

*A Fair to Remember*

# Mesa County Fair - July 24-28, 2018

2785 Highway 50, Grand Junction, CO 81503

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

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



## Vendor Application

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

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

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

Booth Fees:     10' x 10' - \$300.00       15' x 35' - \$500.00       Deposit - \$125.00

Food                       Beverage Only               Commercial

Concession Trailer/Truck size (including hitch) \_\_\_\_\_ length \_\_\_\_\_ width

Service Door \_\_\_\_\_ end serve \_\_\_\_\_ side serve

Do you have a stock truck or trailer? \_\_\_\_\_ Yes \_\_\_\_\_ No

(stock trailer parking is not close)

Do you accept credit cards? \_\_\_\_\_ Yes \_\_\_\_\_ No

Electrical Requirements: \_\_\_\_\_ (portable generators allowed)

Specify volts & amps required when running at full capacity: \_\_\_\_\_

Do you need an RV Space? \_\_\_\_\_ yes (\$32 or \$27 or \$16 per night) Arrival/Departure Dates \_\_\_\_\_

Are You A Former Vendor? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when: \_\_\_\_\_

Other Needs \_\_\_\_\_

For office use only:

Proof of Insurance/City Approval (check if approved or on file) \_\_\_\_\_

RV Space Fees \_\_\_ days x \$\_\_\_\_\_ each night--- RV Fee due \$\_\_\_\_\_

Booth Fee \_\_\_\_\_ Total Due: \_\_\_\_\_

Additional Services \_\_\_\_\_

**List all items /products you wish to sell. Please attach complete menu.**

PRODUCTS *(Attach additional page if needed)*

PRICE

PRODUCTS <i>(Attach additional page if needed)</i>	PRICE



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## HOW TO APPLY:

1. Complete City of Grand Junction Vendor Qualification approval process
  - Visit [www.gicity.org/Concessionaire\\_Information.aspx](http://www.gicity.org/Concessionaire_Information.aspx)
  - Click on Food Vendor Qualification Packet for Public Facilities
2. Complete, sign, and send application (this sheet) by June 1, 2018
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. **New for 2018:** There is a refundable deposit of \$100 to be paid along with the booth payment. Leave space clean, no damage, no early departures.
5. Send photo of trailer/truck/booth

## 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, 2018. If application fee is submitted after June 1, 2018 it must be received in the form of cash or cashier's check.

## MAIL APPLICATION, PAYMENT & DOCUMENTS TO:

Mesa County Fair  
 2785 Highway 50  
 Grand Junction, CO 81503

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, concession manager's name and current telephone number. My signature below indicates that I have read and understand the rules and regulations for the 2018 Mesa County Fair.

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Vendor Signature

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Print Name

---

Date



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## Mesa County Fair Vendor Rules and Regulations

### Hours of operation:

Tuesday	July 24	11:00am – 10:00pm
Wednesday	July 25	11:00am – 10:00pm
Thursday	July 26	11:00am – 10:00pm
Friday	July 27	11:00am – 11:00pm
Saturday	July 28	10:00am – 11:00pm

All Vendors must be open for business on Tuesday, July 24 at 11:00am and shall remain open and operational during the hours identified above, until the conclusion of the Fair on Saturday, July 28.

**New For 2018: We are now requiring a refundable deposit due at the time of the application. There will be random vendor check and vendors that are found to be not open during the hours identified above will lose their deposit.**

### Set-Up:

Vendors may begin setting up at 9:00am on Monday, July 23, 2018. 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 28. 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 29. **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, 2018**. 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, 2018, 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, 2018. 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.

### **Grease:**

A used grease receptacle is onsite during the Fair and available at no cost. Please deposit all used grease in this receptacle.

### **Gray Water:**

Gray water tanks are available to rent for \$25 for 5 days. Please indicate in "Other Needs" on the application if you require a grey water tank.

### **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.

### **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.



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### **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 \$32 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.

### **Questions?**

Call or email [stacy.pinnts@mesacounty.us](mailto:stacy.pinnts@mesacounty.us) or 970-256-1528

### **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:**

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.