

PHELPS COUNTY FAIR CONCESSION VENDOR RULES AND REGULATIONS

Revised 11/12/2015

By signing the 2017 Phelps County Fair Concession Vendor's Contract, you are hereby acknowledging that you have read and agree to all stated rules and regulations of the Phelps County Fair. **Violation or noncompliance of these rules will result in the Phelps County Fair's decision to request your immediate removal from the fairgrounds. Such removal may result in your inability to return in future years. Vendors will be held accountable for all rules outlined below.**

Contact information for the Phelps County Fair Concession Coordinator

Charles Smith

P.O. Box 833

Rolla, MO 65402

Phone Information: (573) 578-7038 or email: csmith038@drury.edu

Fairgrounds Location: 12860 Hwy 63 South

Rolla, MO 65401

Website: www.PhelpsCountyFair.com

LIABILITY

1. 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 Phelps County Fair, 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 vendor or 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 vendor or vendor's agents or employees while on the fairgrounds, and vendor agrees to hold the Phelps County Fair harmless therefrom.
4. Vendor agrees to indemnify the Phelps County Fair from any and 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 vendor or vendor's agents or employees. A copy of vendor's liability insurance naming the Phelps County Fair as additional insured for the dates of the Phelps County Fair, August 2 - 5, 2017 must be on file in the Phelps County Fair Office.

LICENSE AND PERMITS

1. It will be the responsibility of each Concession Vendor to obtain the proper food license and to comply with all state and local health regulations and fire prevention codes.
2. Vendors must carry liability insurance in the amount of one million dollars, with the Phelps County Fair Board named as the additional insured. For additional insurance information please call Bill Jenks at Jenks Long Insurance at (800) 492-2017 or (573) 364-1414.
3. A copy or certificate of insurance must be returned with this application or faxed in one week prior to the event. If the Phelps County Fair does not receive these forms, you will not be allowed to set up. Note: Coverage "binders" are not acceptable. An actual policy number must be shown in the certificate for each coverage type. "Pending" is not acceptable. If your renewal period is just prior to August 2017 an updated certificate will be needed reflecting appropriate coverage.

LOSS OR DAMAGE

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

PROHIBITED ITEMS

1. Cash sales. Visitor must purchase food with tickets. Concession vendors accepting cash in lieu of tickets will be asked to leave the fair. No contract will be granted the following year.
2. No Alcohol, drugs, or firearms are permitted on the fairgrounds property.
3. PCF does not promote like-items, but cannot guarantee another vendor will not sell like-items.
4. Due to contractual issues no organization can sell:

x pop corn (Kettle Corn is ok)	x cotton candy	x funnel cakes
x hamburgers/cheeseburgers	x snow cones	x hot dogs
x curly fries/potatoes/ribbon fries	x drinks of any kind	x corn dogs

SELECTION/SPACE

1. The Phelps County Fair reserves the right to assign concession booth locations.
2. Vendor space is assigned on a first-come, first-served basis and fees are non-refundable.
3. The measurement for space should be the total length and width for everything you have in your space.
4. 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.
5. The Phelps County Fair reserves the right to select concession vendors each year. If you are selected as a concession Vendor one year, you are not guaranteed selection the next year.
6. The Phelps County Fair reserves the right to cancel or deny any application by refunding the season pass fee. The only refund of season pass fee will be for denial or cancellation of the application by Phelps County Fair. Checks returned with NSF will automatically cancel application.

HOURS OF OPERATION

1. Concession booth hours are as follows:
 - Wednesday 5 pm to 10 pm; Thursday 5 pm to 10 pm, Friday 4 pm to 11 pm; Saturday 10 am to 11 pm.
2. In fairness to all exhibitors and the public, all concession booths should be staffed during the above noted hours. Unstaffed booths may result in loss of contract at future fair.
3. No tear down of stands will be allowed before close of fair on Saturday, August 5, 2017. Failure to comply with this rule may result in loss of contract at future fair.
4. All stands must be torn down by noon on Sunday, August 6, 2017 and debris removed by vendor.
5. Revenue from final night of sales will be available Saturday night after close of business.

BEVERAGES

1. The Phelps County Fair has an exclusive beverage supplier for all soft drinks, water, and alcoholic beverages. All vendors must be aware of this policy when signing the contract. Concession Vendors are not allowed to sell drinks of any kind.

CONCESSION VENDOR RESPONSIBILITY

1. Vendor must check in at the office upon arrival to pick up vendor packet including Missouri Sales Tax information.
2. Food prices must be in dollar increments.
3. Food tickets will be sold by the Phelps County Fair for \$1 each.
4. Concession Vendor agrees to accept only food tickets sold by Phelps County Fair. Vendor will be provided a container to collect tickets to be counted daily. Cash sales by vendor are prohibited.

