



2024 Concession & Vendor Handbook

The following steps must be taken to be considered for the Moffat County Fair as a Concessionaire or Vendor.

- Fair Booth Application must be completed and signed.
- Food Vendors: Copy of Menu must be included w/application.
- Application Fee/Deposit of \$100.00 due with a completed application (refundable if your application is not accepted).

If accepted, the following steps must be taken to participate in the Moffat County Fair as a Concessionaire or Vendor.

- Fair Booth Agreement must be completed, signed, and returned by June 1st, 2024.
 - A copy of the State Sales Tax Certificate must be included with the completed Agreement.
 - A White Copy of the City Special Event Sales Tax must be included with the completed Agreement.
- Non-refundable booth fee must be paid in full by June 1st, 2024.
- Food Vendors: All required Insurance Documents must be returned by July 15th, 2024.

MISSION:

To provide a variety of concessions and vendors at the Moffat County Fair while protecting the health and welfare of citizens and visitors. Ensure that vendors comply with federal, state, and local laws, ordinances, and regulations.

GENERAL POLICIES:

- The Moffat County Fair management reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connected with, or incident to the Moffat County Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may determine necessary.
- All vendors must comply with federal, state, county, and local laws, ordinances, and resolutions pertaining to their said business.
- Any issues or problems a vendor encounters with their booth space, the public, or others should be immediately reported to Fair Management. Fair Management will make every effort to resolve the issue to the satisfaction of both the vendor and the Fair.
- Any and all vendors and/or concessionaires indemnify and hold harmless Moffat County and Moffat County Fair from any damages to any person or property caused by the operation of vendor services at the Moffat County Fair, including loss of potential income and/or food spoilage due to an electrical failure and including any claims of food poisoning by consumers.
- Booth application fee/deposit will be returned at the culmination of Fair, in accordance with scheduled days of attendance.
- Moffat County Fair will, upon receipt of the application and fees, return confirmation.

FAIR DATES & VENDOR OPERATING HOURS:

Friday, August 2 through Saturday, August 10

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 9	Aug 10
Booth	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10am-7pm	9am-6pm
Food	11am-7pm	11am-8pm	11am-2pm	11am-4pm	11am-8pm	11am-8pm	11am-9pm	10am-10pm	9am-9pm

Vendor Hours: All vendors are required to check in upon initial arrival. Vendors must be open during the hours indicated above. The Fair is rain, shine, or wind, and vendors are expected to operate in all weather.

BOOTH INFORMATION:

Booth Types and Rates:

- Commercial - \$30/day/10'x10' space
- Food Vendor - \$100/day FLAT FEE
- Non-Profit - FREE

BOOTH TYPES DEFINED:

- **COMMERCIAL VENDOR BOOTHS:** This category includes all home-based businesses. All booths will be located outside. Booth size is 10'x10'. If more space is needed, an additional fee will be required.
- **NON-PROFIT INFORMATION BOOTHS:** Non-profit organizations must submit proof of their non-profit status and can only distribute information; no products may be sold. If a non-profit organization wishes to sell products, they must apply and be accepted for a Commercial or Food Booth. Booth size is 10'x10'. If more space is needed, an additional fee will be required.
- **POLITICAL BOOTHS:** Booths representing a political party (and not selling food items) will be considered Commercial booths in a designated location. Booth size is 10'x10'. If more space is needed, an additional fee will be required.
- **FOOD BOOTHS:** Booths selling prepared, ready-to-consume foods and/or drinks. (Booths selling only prepackaged foods are considered a Commercial Booth).

SELECTION PROCESS & CRITERIA:

Applications are due June 1. Late applications will only be considered if more booths are needed. All applications will go through a committee selection process. Applicants **are not** decided on a first-come, first-served basis, however, returning vendors are given special consideration. Booth locations are determined by Fair Management. Large exhibits and activities may be designated to specific areas as determined by Fair Management. Applications are reviewed and selections are offered based on the following criteria:

- Product balance within Fairgrounds.
- Uniqueness and appeal of the product.
- Local business or non-profit.
- Space availability.
- For returning vendors, a satisfactory history of evaluation as conducted by Fair Management.
- Value to patron.

The sole decision for selection rests with fair management.

- **COMMERCIAL VENDOR BOOTHS:** Commercial Vendors must submit proposed merchandise items for sale for consideration with application.
- **NON-PROFIT INFORMATION BOOTHS:** Non-Profit Vendors must submit brief descriptions of materials to be distributed.
- **POLITICAL BOOTHS:** Political Booths must abide by all state, and local laws and regulations regarding Electioneering.
- **FOOD BOOTHS:** Vendors are selected based on product type, quality, pricing, and concessionaire history. Applicants must list all menu items and pricing for consideration and must be submitted with the application. **Food Booth assignments will be given at the discretion of the Fair Management who will jury and limit the number of food booths. All food booths will be located outside within the food court area.**

Fair Booth Agreements will be issued following selection; non-refundable booth payment and required documents are due as indicated above. Payment must be made by cash or check. Failure to pay by the due date shall result in forfeiture of space.

If an application is accepted and booth space is given, the vendor will be given notice with a Confirmation Packet via email.

TERMS OF PARTICIPATION:

If selected to participate in the Moffat County Fair, booth assignments will be completed once the following documentation has been received. Food Vendors will have additional documents required (see below).

