from the Mesa County Fairgrounds office. If you have not received your Agreement by July 1, 2017, please contact the Fairgrounds office at 970-255-7107. No changes to the License Agreement will be allowed without the approval of the Mesa County Executive Fair Board. If your application is not approved, your fees will be returned in full.

Deadlines:

Vendor applications are due at the Fair office no later than June 1, 2017. Incomplete applications will not be accepted.



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Deliveries:

Please refrain from having deliveries sent to the Mesa County Fairgrounds office before or during the Fair.

Display Materials:

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

Electrical Requirements:

Vendors requiring electrical service are expected to supply their own heavy duty, outdoor rated, power cords and any adapters, if necessary, to operate their equipment. If an electrical outage should occur, Mesa County Executive Fair Board is not liable for damages to food or other products.

Exhibitor Conduct:

1. All vendors must remain within their assigned area. Any vendor soliciting outside their designated area will be asked to leave and will not receive a refund. Some exceptions may apply.
2. The Fair is a family-oriented event; Vendor agrees not to use profane or offensive language or visual images, inappropriate clothing, or engage in inappropriate behavior while on site.
3. 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.

Indemnification:

The Vendor shall indemnify and hold harmless Mesa County and its elected and appointed officials, officers, employees, volunteers, 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 Mesa County Fair, and/or
2. Vendor's use of Mesa County property. The Vendor's obligation to indemnify pursuant to this paragraph shall survive the termination of this Agreement.

Inspections:

All food and beverage vendors will be inspected by an official from the Mesa County Health Department.

Insurance:

Liability insurance is required for all Commercial Vendors. Vendor must obtain, at its own cost and expense, proof of insurance. Original certificates need to be sent directly from insurance carrier to Mesa County Fairgrounds, 2785 Highway 50, Grand Junction, CO 81503 or emailed to fairgrounds@mesacounty.us. If you do not have general liability, insurance has been made available for smaller and independent commercial vendors operating at low risk for \$100.00. Please indicate on page 1 of this application if you are interested in this coverage. You will be notified if you are eligible for this coverage.

Required Endorsement – Mesa County, its officers, officials, employees and volunteers are ADDITIONAL INSURED'S, as respects liability.

The certificate holder shall be listed as: Mesa County Fair

Commercial General Liability (Minimum Coverage \$1,000,000.00)

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

Automobile Liability (\$1,000,000.00)



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Required for all commercial vehicles utilized by the Vendor in the production of the Fair. Automobile Liability that is required is \$1,000,000.00 per accident for bodily injury and property damage.

Workers Compensation Insurance

Required within the scope and limits set as required by the laws of the State of Colorado.

Liability:

The Mesa 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. Vendors and Exhibitors must secure their own property. The Mesa County Executive Fair Board is not liable for claims made regarding product 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.

No Exclusives:

The Fair Vendor Committee will review each application individually. The committee strives to maintain a balance of exhibitors and to accept a diverse variety but exclusivity of products may not be possible.

Parking Passes:

Two (2) parking passes will be provided for the exhibitor lot. These are included in the vendor packet you will receive at check-in. Additional parking passes for the Exhibitors lot may be purchased for \$5, or additional employees/workers may park for free in the main parking lot. Please contact the Fair office if this is the case. Each vendor will be provided with bands for two employees, additional bands will be available for \$5 each.

Pets:

Mesa County Fair is a pet free zone. Please leave your pets at home.

RV Spaces:

There are a limited number of RV spaces available. If you would like a space, please indicate on the application. Allocation will be on a first-come first-served basis. The cost is \$30 per night and is expected to be paid in full with your submitted application.

Recycle:

The Mesa County Fair encourages all vendors to use recycled products in connection with the sale of their products whenever possible. Containers to collect certain recyclables are located throughout the Fairgrounds.

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.

Sales Tax:

All vendors are responsible for the collection and submittal of sales tax (2.9%) to the State of Colorado, Mesa County (2.0%) and any other taxing agency as is required by law. For questions regarding sales tax licenses, call the Colorado Department of Revenue at 970-248-7140.

Security:



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The Mesa County Executive Fair Board provides roaming overnight security officers from show close to 7:30am. The Mesa 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. The Fair encourages all vendors to take extra precautions in securing their vending area when closing. The security officers will roam and cannot guard any specific booth.

Sound Devices:

Excessive noise/music that interferes with neighboring vendor's ability to conduct business in a professional and pleasing manner will not be allowed.

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. A separate dumpster will be provided for cardboard recycling.

Questions?

Call or email fairgrounds@mesacounty.us or 970-255-7107