

# Rules and Regulations for Park County Fair

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## **Hours of Operation:**

Booths must be properly manned at all times for the designated hours of operation.

Friday 12:00pm- 8:00pm

Saturday 9:00am – 8:00pm

Sunday 9:00am - 5:00pm

## **Access:**

Vendors/ Exhibitors with unmanned booths will forfeit their right/privilege to return in future years. The above hours apply to all Vendors/Exhibitors unless prior arrangements and agreements have been made with Fair Administrator. Vendor vehicles will not be allowed in to the Vendor or Fair areas during operation hours for the safety of all our participants. If a vendor needs access to a booth, ex: restocking, it must be done before operating hours. 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.

*The fair and its agents retain access to all aforementioned spaces and premises at all times.*

## **Location/Cancellation of Exhibits:**

The Fair Administrator and the Fair Board reserve the right to relocate any exhibit and/or cancel any exhibit it determines is not within the best interests of the Fair. The Fair Administrator and the Fair Board reserve the right to refuse a potential vendor for any reason including, but not limited to questionable business practices, or those having a mission directly in conflict with the Fair's mission.

## **Conduct:**

The exhibitor shall conduct the operation of the exhibit or display in a quiet and orderly manner that is family friendly at all times. Vendors will maintain a clean and orderly space, removing all trash and debris daily depositing it in provided roll-off dumpster.

## **Sound Devices:**

Vendors/Exhibitors shall obtain permission from the Fair Administrator for use in its exhibit or display all sound devices such as radios, speakers, stereos, and any other attention getting devices, such that said use will not interfere with any other displays/ exhibits or Fair broadcasts. The Fair Administrator reserves the right to revoke any permissions given for the use of such sound devices at any time for cause.

## **Electrical Cords:**

Each exhibitor must furnish its own booth set-up and electrical cords. All cords must be a UL approved grounded cord. Electric outlets are first registered, first served.

## **Sales Tax:**

All Vendors/Exhibitors are responsible for the collection and submittal of sales tax to the State of Colorado and Park County. Vendors must hold a valid/current Colorado Sales Tax License. Additional information is available from the Secretary of State's Office at 303-534-1208 or 1-800-332-2085 [www.taxcolorado.com](http://www.taxcolorado.com)

*The Park County Fair Board or Administrator cannot give any licensing or sales tax advice to Vendors.*

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## **Set-Up:**

Vendors/Exhibitors will be allowed access to the vendor area for set up at 7:00 am on Friday, July 14. Any Vendors/Exhibitors that arrive prior to the set-up time will be asked to wait in the general parking lot until the appropriate time. If additional set up time is needed arrangements can be made for a Thursday, July 13 set up time.

Exhibitor agrees to have their exhibit/ display fully set up and operational by 12:00pm, Friday. If exhibitor has not moved in by 12:00pm then the rented space and vendor fee will be forfeited unless prior arrangements have been made.

No monies shall be refunded for NO SHOWS.

Cancellations must be received no later than 28 days prior to the fair by written notice. Either party may cancel contract by written notice to the other party. A full refund, less 25% of total price for processing fee, will be issued for written cancellations postmarked prior to June 16, 2017. No refunds will be issued after June 16, 2017.

Every effort must be made by the exhibitor/vendor to ensure that any canopy/tent is properly weighted down (no staking) to withstand adverse weather conditions, primarily gusting winds. It is highly recommended that the exhibit space have side panels for both protections from the elements and for security during non-operating hours. Fair is held rain or shine.

## **Food License:**

All food vendors must possess a retail food license from Park County 45 days prior to the event. Please contact Park County Environmental Health Dept. for information.

719-836-4267 or [www.parkco.us](http://www.parkco.us)

## **Tear Down:**

Tear down shall start no earlier than 5:00pm, Sunday when the Fair closes. Exhibitor vehicles will be allowed into the area no earlier than 5:00 on Sunday to allow the attendees and participants to clear the area. All exhibitor materials, including tent/canopy, must be removed by 9:00pm unless prior agreement has been made with Fair Administrator. Park County Fair and the Park County Fairgrounds shall not be responsible for items left after 9:00pm. If an exhibitor tears down prior to the close of the fair, no monies will be refunded and the exhibitor may not be invited back to future Park County Fairs.

## **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.

**I HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS AS SET FORTH IN THE PARK COUNTY FAIR REGULATIONS AGREEMENT.**

**Exhibitor's Signature:**

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**Date:**

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## Hold Harmless Agreement

This Agreement is entered into by and between the Park County Fair Board and

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### Recitals:

In consideration for being permitted to rent a booth and participate in the Park County Fair,

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agrees to indemnify, save and hold harmless the Park County Fair Board and Administrator, Park County, and their respective officers, employees, agents, volunteers and subsidiaries and additional parties 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. Also agrees to indemnify, save and hold harmless the Park County Fair Board and Administrator, and their respective officers from any and all claims which may occur to Exhibitors employees or property from any cause whatsoever, or any and all claims from a person(s) purchasing the said Exhibitors goods or services.

By signing below: Vendor agrees to comply with and accept: (a) the Rules and Regulations of the Park County Fair printed here and on the Vendor Application, (b) such other rules or operating procedures that may be reasonably required during the event from set-up to tear down, (c) and the above Hold Harmless Agreement.

Vendor promises to be bound by all the terms and conditions thereof as to the use and enjoyment of the premises.

Signature \_\_\_\_\_ Date \_\_\_\_\_