

Spring Craft Fling Vendor Contract

Location: Phelps County Fairgrounds, 12860 Hwy 63, Rolla, MO 65401

Please read the Rules and Regulations carefully.

Legal Name of Business _____

Contact Person: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone Number: (_____) _____

Items to be sold (be specific):

Outdoor Booth Rental (10'x10')				\$50	
Indoor Booth Rental (10'x10')				\$55	
Additional Booth Space (if needed)	# of spaces needed		X	\$50 =	\$
Electric (if requested)				\$5 =	\$
Overnight on-site camping (space limited)	optional			\$20 =	\$
Total					\$

By signing below, the vendor acknowledges that he/she has read and agrees with the PCF Spring Fling Vendor Rules and Regulations. The vendor agrees to abide by them and all other regulations of the city, county, and state. The Phelps County Fair is not liable for any losses or accidents.

Printed Name: _____ Signature: _____ Date: _____

Mail to:
 PCF Spring Fling
 PO Box 833
 Rolla, MO 65402

**Vendor contract and vendor fees must be postmarked by
 March 23, 2020.**

**The Spring Craft Fling is rain or shine. Vendor fees are non-refundable.
 We look forward to working with you!**

Spring Craft Fling

VENDOR RULES AND REGULATIONS

For additional questions, contact Vickie Ramsburg.

Phone Number: (417)967-6118 or **email:** phelpscofair@yahoo.com

Fairgrounds Location: 12860 Hwy 63 South, Rolla, MO 65401

By signing the 2020 Spring Craft Fling contract, you are hereby acknowledging that you have read and agree to all stated rules and regulations. Violation or non-compliance of these rules will result in the decision to request your immediate removal from the fairgrounds. Such removal will result in the loss of the vendor's deposit.

Vendors will be held accountable for all rules outlined below.

LIABILITY

1. The commercial vendor shall not assign this lease or sublet said space, or any portion thereof for any purpose whatsoever, without the previous written consent of the Spring Craft Fling organizers, and any violation of this rule shall forfeit this lease and the privilege sold by this contract.
2. The Phelps County Fair shall not be responsible for any negligence or unlawful acts of the commercial vendor or commercial vendor's agents or employees.
3. The Phelps County Fair shall not be liable for any injuries, damages, claims, losses, or liabilities suffered or incurred by commercial vendor or commercial vendor's agents or employees while on the fairgrounds, and commercial vendor agrees to hold the Phelps County Fair harmless therefrom.
4. Commercial vendor agrees to indemnify the Phelps County Fair from all liability; loss or damage the Phelps County Fair may suffer as a result of claims, demands, costs or judgments against it arising out of the actions of commercial vendor or commercial vendor's agents or employees.

DEFAULT

1. Upon approval of the contract agreement, there will be NO REFUNDS of exhibit fees/deposits. All fees/deposits will be refunded to those applicants whose contract agreement has not been approved.

LICENSE AND PERMITS

1. It will be the responsibility of each commercial vendor to comply with all state and local laws, health regulations and fire prevention codes.

LOSS OR DAMAGE

1. The Phelps County Fair shall not be responsible for any loss or damage suffered by commercial vendor or his/her employees or guests from any act of theft, vandalism, accidental injury, or act of God.

CONTRACTS

1. An approved contract copy will be returned to commercial vendors indicating that they have been awarded space at the Spring Craft Fling. Upon approval of the contract agreement, there will be NO refunds of booth rental fee and electricity fees.
2. Contracts that are not approved will be returned to vendor along with fees submitted.
3. Political/campaign organizations are prohibited from handing out yard signs of any kind, as well as walking/roaming the fairgrounds handling out campaign material.
4. Political/campaign materials MUST remain confined to that particular party's assigned booth space.

SELECTION/SPACE

1. The Phelps County Fair reserves the right to assign commercial booth locations.
2. There is one open air market building and outdoor areas to be assigned. Space size is 10'x10'.
3. The Phelps County Fair reserves the right to decline any application.

4. Phelps County Fair does not promote commercial exhibitors with duplicate products and is not responsible for commercial vendors that do attend having duplicate or similar products. No commercial vendor will be asked to leave for selling duplicate or similar products.
5. The Phelps County Fair reserves the right to limit the size of your space. If the Phelps County Fair determines your space request needs to be altered, you will be contacted prior to the Fair.
6. The Phelps County Fair reserves the right to cancel or deny any application by refunding the Craft Fling fees. The only refund will be for denial or cancellation of the application by Phelps County Fair. Checks returned with NSF will automatically cancel application.
7. Demonstrating and distribution of material must be confined to the limits of your rented space.
8. Commercial vendors will not be permitted to roam the building or grounds selling merchandise or distributing flyers/coupons/ads.
9. Displays should not obstruct neighboring displays or project ahead of neighboring booths. Aisles and pedestrian walkways on the fairgrounds must not be obstructed in any way.
10. Each commercial vendor will limit activities and sound to their specific booth space as not to disturb adjoining vendors.

