



## 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 1<sup>st</sup>, 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 1<sup>st</sup>, 2024.
- Food Vendors: All required Insurance Documents must be returned by July 15<sup>th</sup>, 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
<b>Booth</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10am-7pm	9am-6pm
<b>Food</b>	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