



# Celebrating 125 Years!

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## **Vendor Information**

**Completed applications must be returned by June 1, 2012.**  
**The application will not be processed if returned incomplete.**

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

Enclosed you will find our 2012 Vendor Application, rules and regulations, general information, and an electrical cut sheet. Please complete the application, **incomplete applications will not be accepted**, 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 Board Office. If you have not received your Agreement by July 1, 2012 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.

### **Dates to Remember:**

- **Set up and move-in day for vendors starts at 9:00 a.m. on Monday, July 16, 2012.**

#### **Dates and hours of operation for the 2012 Fair are:**

<b>July 17</b>	<b>Tuesday</b>	<b>11:00am-10:00pm</b>
<b>July 18</b>	<b>Wednesday</b>	<b>11:00am-10:00pm</b>
<b>July 19</b>	<b>Thursday</b>	<b>11:00am-10:00pm</b>
<b>July 20</b>	<b>Friday</b>	<b>11:00am-11:00pm</b>
<b>July 21</b>	<b>Saturday</b>	<b>10:00am-11:00pm</b>

- All vendors should be open for business on **Tuesday, July 17, 2012 at 11:00 a.m.**
- All vendors must remain open and operational until the conclusion of the fair on **Saturday, July 21, 2012 at 11:00 pm.**
- All vendors must 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 implement 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, 2012, 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 automatic acceptance or 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 2012 Mesa County Fair.**

There will be a charge of \$50.00 on each returned checks.

### **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.

### **Assign ability or Subcontracting:**

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

## **Insurance Requirements:**

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.

**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 must be received by 6/1/12.**

**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.**

### **COMMERCIAL VENDORS – PLEASE READ**

#### **Please submit the following:**

1. A completed and signed vendor application.
2. Attached photo.
3. A complete list of items to be sold, including your price list.
4. Check or money order for the vendor space fee, made payable to the **Mesa County Fair**.
6. Original Certificate of Insurance, proof of insurance as described in the rules and regulations.  
Insurance certificates can be faxes or emailed to the Fair office by **June 1, 2012**.

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 \$75.00. 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**

#### **Please submit the following:**

1. A completed and signed vendor application.
2. Photo of your activity.
4. All amusement vendors must provide a total foot print measurement needed for operation.
5. Check or money order for the vendor space fee made payable to the **Mesa County Fair**.
6. Original Certificate of Insurance, proof of insurance as described in the rules and regulations.  
Insurance certificates can be faxes or emailed to the Fair office by **June 1, 2012**.

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

**Please submit the following:**

1. A completed and signed vendor application.
2. Photo of your booth.
3. A copy of a valid state tax-exempt certificate.
4. Check or money order for the vendor space fee made payable to the **Mesa County Fair**.

**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 2012 Colorado Retail Food Establishment License.
4. A photo of booth (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 made payable to the **Mesa County Fair**.
7. Original Certificate of Insurance and copies of other required licenses and documents by **June 1, 2012**.

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

If you do not have a license, please 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 May 1, 2012** 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)**

**All food and beverage booths will be inspected by the  
Mesa County Health Department!**

**QUESTIONS?**

**Janet Renzelman  
Mesa County Fair  
2785 Hwy 50**

**Grand Junction, CO 81503**

**Phone: Janet: 970-255-7107 Fax: 970-256-1533**

**[janet.renzelman@mesacounty.us](mailto:janet.renzelman@mesacounty.us)**

**[www.mesacountyfair.com](http://www.mesacountyfair.com)**

# ***General Information***

## ***Mesa County Fair Vendors***

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### **--ARRIVAL**

**Monday, July 16, 2012, starting at 9:00 AM at the Mesa County Fairgrounds.**

Please call 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 (970-255-7107) ahead of time if you need directions or have unique set-up requirements.

### **--CANCELLATIONS**

Cancellations are without penalty until **June 10, 2012**. 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 10, 2012.

### **--DEADLINES**

**Vendor applications are due at the Fair office no later than June 1, 2012.**

**Incomplete applications will not be accepted.**

### **--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.

### **--GREASE**

We provide a used grease receptacle on site at no cost. Please deposit all used grease in this receptacle.

### **--GREY WATER**

Grey water tanks are available to rent for \$20.00 for 5 days. Please indicate in "Other Needs" if you require a Grey Water tank.

### **--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 2012 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 to 970-256-1533 or emailed to [janet.renzelman@mesacounty.us](mailto:janet.renzelman@mesacounty.us). Please call the Fairgrounds 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 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 recyclables are 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 8 spaces 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 \$25.00 a night and is expected to be paid in full when you send in your application. Make sure you add that amount 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 County 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 theme this year is **"Celebrating 125 Years"** 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.