5. Free meal or drink tickets given to volunteers cannot be accepted at vendor booths and are clearly marked with that information. Should a vendor choose to accept the free ticket, the vendor acknowledges he/she will not be reimbursed.
6. All food tickets will be brought to the office at 10 pm (midnight Saturday) nightly to be counted (tickets may be counted in booth before bringing them to the office, but they will be re-counted by Phelps County Fair Staff).
7. Prices for items to be sold at booth must be presented to the Phelps County Fair prior to July 2, 2017 to be listed at the food ticket booth. Fair Board has right to approve or deny menu items.
8. It is the responsibility of the exhibitor to submit sales tax for any transactions they carry out on the fairgrounds to the state department of taxation. The fair is not responsible for collecting sales tax or any other taxes.
9. Appropriate lighting must be supplied by vendor.
10. Violation or noncompliance of these rules will result in the Phelps County Fair's decision to request your immediate removal from the fairgrounds. Such removal may result in your inability to return in future years. Vendors will be held accountable for all rules outlined in this agreement.
11. No refund will be issued if vendor is removed from fairgrounds for non-compliance with rules as stated.

SERVICE VEHICLES/GOLF CARTS

1. No vehicles, including golf carts or any type of ATV, will be allowed on the grounds after 3 pm daily, unless they have prior approval from the Phelps County Fair.
2. Vendors can stock/load booths/areas by driving onto the grounds before 2:30 pm. All vehicles must be removed by 4 pm. No vendor may drive onto the grounds after 3 pm to stock booth. There are no exceptions to this rule.
3. Vendors will be issued one (1) vendor parking pass for the designated vendor parking area. No additional vendor parking passes will be issued. All other vendor vehicles may park in regular visitor parking.
4. Fair Board members and drink distributors are the only authorized users of golf carts/ATV's on the fairgrounds and have received proper instruction for use.

GARBAGE/REFUSE

1. Vendor should dispose of bulky trash items (such as packaging from supplies) in the large waste container located on the grounds. These items should not be placed in the trash barrels.
2. All concession 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.
5. All cooking oil must be removed by the vendor.

SET UP TIMES

1. Concession vendors may set up Tuesday, August 1, 2017 between the hours of 10 am and 8 pm, OR Wednesday, August 2, 2017 between 7 am and 2:30 pm. All stands must be set up and ready to open for business by 4 pm on Wednesday, August 2, 2017.
2. To make alternate arrangements, please contact Charles Smith at 573-578-7038.
3. Booths must be stocked before 3 pm Wednesday, Thursday and Friday and noon on Saturday. No concession vendor vehicles may drive onto the grounds after 3 pm (noon on Saturday). All vehicles must be removed before 4 pm (noon on Saturday).

TEAR DOWN TIME

1. All concession stands must remain fully set up and operating during the hours of the fair as listed in Hours of Operation.
2. Concession vendor booths must be removed before noon Sunday, August 6, 2017. All debris must be removed by vendor.

COMMISSION

1. Food tickets will be counted nightly in the Fair Office by Phelps County Fair and concession staff.
2. Twenty percent (20%) of food tickets received will be paid by Phelps County Fair, and vendor will receive 80% of sales.
3. Commission checks will be available in the office by 4 pm following day.
4. Commission checks for Saturday night will be available after tickets are counted.

ADMISSION TICKETS

1. Each concession vendor will receive two (2) season passes to be used for those working the booth.
2. Additional passes may be purchased for \$25 prior to Wednesday, August 2, 2017.
3. All persons entering the fair grounds must present the season pass or purchase a daily pass (\$10 Wednesday; and \$15 each Thursday, Friday and Saturday) to receive a wristband.
4. No one will be allowed to enter the Phelps County Fair without a ticket or wristband.

PARKING

1. Concession vendors will be issued one (1) vendor parking pass for the designated vendor parking area. No additional vendor parking passes will be issued. All other vendor vehicles may park in regular visitor parking.
2. Concession vendor vehicles must be removed from the grounds before 3 pm each day (noon on Saturday).

OVERNIGHT STAY FEE

1. A fee of \$40.00 will be charged for staying overnight on the fairgrounds.
2. The overnight stay will be from Tuesday, August 1, 2017 through noon Sunday, August 6, 2017. Security is not provided Tuesday and Sunday.
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.

UTILITIES

1. Each concession vendor must indicate on their 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.

ADVERTISING

1. To advertise on the Phelps County Fair web page, please email web master at director@phelpscountyfair.com.

SEASON PASS AND UTILITY FEES ARE NON-REFUNDABLE