



# The 2010 Mesa County Fair July 20 - July 24, 2010

**“THE BEST FIVE DAYS OF SUMMER”**

## **Bright Lights and Summer Nights**

### **VENDOR PACKET**

**Our mission is to provide family oriented entertainment, educational opportunities and a showcase of local products and services.**

Enclosed you will find our 2010 Vendor Application, rules and regulations, general information, and an electrical cut sheet. Please complete the application, include your fees and make sure your photo is included. All applications will be reviewed and accepted or denied by the Fair Concession Committee. The Committee will review each application individually and more than one vendor with the same type of product may be allowed.

Approved vendors will receive a License Agreement to be a vendor from the Mesa County Fair Office. However, if you have not received your Agreement by July 1, 2010 please contact the Mesa County Fair Board Office at 970-255-7107. If your application is not approved your fees will be returned in full.

Spaces are assigned based upon electrical needs, historical participation and early registration. The Mesa County Fair Concession Committee will attempt to honor any requested booth space number, although the final location of any vendor remains the decision of the Mesa County Concession Committee. You are required to supply all of your own equipment, product, signage, tables, chairs and canopies. All assigned vendor spaces are final and cannot be changed.

**Set up and move-in day for vendors starts at 9:00 a.m. on Monday, July 19, 2010**

**You will need to be operational by 11:00 a.m. on Tuesday, July 20, 2010**

#### **Dates and hours of operation for the 2010 Fair are:**

July 20	Tuesday	11:00am-10:00pm
July 21	Wednesday	11:00am-10:00pm
July 22	Thursday	11:00am-10:00pm
July 23	Friday	11:00am-11:00pm
July 24	Saturday	10:00am-11:00pm

#### **QUESTIONS?**

**Janet Renzelman, Concession Coordinator  
Mesa County Fair  
2785 Hwy 50, Grand Junction, CO 81503  
Phone: 970-255-7107  
Fax: 970-256-1533**

[Janet.renzelman@mesacounty.us](mailto:Janet.renzelman@mesacounty.us)  
[www.mesacountyfair.com](http://www.mesacountyfair.com)



## **2010 MESA COUNTY FAIR**

### **RULES AND REGULATIONS FOR VENDORS**

- All vendors should be open for business on Tuesday, July 20 at 11:00 a.m. All vendors must remain open and operational until the conclusion of the fair on **Saturday July 24, 2010 at 11:00 pm.**
- All vendors will remain within their rented area. If you are soliciting outside your designated area you will be asked to leave/no refund.
- There will be no excessive noise/music that interferes with neighboring vendor's ability to conduct business in a professional and pleasing manner.
- The law enforcement authorities will enforce the regulations at our request with possible consequences for violations being the closure of the booth and or removal from the fairgrounds, with no refund.
- Please remember that we will not accept products that refer to alcohol abuse, drug use, violence or that are sexually explicit or suggestive in nature. This also extends to booth decoration and personal attire worn by vendor staff.

#### **Contracts/Payments:**

Approved vendors will receive a License Agreement to be a vendor from the Mesa County Fair Office. If you have not received your Agreement by July 1, 2010, please contact the Mesa County Fair Board Office at 970-255-7107. No changes to the License Agreement will be allowed without the approval of the Mesa County Fair Board. If your application is not approved your fees will be returned in full. Mesa County Fair Board reserves the right to deny rental of a commercial booth space. Previous participation in the Fair does not guarantee a vendor priority treatment.

Your completed application form, with your signature, will confirm to us that you have read and understand all rules and regulations concerning commercial vendors at the 2010 Mesa County Fair. There will be a charge of \$50.00 on each returned checks.

#### **Insurance Requirements & Indemnification:**

Liability insurance is required for all commercial vendors at the Mesa County Fair. It is the responsibility of the vendor to obtain, at its own cost and expense, said insurance(s) necessary. Mesa County Fair's general requirements are listed below.

- *Commercial General Liability* **\$1,000,000.00**  
*Minimum coverage*  
Coverage as a combined single limit per occurrence for bodily injury, personal injury and property damage.
  - *Automobile Liability* **\$1,000,000.00**  
Required for all commercial vehicles utilized by the Vendor in the production of the fair. Automobile Liability that is required is generally \$1,000,000.00 per accident for bodily injury and property damage.
  - *Workers Compensation Insurance* is required within the scope and limits set as required by the laws of the State of Colorado.
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An original Certificate of insurance demonstrating proof of general liability/automobile coverage and workers compensation must be sent directly from your insurance carrier to Mesa County Fairgrounds, 2785 Highway 50, Grand Junction, CO 81503. Certificates can be faxed to 970-256-1533 or emailed to [janet.renzelman@mesacounty.us](mailto:janet.renzelman@mesacounty.us). **Certificates need to be received by 7/1/10.**

**The required endorsement is: Mesa County, its officers, officials, employees and volunteers are ADDITIONAL INSURED'S, as respects liability. The certificate holder shall be listed as: Mesa County Fair.**

**Indemnification:**

The Vendor shall indemnify and hold harmless Mesa County and its elected and appointed officials, officers, employees 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 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.

**Assignability or Subcontracting:** Any assignment, transfer or subcontracting of this Agreement is prohibited, unless written consent is obtained from Mesa County Fair Board.

