

# 2019

## ELBERT COUNTY FAIR

### VENDOR PACKET



**Celebrating 85 Years of the  
Elbert County Fair**



*Elbert County Fairgrounds  
95 Ute Avenue  
P.O. Box 561  
Kiowa, CO 80117  
Phone: 303-646-3202*



**To All Potential Elbert County Fair Vendors:**

The 2019 Elbert County Fair is right around the corner. We would like to invite you, or appreciate your interest in being a featured vendor at our event. Enclosed you will find the 2019 vendor application and the vendor user agreement. We are excited to see you this year and look forward to a new and improved fun-filled Elbert County Fair.

**2019 ELBERT COUNTY FAIR SCHEDULE**

<b>Wednesday, July 31st</b>	<b>1:00pm – 6:00pm</b>	<b>Vendor Check- In and Set-up</b>
<b>Thursday, August 1<sup>st</sup></b>	<b>8:00 am – Noon</b>	<b>Vendor Check-in and Set-up</b>

\*\*\*Trade Show opens Thursday at Noon; all vendors must be in place by noon to open to the public. Thursday morning is busy on grounds, we ask you at least unload into the building on Wednesday.\*\*\*

<b>Thursday, August 1st</b>	<b>12:00pm – 6:00pm</b>	<b>Open to Public</b>
<b>Friday, August 2nd</b>	<b>9:00am – 8:00pm</b>	<b>Open to Public</b>
<b>Saturday, August 3rd</b>	<b>9:00am – 8:00pm</b>	<b>Open to Public</b>
<b>Sunday, August 4th</b>	<b>9:00am - 4:00pm</b>	<b>Open to Public</b>
<b>Sunday, August 4th</b>	<b>4:00pm - 7:00pm</b>	<b>Vendor Check Out &amp; Cleanup</b>

**Application Process:**

- If you are interested in being a vendor with us in 2019, please complete the enclosed application and return with applicable fees payable to **Elbert County**. Please be very specific on your application if you have any special needs or concerns, as this will help us determine where you need to be placed.
- All vendors will be considered on a first come, first served basis. The Vendor Application/Contract gets mailed directly to Elbert County, P O Box 561, Kiowa CO 80117.
- We do offer a no-compete clause within a specific brand only, on a first come, first reserved basis.
- All non-prepared food vendors will be placed in the Exhibit Hall in the heart of the fairgrounds.
- Prepared food vendors will be placed on the midway outside of the Exhibit Hall. Other non-food or pre-packaged food vendors with their own trailer and/or tent setups will be set up outdoors as well.
- All vendor booths, excluding trailers, will be an approximate 12' X 12' space. If you require more space than that, you are welcome to contract two booth spaces.
- Food vendors will be given a space with electric hookup. Water hookups are not available. If you require water, you must make your own arrangements. Electric hookups are limited and food vendors will be considered on a first come first served basis.
- The Town of Kiowa requires all retail vendors to obtain a Transient Dealer Business License. The application is enclosed in this packet with applicable fees. You may return this application directly to the Town of Kiowa along with a check made payable to: **Town of Kiowa**.

We will work very hard to accommodate all of our vendor's requests. I am excited that this year's fair will feature many new events and a dedicated Exhibit Hall just to showcase our vendors. If you have questions or concerns, please do not hesitate to contact me. You will receive a letter from us confirming your spot upon receipt of your application. We will accept vendor applications until the 20<sup>th</sup> of July or until we reach capacity.

Sincerely,

Jill Duvall  
Elbert County Fairboard Vendor Coordinator  
303-646-3202  
jduvall908@aol.com

# 2019 Elbert County Fair Vendor Application/Contract

**BUSINESS/ORGANIZATION NAME** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**Product being sold or Nature of Booth** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you have any special requirements or concerns?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My signature below indicates that I have read and agree to the terms contained in the application and the Vendor User Agreement and Policies and Procedures. I certify all information provided on this application to be true and accurate to the best of my knowledge.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Printed Name

***Please Mark All Applicable Selections:***

\_\_\_\_\_ Indoor Booth Space (12’X12’)      \$150.00      \$ \_\_\_\_\_

\_\_\_\_\_ Outdoor Non-Food Trailer Space      \$150.00      \$ \_\_\_\_\_  
(Please specify dimension of trailer \_\_\_\_\_ )

\_\_\_\_\_ Outdoor Prepared Food Space      \$300.00      \$ \_\_\_\_\_  
Includes 50 amp service

\_\_\_\_\_ Outdoor Booth Space (12x12)      \$99.00      \$ \_\_\_\_\_  
(please note, outdoor vendors do not have a guarantee of shade or security)

\_\_\_\_\_ RV Camping Space Needed      \$80.00      \$ \_\_\_\_\_

TOTAL ENCLOSED      \$ \_\_\_\_\_

\_\_\_\_\_ If applicable - Town of Kiowa Transient Dealer Business License –  
\$10.00-Payable to Town of Kiowa – **Please return this document directly to the  
Town of Kiowa.** See mailing instructions on license application.

