

Phelps County Fair



www.phelpscountyfair.com

August 4-6, 2022

Phelps County Fair Commercial Vendor Contract

Please read the 2022 Rules and Regulations carefully. Please complete the contract if you agree with all Rules and Regulations and would like to apply for a commercial vendor spot.

Legal Name of Business _____

Contact Person: _____ Email Address: _____

Address: _____

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

Items to be sold (be specific):

Season Passes (minimum of 1)	# of passes needed		X	\$30 =	\$
Booth Rental (1st booth - 10'x12')					\$FREE
Additional Booth Space (if needed)	# of spaces needed		X	\$45 =	\$
Electric (if requested)	_____ amps needed			\$60 =	\$
Overnight on-site camping (if available)	optional			\$60 =	\$
Total					\$

By signing below, the vendor acknowledges that he/she has read and agrees with the Commercial Vendor Rules and Regulations for the 2022 Phelps County Fair. The vendor agrees to abide by them and all other regulations of the city, county, and state.

Printed Name: _____ Signature: _____ Date: _____

Mail to:
PCF Vendor Coordinator
Renaë Silvio
PO Box 833
Rolla, MO 65402

Don't forget the booth decorating contest!
 Decorate your booth in the fair theme!
 First place winner will receive a prize!

- The following must be postmarked by July 25, 2022.**
- ✓ Completed application
 - ✓ Copy of insurance certificate with Phelps County Fair named as additional insured
 - ✓ Check made payable to Phelps County Fair for season passes, electric, or additional booth space, etc.
 - ✓ Pick up vendor packet in the office the first day of the fair by 2 pm at the fair office.

We look forward to working with you at this year's fair!!!

Vendor Spots are First Come First Serve

PHELPS COUNTY FAIR

COMMERCIAL VENDOR RULES AND REGULATIONS

Revised 01 /22/2022

For additional questions, contact PCF Vendor Coordinator Renae Silvio.

Phone Number: (573) 308-8245 or **email:** phelpscofair@yahoo.com

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

Website: www.PhelpsCountyFair.com

By signing the 2022 Phelps County Fair Commercial 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 non-compliance of these rules will result in the Phelps County Fair's decision to request your immediate removal from the fairgrounds. Such removal will result in the loss of the vendor's deposit and may result in your inability to return in future years.

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 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 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. A copy of commercial vendor's liability insurance naming the Phelps County Fair as additional insured should include the dates August 4-6, 2022 for the Phelps County Fair and must be on file in the Phelps County Fair Office.

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.
2. Each commercial vendor 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 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 at least 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 2022 an updated certificate will be needed reflecting appropriate coverage.

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 Phelps County Fair. 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'x12' inside and outside for the first booth.
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 select commercial vendors each year. If you are selected as a commercial vendor one year, you are not guaranteed selection the next year.
7. The Phelps County Fair reserves the right to cancel or deny any application by refunding the season pass and electric fee. The only refund will be for denial or cancellation of the application by Phelps County Fair. Checks returned with NSF will automatically cancel application.
8. Demonstrating and distribution of material must be confined to the limits of your rented space.
9. Commercial vendors will not be permitted to roam the building or grounds selling merchandise or distributing flyers/coupons/ads.
10. 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.
11. 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 prior to 3 pm the first day of the fair to pick up vendor packet including Missouri Sales Tax information and pre-purchased season passes.
2. Commercial vendor may set up Thursday, August 4, 2022, between 8 am and 3 pm. All stands must be set up and ready to open for business before 4 pm on Thursday, August 4, 2022.
3. To make other arrangements, please contact Renae at 573-308-8245.

TEAR DOWN TIME

1. All stands must remain fully set up and operating during the hours of the fair as listed above.
2. No tear down of booths will be allowed before 10 pm on Saturday, August 6, 2022. Failure to comply without prior approval may result in loss of contract for future fairs.
3. All booths/exhibits must be torn down by noon on Sunday, August 7, 2022. All debris must be removed by commercial vendor.

HOURS OF OPERATION

1. Commercial exhibit hours are as follows: Thursday 4 pm to 10 pm, Friday 4 pm to 10 pm; Saturday 10 am to 10 pm.
2. During the listed hours, all commercial exhibits must be open and have a representative in the booth. Unmanned booths may result in loss of contract for future fairs.
3. All outdoor booths are required to have lights for the evening hours.

COMMERCIAL VENDOR RESPONSIBILITY

1. Vendor must check in at the office upon arrival to receive vendor packet and season passes. 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. The fair is not responsible for collecting sales tax or any other taxes.
3. Appropriate lighting must be supplied by vendor.

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.

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 (noon on Saturday),** unless they have prior approval from the Phelps County Fair.
2. Commercial vendors can stock/load booths/areas by driving onto the grounds before 3 pm (noon on Saturday). All vehicles must be removed by 3 pm. No vendor may drive onto the grounds after 3 pm to stock booth. There are no exceptions to this rule.
3. Commercial 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 vehicle 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 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 \$60.00 will be charged for staying overnight on the fairgrounds.
2. The overnight stay will be from Thursday, August 4, 2022 through noon Sunday, August 7, 2022.
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.

ADMISSION TICKETS

1. Commercial vendors must purchase at least one (1) season pass to have a booth at the fair.
2. Additional passes may be purchased for \$30 prior to Thursday, August 4, 2022.
3. No one will be allowed to enter the Phelps County Fair without a wristband.
4. Commercial 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 commercial vendor vehicles may park in regular visitor parking.

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.

SECURITY

1. Security will be provided Thursday night through Saturday at midnight. The Phelps County Fair will not be responsible or liable for any loss or theft.
2. All commercial exhibits must be removed from the Phelps County Fairgrounds by noon on Sunday, August 7, 2022.
3. Firearms are not permitted on fairgrounds property except for law enforcement personnel.

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.

ADVERTISING

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

BUILDING SPACE, SEASON PASS, AND UTILITY FEES ARE NON-REFUNDABLE