1. Completed agreement.
 2. Applicable fees paid in full.
 3. White copy of City of Craig Special Event Sales Tax Application.
 4. Copy of Colorado Sales Tax License.
 5. Any required Insurance documents.
- **COMMERCIAL VENDOR BOOTHS:**
 - The City of Craig requires that all exhibitors have a **SPECIAL EVENTS SALES TAX LICENSE** and collect sales tax to be remitted directly to the City of Craig. Please see the City of Craig Special Event Vendor Responsibilities for more information.
 - **NON-PROFIT INFORMATION BOOTHS:** Please see the City of Craig Special Event Vendor Responsibilities for more information.
 - **POLITICAL BOOTHS:** Please see the City of Craig Special Event Vendor Responsibilities for more information.
 - **FOOD BOOTHS:**
 - **Retail Food License: ALL food booths must submit a copy of their current Retail Food License certificate. Failure to provide documentation will result in termination of the Vendor Agreement.**
 - **Insurance Requirements:** All commercial food vendors will be required to show proof of general liability insurance for \$1,000,000.00 (One Million Dollars) per incident, \$2,000,000.00 (Two Million Dollars) aggregate with Moffat County, its elected officials, officers, employees, and agents listed as additional insured. Proof of such insurance shall be provided to Moffat County Extension at least 10 days prior to the start date of the event. You may obtain this coverage either through your own insurance company or through Mountain West Insurance in Craig by speaking to Lexi at 970-824-1321 or Katia at 970-826-3463.
 - All Commercial or Personal For-Profit Food Vendors may be subject to inspection by a State of Colorado health inspector. If a vendor is in violation of any state, or local laws, he/she may risk revoking their right to do business at the Moffat County Fair.
 - **Food Voucher Sheets:** Moffat County Fair will be supporting its volunteers with food vouchers to use at your booth. Voucher sheets will be picked up and distributed upon check-in each day. To be compensated, please return any completed sheets you've collected to Fair

Management by Noon on Sunday, August 11, 2024. The Fair Coordinator will then pay you for the vouchers within 3 weeks. YOU WILL ONLY BE COMPENSATED FOR THE VOUCHERS RETURNED TO THE COORDINATOR BEFORE THE ABOVE-STATED TIME.

- The City of Craig requires that all exhibitors have a SPECIAL EVENTS SALES TAX LICENSE and collect sales tax to be remitted directly to the City of Craig. Please see the City of Craig Special Event Vendor Responsibilities for more information.

BOOTH RULES & REGULATIONS:

- Booth Space: All equipment is the responsibility of the vendor. There will be close-by parking for loading and unloading but all vehicles must be parked in the public parking lot during the open hours of the event. NO VEHICLES will be allowed on the grounds during the operating hours of the event except for loading or unloading and then that vehicle is immediately required to move into the designated parking area.
- All Booths: All booth personnel MUST remain in their designated booth space while selling, campaigning, or otherwise representing their booth/organization.
- Keep clean: All vendors must bring trash bags and CLEAN UP their areas before leaving each night. DO NOT leave bagged trash next to smaller trash cans in public areas, please take your trash to the dumpsters.
- Food & Drink Items: No glass bottled beverages allowed. Vendors may only vend beverages in cans, plastic bottles, or plastic cups.
- Electricity: One 110v plug may be provided if available; be prepared to provide your own power. Moffat County Fair is not liable if the power fails. Please be exact in your power needs so power can be distributed accurately to avoid any power problems.
- Water: No water will be provided.
- Camping & trailer parking: Camping is allowed at the Fairgrounds in the designated camper spots. If a space is needed, please contact the Extension Office to make arrangements. If a storage trailer is needed close to the booth area, please make arrangements with Fair Management prior to the event.
- Wireless internet: Wireless internet is **NOT** available on the fairgrounds.

Failure to comply with any of the above-stated rules may result in not being allowed to set up and run your booth and/or not being allowed to return in following years.

For questions or more information please contact:

Moffat County Fair
1198 W Victory Way, STE 106
Craig, CO 81625
Phone: (970) 824-9180
Email: jgoodnow@moffatcounty.net



2024

VENDOR APPLICATION

Name of Exhibitor and/or Contact Person: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: (H) _____ (C) _____

E-mail address: _____

Best time to be contacted: _____

Type of Enterprise:

Commercial Vendor _____ Non-Profit _____ Political _____ Food Booth _____

Type of Media or Merchandise - Displaying/Selling/Product:

Please circle days and times of interest:

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 9	Aug 10
Booth	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10 AM-7 PM	9 AM-6 PM
Food	11 AM-7 PM	11 AM-8 PM	11 AM-2 PM	11 AM-4 PM	11 AM-8 PM	11 AM-8 PM	11 AM-9 PM	10 AM-10 PM	9 AM-9 PM

Special Needs: One 110 plug-in may be provided if available; Be prepared to provide your own power. Moffat County Fair is not liable if power fails. There will be no water provided.

WAIVER AND RELEASE

I agree to abide by all the rules and regulations of the Moffat County Fair as explained in the Vendor Handbook and Application Form. I understand that, should I not obey these rules, I may be required to leave the Fair immediately upon discovery of my violation, with no refund. I agree to release Moffat County and the Fair representative(s) from all responsibility for damage or injury to my person or property during the Fair. I grant permission to Moffat County Fair, its employees and representatives, to take and use photographs, videotapes, audio recordings and quoted remarks of me or prepared by me, for use in promotional materials. I have read and agree with the above information. The Moffat County Fair Coordinators reserve the right to accept or reject any application received. I understand booth fees are only refunded if the space is resold.

Signature _____ Date _____

For questions or more information please contact:

Moffat County Fair ♦ 1198 W. Victory Way, STE 106 ♦ Craig, CO 81625

Phone: (970) 824-9180 ♦ Email: jgoodnow@moffatcounty.net