**Please return THIS application and applicable**

**fees to:**

**Elbert County Fairgrounds**

**Attn: Vendor Coordinator**

**PO Box 561**

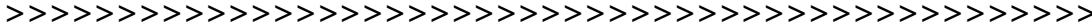
**Kiowa, CO 80117**

\*\*\*This is a separate application and check, mailed directly to the town. Please don't confuse the two apps or checks.

# TOWN OF KIOWA

## *TRANSIENT BUSINESS LICENSE APPLICATION*

*Fee \$10.00*



Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

State Sales Tax Number: \_\_\_\_\_

Special Event: Elbert County Fair

I affirm that the information contained in this application is true and accurate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date:

**Please make checks payable to the Town of Kiowa and mail to  
P.O. Box 237 Kiowa, CO 80117**

# Elbert County Fair

## Vendor User Agreement, Policies and Procedures

### **Check-In, Set-Up & Tear-down**

Check in for all vendors will be WEDNESDAY, JULY 31<sup>st</sup>, 2019 from 1:00 PM-6:00 PM AND/OR ON THURSDAY FROM 8:00 AM-NOON. PLEASE NOTE, THE FAIRGROUNDS is open and BUSY on Thursday morning; if possible we would really appreciate you unloading on Wednesday. THURSDAY MORNING your car will not be allowed to be parked near the building. PARKING IS STRICTLY ENFORCED Thursday through Sunday, VENDOR PARKING IS GENERAL PARKING, NO EXCEPTIONS! DAILY UNLOADING OF INVENTORY IS ALLOWED BEFORE THE BUILDING OPENS TO THE PUBLIC, BUT CARS MUST THEN BE RELOCATED TO GENERAL PARKING.

If you have an indoor booth, tables and chairs will be setup prior to your arrival. Your name will be taped to the table of the booth assigned to you. Outdoor vendor space will also be indicated prior to arrival. All vendors, indoors and outdoors, will be expected to be cleaned up and checked out no later than 7pm on Sunday, August 4th.

### **Accident Management**

In the case of an accident or emergency, vendor agrees to cooperate with Fair and Fairgrounds Management. All accidents, occurrences, and incidents must be reported to Elbert County Fairgrounds Management as soon as possible, but not later than the next business day. Reports must include:

1. Name, address and telephone number of the injured person or persons.
2. Name, address and telephone number of any witnesses.
3. A description of the accident (how, when, and where it happened).
4. A description of the extent of bodily injury or property damage.

### **Cancellation/Vendor No Show**

Elbert County is not responsible for any consequences, monetary or otherwise, due to cancellation by vendor. Refunds will NOT be given for cancellations requested after July 1, 2019. If a vendor cancels prior to July 1, 2019, a full refund will be granted. If the vendor cancels after July 1, 2019 or fails to attend the Fair, no refund will be given. If Elbert County cancels this event for any unforeseen reason or act of God, then all monies paid to Elbert County by the vendor shall be refunded. Remedies for such cancellations shall be limited to the amount received under this agreement.

### **Certificate of Insurance**

**Any and all vendors providing an activity** (i.e. pony rides, machine demonstrations, rock climbing, etc.) **or selling food** must procure and maintain, at its own expense, insurance with insurers with an A- or better rating as determined by Best's Key Rating Guide, the following policy of insurance: Commercial General Liability Insurance. Said insurance will provide limits as indicated herein. The policy will be applicable to all premises and operations. The policy will include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, and products. The policy will contain a severability of interest's provision. The policy will also include all phases of the event (set up preparation, actual event, specific hours of occupancy and cleanup). The event holder will provide Facilities Management the required certificate(s) of insurance **naming Elbert County, Colorado**, its officers and employees as additional insured and naming the specific event and dates being insured. The required certificate(s) of insurance will be provided to the Elbert County Fairgrounds Event Manager by August 1st - prior to

occupying a booth at the Elbert County Fair. The vendor will not be permitted to occupy or use a booth unless and until the required insurance is provided.

### **General Policies**

Elbert County Government retains control and management of the Elbert County Fairgrounds at all times, and shall have the right at all times to enforce all rules and regulations described hereto, and shall have the right to eject all persons who fail or refuse to comply with rules and regulations.

