



# FOOD VENDOR INFORMATION

## PRICING

### FOOD & BEVERAGE VENDOR

- 12% on Total Food & Beverage Sales
- \$100 Refundable Security Deposit

**Please Note: Security deposit may be forfeited if any of the Policies and Procedures are not adhered to.**

## DETAILS

- Each space has a depth of 20+ ft (includes spaces underneath Grandstands)
- Electric is provided
- Each vendor is responsible for disposing of their own gray water outside of the Fairgrounds
- Each vendor is responsible for disposing of their trash in designated dumpsters
- Once in place, vendors are not allowed to move their truck, trailer, tent, cart...etc.

## APPLICATION PROCESS

In addition to your application, please submit a description of items offered and a photo of your display. Vendors will be considered by date of application and type of product offered. Once accepted, each vendor will be presented with a formal agreement in addition to Vendor Policies and Procedures.

## OTHER REQUIREMENTS

All vendors must provide a Special Events License and Certificate of Liability Insurance.

## PAYMENT

A security deposit of \$100 must be remitted upon return of signed agreement. If agreement is not signed and deposit is not made within two weeks of application acceptance and receipt of signed agreement, your space will not be reserved and you will be put on the wait list until we receive further communication from you.

A daily sales report with 12% on total food and beverage is due on the last day of service.

## CANCELLATION POLICY

In the event of cancellation for any reason by the vendor, the security deposit and any other monies paid may be forfeited at the discretion of Douglas County Fairgrounds Management.

## MARKET COVERAGE & ADVERTISING

Douglas County Fair & Rodeo will coordinate a marketing strategy that incorporates a combination of social media, television, radio and newspapers in the area. Additionally, continuous announcements will be made during the fair and signage will be placed on the grounds directing guests to our Food Vendors.

## ADDITIONAL EXPOSURE

If you submit a quality photo and some facts about your business, you will be highlighted in a social media post leading up to the event.





# INFORMATION

## WEEK ONE

### CHECK IN, SET-UP FRIDAY, JULY 28, 2023

- Check-in will begin at 12:00pm and end promptly at 2:00pm
- Check-in will take place on the Midway behind the Grandstands
- Vendor must be in place by 2:00pm and ready to serve food at 4:00pm
- Once display is set up, vendors are free to leave but must return and be ready to serve food by 4:00pm
- Vendors are required to leave display set up in place through Sunday, July 30. **If you have a food truck, you will want to bring another means of transportation to travel to and from the Fair.**
- The grounds are already very busy by noon on Thursday and the earlier you arrive to set up, the easier it will be to get your vehicle in place or tent/cart set up
- You will receive a vendor packet containing everything you need prior to the event. No formal check-in will take place, but a Fairgrounds staff member will be available during check-in hours should you require assistance. Contact information is included in the vendor packet.
- There will be no parking passes provided and spaces will be available on a first-come-first-serve basis

### TEAR DOWN, MOVE OUT SUNDAY, JULY 30: 10:00 PM

- All vendors are required to go to the Douglas County Fairgrounds Administration Office to check out before leaving the grounds
- If you depart before checking out, your security deposit may be forfeited and the Department of Revenue will be notified you did not turn in your taxes for the event
- Please have your tax return documents filled out and your tax money ready to turn in.  
Exact amounts are required and change will not be provided.
- Daily sales report with 12% of food and beverage revenue due to Douglas County at time of departure

### OPERATING HOURS

Friday, July 28	4:00pm – 11:00pm
Saturday, July 29	10:00am – 11:00pm
Sunday, July 30	11:00am – 10:00pm

## WEEK TWO

### CHECK IN, SET-UP THURSDAY, AUGUST 3, 2023

- Check-in will begin at 12:00pm and end promptly at 2:00pm
- Check-in will take place on the Midway behind the Grandstands
- Vendor must be in place by 2:00pm and ready to serve food at 4:00pm
- Once display is set up, vendors are free to leave but must return and be ready to serve food by 4:00pm
- Vendors are required to leave display set up in place through Sunday, August 6. **If you have a food truck, you will want to bring another means of transportation to travel to and from the Fair.**
- The grounds are already very busy by noon on Thursday and the earlier you arrive to set up, the easier it will be to get your vehicle in place or tent/cart set up
- You will receive a vendor packet containing everything you need prior to the event. No formal check-in will take place, but a Fairgrounds staff member will be available during check-in hours should you require assistance. Contact information is included in the vendor packet.
- There will be no parking passes provided and spaces will be available on a first-come-first-serve basis

### TEAR DOWN, MOVE OUT SUNDAY, AUGUST 6: 10:00 PM

- All vendors are required to go to the Douglas County Fairgrounds Administration Office to check out before leaving the grounds
- If you depart before checking out, your security deposit may be forfeited and the Department of Revenue will be notified you did not turn in your taxes for the event
- Please have your tax return documents filled out and your tax money ready to turn in.  
Exact amounts are required and change will not be provided.
- Daily sales report with 12% of food and beverage revenue due to Douglas County at time of departure

### OPERATING HOURS

Thursday, August 3	2:00pm – 10:00pm
Friday, August 4	12:00pm – 11:30pm
Saturday, August 5	10:00am – 11:30pm
Sunday, August 6	10:00am – 5:00pm





# FOOD VENDOR APPLICATION

## VENDOR, BUSINESS, OR ORGANIZATION

Business Name

Contact Name

Mailing Address

City

State

Zip

Phone

Email

Company Website or Social Media Page

## DISPLAY

How many total front feet do you require to display your tent, cart, truck, trailer, etc.? (This includes hitches, signage and any additional equipment...etc)

### Check One:

☐ Truck

☐ Trailer

☐ Cart

☐ Tent

☐ Other

Please Note: If your set up takes up more room than stated above, your \$100 security deposit may be forfeited and your agreement will be subject to termination.

## PRODUCTS

List (or attach) all items that will be sold. Only items listed on contract will be permitted. Once the agreement is signed and approved, you will not be permitted to change menu items or prices. All menu items and coordinating prices must be listed on your menu board. The Fair strives to maintain a balance of vendors and will not grant exclusive product sales to any vendor.