SET UP TIMES

1. Commercial vendor must check in at the office upon arrival to get vendor spot assignments.
2. Commercial vendors may set up Friday, March 27, 2020, between 5-8 pm by appointment. If you would like to set up then, contact Ashley Berry at 573-578-6987. Otherwise, set up will be Saturday, March 28 beginning at 6:30 am. All stands must be set up and ready to open for business by 9 am on Saturday, March 28, 2020.

HOURS OF OPERATION

1. The Spring Craft Fling will run 9 am-4 pm on Saturday, March 28, 2020.

VENDOR RESPONSIBILITY

1. Vendor must check in at the office upon arrival to receive vendor spot assignment. All fees must be paid before check in.
2. It is the responsibility of the vendor to submit sales tax for any transactions they carry out on the fairgrounds to the state department of taxation. PCF is not responsible for collecting sales tax or any other taxes.
3. Appropriate lighting must be supplied by vendor.

FOOD & BEVERAGES

1. The Phelps County Fair has an exclusive beverage supplier for all soft drinks, bottled water.
2. Free water or lemonade can be distributed in 6 oz. or 8 oz. paper or plastic cups. No free bottles of water can be distributed.
3. Food trucks and vendors are not allowed with the exception of kettle corn, pork rinds, etc. For questions if your food product will qualify to be sold contact Ashley Berry at 573-578-6987.

GARBAGE/REFUSE

1. Vendor should dispose of bulky trash items (such as packaging from supplies) in the large dumpster located on the grounds. These items should not be placed in the trash barrels.
2. All commercial vendors must keep the space or booth plus the area immediately surrounding the space or booth in a clean and sanitary condition at all times, removing any trash and refuse which may exist.
3. Vendor must not throw any refuse or empty any water or other fluids on the grounds.
4. Personnel must be clean and neatly attired. Persons not complying will be ordered off the grounds.

OVERNIGHT STAY FEE

1. A fee of \$20.00 will be charged for staying overnight on the fairgrounds.

2. The overnight stay will be from Friday, March 27, 2020 after 5 pm through Saturday, March 28, 2020 after the craft fling.
3. Overnight stay space is very limited, and spaces will be assigned. There is no guarantee of electricity. If electricity is available, the Phelps County Fair has the right to limit use.
4. No open flames or fire pits are allowed in the overnight stay area.

ELECTRICITY

1. Each commercial vendor must indicate on their Commercial Space Reservation Contract the number of electrical outlets and amps/volts needed.
2. The Phelps County Fair reserves the right to limit the number of outlets.
3. All electrical cords must be certified electrical cords. Cords must be a minimum of 14 gauge with ground plugs. If cords do not meet these requirements, set up will be stopped until this requirement is met.
4. Power cords must be uncoiled while plugged into the power source.
5. Phelps County Fair is not responsible for power surges.

FRAUD AND MISREPRESENTATION

1. Each commercial vendor is expected to deal honestly and fairly with fair board members, the public and his/her employees.
2. The Phelps County Fair reserves the right to cancel this contract if in the judgment of the Phelps County Fair the business or exhibition carried on by the commercial vendor, or the manner conducting same, is objectionable or not as represented at the time of making of this contract, and to have the property of the commercial vendor removed from the Phelps County Fairgrounds, and all payments previously made under this contract shall then be forfeited to the Phelps County Fair.

UNSUITABLE PRODUCTS

1. The Phelps County Fair reserves the right to deny the display and/or sale of items which in the judgment of the Phelps County Fair are inappropriate. If any problem or situation arises that cannot be resolved by the contract agreement, these rules and regulations, the final decision will be made by the Phelps County Fair Board.

PETS/ANIMALS

1. No animals/pets will be permitted in the Commercial Exhibits Buildings or the adjacent areas. The only exception to this will be service animals and security dogs accompanying security personnel.

BUILDING SPACE AND ELECTRIC FEES ARE NON-REFUNDABLE WITH THE EXCEPTION OF CANCELLATION DUE TO LOW VENDOR REGISTRATION BEFORE THE EVENT.