### **Fire Safety Standards**

All fire regulations in the Uniform Fire Code (UFI) as amended and adopted by the Kiowa Fire Protection District shall be strictly observed. Fairgrounds Management will work with each vendor during set-up times to ensure compliance with UFC.

### **General Compliance**

All vendors agree to comply with all applicable governmental agencies, ordinances and statutes.

### **Health Permit Requirements**

All food vendors are required to obtain a permit. A copy of the health permit must be submitted to the Elbert County Fairgrounds Events Coordinator prior to booth opening for business.

### **Indemnification**

To the fullest extent permitted by law, the vendor shall indemnify and hold harmless Elbert County, their officers, employees and insurers from and against all claims, damages, losses, expenses and demands, including court costs, attorney's fees and expenses, due to injuries, losses or damages arising out of, resulting from, or in any manner connected with the Elbert County Fair, if any such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, mistake negligence, other fault of vendor, any officer, employee, representative or agent of the vendor, anyone directly or indirectly employed by the vendor, or anyone for whose acts as the vendor may be liable; provided, however, that directly or indirectly employed by the vendor, or anyone for whose acts as the vendor may be liable; provided, however, that except for worker's or workmen's compensation, disability benefits or other similar employee benefit claims, vendor is not obligated to indemnify the county hereunder for that portion of any claims, damages, losses, demands and expenses arising out of or resulting from any negligent act or omission of the County, or their agents and employees. Vendor's indemnification obligation hereunder shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section. With respect to any and all claims against the County or any of their officers, employees or agents by any employee or vendor or anyone directly or indirectly employed by vendor, or anyone for whose acts as vendor may be liable, the indemnification obligation described above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the vendor, under worker's or workmen's compensation acts, disability benefit acts, or other employee benefit acts. Under Colorado law, an equine professional is not liable for any injury or death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to section 13\*21-119, Colorado Revised Statutes.

### **Liability Limitations of Parking**

Elbert County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property or at any location for the purpose of attending the Elbert County Fair.

Vendors who park in any non-designated area do so at their own risk and may be ticketed and/or towed at their own expense.

**Limitation of Liabilities**

Notwithstanding anything herein to the contrary, Elbert County will not be liable for any indirect, incidental, special, consequential damages, or damages resulting from the use of the Elbert County facilities, however arising, including failure of voice or data lines, even if Elbert County has been advised of the possibility of such damages. Elbert County liability will in no event exceed the amount received under this agreement for damages arising out of, relating to, or in any way connected with the use agreement. Users of Elbert County facilities are advised to procure event cancellation insurance. Elbert County will not assume liability for cancellation due to emergencies or unforeseen circumstances. Recovery under such circumstances shall be limited to the amount of rental fees paid under this agreement.

**Lost or Stolen Articles**

Elbert County shall NOT be responsible, under any circumstances, for property of the vendor while on the Elbert County Fairgrounds. Elbert County is NOT responsible for any loss of articles or equipment left unattended in any facility. Vendor assumes all responsibility for any goods or material, which may be placed before, during, or after the fair.

**Merchandise Restrictions**

**Vendors MAY NOT sell firearms, ammunition, fireworks, or other potentially dangerous or offensive merchandise.** This includes “cap snappers”. Elbert County reserves the right to reject the services of any vendor.

**Photos**

Elbert County Fairgrounds may take photos of the County Fair and participants. These photos shall be the property of Elbert County and may be used by Elbert County for education or promotional materials. Any public display or photos or video of any Elbert County Fair event for public dissemination without express written consent from the Elbert County Fair is strictly prohibited.

**Sales Tax Collection**

Vendors are responsible for payment of all sales, use, assessments and/or fees in compliance with Elbert County, the town of Kiowa and the State of Colorado. It is the vendor’s responsibility to collect all taxes. ALL vendors selling retail at the Elbert County Fair are required to have a Colorado Sales Tax License or a Special Events Sales Tax number as assigned by the Colorado Department of Revenue. All for profit vendors must include a 1.5% sales tax for the Town of Kiowa. Please include this figure when sending in your Colorado State Sales Tax.

**Town of Kiowa Requirements**

The Town of Kiowa requires all vendors to obtain a Transient Dealer Business License. The application is enclosed in this packet with applicable fees and should be mailed with a separate check to them.

**Payment Procedure**

Full payment is due with Vendor Application. Elbert County accepts personal, business, cashier checks or money orders. Any checks returned by the bank for any reason will be assessed the actual return fees charged to Elbert County.

**We apologize for any inconvenience, but we are not able to accept electronic payment. Check or money order is our only accepted form of payment.**