

# Phelps County Fair



Vendor Spots are First Come First Serve

[www.phelpscountyfair.com](http://www.phelpscountyfair.com)

August 4-6, 2022

## Phelps County Fair Concession 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 concession vendor spot.

Legal Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Ticket checks payable to: \_\_\_\_\_ Check one:  Daily  End of fair

### Due to contractual issues, no organization can sell:

\*Popcorn (kettle corn is ok) | pulled pork | chicken tenders | hamburgers/cheeseburgers | hot dogs | brats nachos | bottled/fountain drinks of any kind (lemonade is ok) | curly fries/ribbon fries/potatoes | catfish

PCF does not promote duplicate food sales but is not responsible for like-products in concession vendor booths.

### Menu with prices must be submitted with application for approval.

Season Passes (2 passes included. If you need more, they must be purchased.)	# of extra passes needed		X	\$30=	\$
Booth rental is FREE. PCF charges 20% of all sales. All sales by food ticket only.	Area needed: ____ ft X ____ ft				\$FREE
Electric (if requested and available)	____ amps needed			\$60 =	\$
Overnight on-site camping (if available)	optional			\$60 =	\$
Total					\$

If electric is requested: Number of electrical outlets needed: \_\_\_\_\_ amps/volts needed: \_\_\_\_\_

\*\*\*Please note: Checks will not be available until noon on Friday and after the fair closes on Saturday night. Food tickets will be counted the next day of the fair starting at 9 am (midnight on Saturday).\*\*\*

By signing below, the vendor acknowledges that he/she has read and agrees with the Concession Vendor Rules and Regulations **including food sales by ticket only (no cash or credit/debit sales)** 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**  
**Rena Silvo**  
**PO Box 833**  
**Rolla, MO 65402**

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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 and menu with prices.
  - ✓ Copy of insurance certificate with Phelps County Fair named as additional insured.
  - ✓ Check made payable to Phelps County Fair for season passes, electric, etc.
  - ✓ Tax papers included
  - ✓ Pick up vendor packet in the office the first day of the fair by 2 pm.

**You will be contacted by August 1 if you are an approved vendor. You must have this approval before you set up at the fair.**

# PHELPS COUNTY FAIR

## CONCESSION VENDOR

### RULES AND REGULATIONS

Revised 1/22/2022

For additional questions, contact PCF Vendor Coordinator Renae Silvio.

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

**PO Box:** 833, Rolla, MO 65402

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

**Website:** [www.PhelpsCountyFair.com](http://www.PhelpsCountyFair.com)

By signing the 2022 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.**

#### 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 4-6, 2022 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 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 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 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 and credit/debit card sales are prohibited. Visitors must purchase food with tickets. Concession vendors accepting cash or credit/debit card payment 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:

Popcorn (Kettle Corn is ok)	Hamburgers/Cheeseburgers
Curly fries/potatoes/ribbon fries	Hotdogs/Brats
Pulled Pork	Catfish
Bottled/fountain drinks of any kind (Lemonade ok)	Nachos
Chicken tenders	

## 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 bottled/fountain drinks of any kind.

## 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:
  - Thursday 4 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.
  - No tear down of stands will be allowed before close of fair on Saturday, August 7, 2022. Failure to comply with this rule may result in loss of contract at future fair.
  - All stands must be torn down by noon on Sunday, August 7, 2022 and debris removed by vendor.
3. Revenue from final night of sales will be available Saturday night after close of business.

## 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 need to be brought to the office the next morning of the fair starting at 9 am (midnight Saturday) 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). Tickets must be bundled in batches of 25.
7. Prices for items to be sold at booth must be presented to the Phelps County Fair prior to July 24, 2022 to be listed at the food ticket booth. The 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.

### **SET UP TIMES**

1. Concession vendors 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. Concession vendors may set up Thursday, August 4, 2022 between 8:00 am and 2:00 pm in their designated spots. All stands must be set up and ready to open for business by 4 pm on Thursday, August 4, 2022.
3. To make alternate arrangements, please contact Renae Silvio at 573-308-8245.
4. Booths must be stocked before 3 pm 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 3 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 7, 2022. All debris must be removed by vendor.

### **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 Vendor Coordinator.
2. Booths must be stocked before 3 pm 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 3 pm (noon on Saturday).
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.

### **COMMISSION**

1. Phelps County Fair charges 20% of all food sales.
2. **Phelps County Fair requires concession vendors to use ONLY food tickets. No cash, credit or debit card sales allowed.** If PCF staff finds that you are taking forms of payment other than food tickets, you will be asked to leave immediately.
3. Phelps County Fair and concession staff will count food tickets the next day of the fair (midnight on Saturday) at 9 am in the Fair Office. *Ex. Food tickets collected Thursday evening will be counted on Friday at 9 am.*
4. Commission checks will be available in the office by noon following day.
5. Commission checks for Saturday night will be available after tickets are counted at the close of the fair.

### **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 \$30 prior to Thursday, August 4, 2022.
3. 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 \$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.

### **UTILITIES**

5. Each concession vendor must indicate on their Contract the number of electrical outlets and amps/volts needed.
6. The Phelps County Fair reserves the right to limit the number of outlets.
7. 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.
8. Power cords must be uncoiled while plugged into the power source.

### **ADVERTISING**

9. To advertise on the Phelps County Fair web page, please email web master at [phelpscofair@yahoo.com](mailto:phelpscofair@yahoo.com). Keep a copy for your records before mailing the completed contract and payment of fees by July 25, 2022.

If the Phelps County Fair does not receive your contract by July 25, 2022, we will assume that you are not interested in being part of the 2022 Phelps County Fair.

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