**COMMERCIAL VENDORS – PLEASE READ**

All products for which you apply may not be approved. Only the products listed on your License Agreement, are authorized to be sold. Any changes or additions must be approved in writing by the Mesa County Fair Vendor Committee. **Insurance:** If you do not currently have general liability insurance, arrangements have been made to make insurance available for smaller and independent commercial vendors operating at a low risk for \$40.00. Please indicate on the application if you are interested in this coverage. You will be notified if you are eligible for this insurance coverage.

**AMUSEMENT SPACE VENDORS – PLEASE READ**

All amusement vendors need to provide a total foot print measurements needed for operation. All vendors are required to carry the minimum commercial general liability insurance as stated under the insurance category of the rules and regulations.

**NON-PROFIT SPACE VENDORS – PLEASE READ**

Vendors need to provide a copy of a valid state tax-exempt certificate.

## **FOOD & BEVERAGE CONCESSIONS VENDORS – PLEASE READ**

**• If you have Colorado Retail Food License please submit the following documents to the Mesa County Fair Office:**

1. A completed and signed vendor application.
2. A completed "Vendor Application For Temporary Events" form from the Mesa County Health Department (included in your packet).
3. A copy of your 2010 Colorado Retail Food Establishment License.
4. A photo of booth or exhibit (photo will not be returned).
5. A Complete list of items to be sold, including a price list.
6. Check or money order for the vendor space fee.  
Checks should be made payable to the Mesa County Fair.
7. Original Certificate of Insurance and copies of other required licenses and documents  
By **July 1, 2010**.

**• If you do not have Retail Food License in the State of Colorado:**

If you do not have a license, you will need to contact the Mesa County Health Department for an application or download the form from the website. Please mail the completed application and a check for \$75.00 for the Plan Review fee **no later than June 1, 2010** to the Mesa County Health Department, 510 29 1/2 Road, Grand Junction, CO 81502 to begin the licensing process.

**For questions regarding a food service licensing or any Mesa County Health Department requirements, please contact:**  
**Monique Mull, Mesa County Health Department, 970-248-6962.**  
**[www.health.mesacounty.us/environment](http://www.health.mesacounty.us/environment)**

**Please know that all food and beverage booths will be inspected by the Mesa County Health Department!**

**QUESTIONS?**

**Janet Renzelman, Concession Coordinator**  
**Mesa County Fair**  
**2785 Hwy 50**  
**Grand Junction, CO 81503**  
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## **GENERAL INFORMATION** **FOR 2010 MESA COUNTY FAIR VENDORS**

### **--ARRIVAL**

Monday, July 19, 2010 starting at 9:00 AM at the Mesa County Fairgrounds. Please call Janet at 970-986-0209 prior to your arrival and then come to the Fair office upon arrival to check-in and get your assigned location and vendor packet. Please call the office if you need directions or have unique set-up requirements.

### **--ADVERTISING**

The Mesa County Fair web site will feature a full list of all participating vendors at the Fair. If you have a web link to your own web site, please include it on your application.

### **--CANCELLATIONS**

Cancellations are without penalty until June 15, 2010. Cancellations received after this date will be charged in full without refund. Request for cancellation must be received in writing to the Mesa County Fair office, 2785 Hwy. 50, Grand Junction, CO 81503 on or before June 15, 2010.

### **--DEADLINES**

Vendor applications are due at the Fair office no later than June 15, 2010.

### **--DELIVERIES**

Please notify the Fair office of any and all deliveries that are expected before and during the Fair.

### **--DISPLAY MATERIALS**

All vendors are required to supply their own equipment, including tables, signage, chairs, canopies, and the like.

### **--ELECTRICAL REQUIREMENTS**

Vendors who need electrical service are expected to supply their own heavy duty, outdoor rated, power cords and any adapters, if necessary, to operate their equipment. See our enclosed handout for guidelines to the electrical system on property. If an electrical outage should occur, Mesa County Executive Fair Board is not liable for damages to food or other products.

### **--INSPECTIONS**

All food and beverage vendors will be inspected by an official from the Mesa County Health Department.

### **--INSURANCE(S)**

All vendors participating at the 2010 Mesa County Fair must provide to the Fair office (in advance) proof of insurance as described in the rules and regulations. Insurance certificates can be faxed or emailed to the Fair office. Please call the Fair office if you have any questions on the insurance requirements.

### **--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. The Mesa County Executive Fair Board is not liable for claims made by vendors regarding their product's 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.

### **--PARKING PASSES**

Parking passes for your vehicles are included in the vendor packet you will get when you arrive at the office for check-in.

### **--RECYCLED MATERIALS**

**The Mesa County Fair supports "going green" for the 2010 Fair!** 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 recyclable containers will be located throughout the Fairgrounds.

### **--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.

### **--RV SPACES**

There are a limited number of Recreational Vehicle spaces. If you would like a space, please mark the appropriate place on your application. Allocation will be on a first-come-first served basis. The cost for each hook up is \$20.00 a night and is expected to be paid in full when you send in your application. So make sure you add that in to your total fee.

### **--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. All vendors must list their tax license number on the application. For questions regarding sales tax licenses, call the Colorado Department of Revenue at 970-248-7140.

### **--SECURITY**

The Mesa Fair Board provides roaming overnight security officers from show close to 7:00 a.m. The Fair encourages all vendors to take extra precautions in securing their vending area when closing.

### **--THEME**

Our themethis year is **"The Best Five Days of Summer" – "Bright Lights and Summer Nights"** Please feel free to get into the spirit of our theme!

### **--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 established at the Fairgrounds for cardboard recycling.