



2025 El Paso County Fair Vendor Handbook



EL PASO COUNTY

FAIR

JULY 12 - 19 | CALHAN, CO

Table of Contents

Page 1: Cover Page

Page 2: Table of Contents

Page 3: Welcome 2025 Vendors (Contact Information)

Page 4: Vendor Registration (Applying for Space)

Page 5: Vendor Registration (Acceptance; Cancellations/Refunds; Operation Schedule)

Page 6: Vendor Schedule (Set Up and Tear Down)

Page 7: Vendor Insurance Requirement and Sales Tax

Page 8: Assistance at the Fair (Security/Sheriff; First Aid; Fair Staff and Volunteers)

Page 9: Vendor Vehicles and Parking (Entry Passes; Parking; Golf Carts and Carriers)

Page 10: Vendor Vehicles and Parking (Driving; Camping)

Page 11: Vendor Utilities (Electrical)

Page 12: Vendor Utilities (Electrical Inspection; Water; Gas; Grey Water; Sewage)

Page 13: Fairgrounds Office Services (Mail and Packages; Photocopy)

Page 14: Vendor Booths (Vendor Location; Outdoor Booths)

Page 15: Vendor Booths (Indoor Vendors; Vendor Awards)

Page 16: Vendor Booths (Booth Appearances)

Page 17: Vendor Operations (Sound; Alterations; Promotional Items; Conduct)

Page 18: Vendor Operations (General Policies and Information A)

Page 19: Vendor Operations: (Banned Products) & Fair Management Policies

Page 20: Vendor Legal Compliance

Page 21: Vendor Awards

Page 22: Daily Vendor Schedule

Welcome 2025 Vendors!

Thank you for your interest in participating as a vendor in the 120th El Paso County Fair. The fair is a county-wide event that celebrates our history, culture, and heritage through a variety of 4-H activities, local arts and crafts, vendor opportunities, educational classes, and special events. We had the privilege to host approximately 26,000 fairgoers from across the county, state, and country last year, and it is our goal to reach new heights in 2025.

-

Contact Information

Meet your Vendor Coordination Team.
We are here to assist you in any way we can!

El Paso County Fair Staff – Vendor Coordinator

Skye Bogle

Office: (719) 520-7882

Cell: (719) 314-9929

Email: skiebogle@elpasoco.com

Fair Advisory Board Members – Vendor Committee

Michael Publicker

Felicia Publicker

Amanda Sorrell

Michael Miller

El Paso County Fair & Events Complex

366 10th Street

Calhan, Co. 80808

Office	(719) 520-7880
E-Mail	events@elpasoco.com
Website	www.elpasocountyfair.com

Vendor Registration

Applying for Space

Vendors are encouraged to apply online at: <https://www.elpasocountyfair.com/f/40>

- All new and returning vendors must submit a new application if interested in participating at the El Paso County Fair.
- Discounts: A 10% Early Bird application discount on booth fees will be provided if you complete your application and pay your booth fee in full by December 31st, 2024.
- Payment: All outstanding final payments and supporting documents for submitted applications are due no later than April 30th, 2025.
- Returning vendors will be given priority if a new application is received by December 31st, 2024.
- Every effort will be made to meet requests for specific sites, but such requests cannot be recognized as a condition for participation. The Fair will attempt to honor all preferences for space to the best of our ability.
- All applicants will be required to include **color photos of their display**. For new vendors without photos available, please provide a diagram and description of your booth layout and website or social media info for merchandise.
- All vendors selling food and/or beverage products must have a valid Colorado State Food License through the duration of the fair. A copy of a current license or an application must be submitted with vendor application. The El Paso County Health Department may arrive unannounced and will ask to see copies of your Sales Tax License, State Food License, and Event Permit. Please have all documents available for review in your vendor booth. Please contact the El Paso County Health Department to ensure you have required permits: (719) 578-3199.
- All vendors selling goods and/or services must have a Colorado Sales Tax license. They must also apply for a Special Event Tax license for the duration of the El Paso County Fair.
- Each vendor with a completed vendor packet on file by May 31st, 2025, will be listed in our Fair Guide.

2025 Vendor Registration

Application Acceptance

- All applicants are given equal consideration based upon available space, and the applicant's ability to:
 1. set up an attractive and professional looking display
 2. offer a unique product of great quality
 3. conduct business in an ethical and professional manner
 4. meet financial responsibilities and all contractual obligations.
- Right of Refusal: To maintain product balance, and as a means of encouraging new products, the Fair can deny space requests or menu items when too many vendors wish to exhibit or sell the same or related products.
- We cannot guarantee product exclusivity for any vendor. While we aim to limit similar products; exclusivity is not promised.
- Acceptance of any application does not imply endorsement by the El Paso County Fair of the vendor's products or services.

Cancellations / Refunds

- The Vendor Committee will consider a vendor refund if contacted 60 days in advance of the Fair.
- The Vendor Committee will consider a 50% vendor refund if contacted 30 days in advance of the Fair.
- The vendor fee will be refunded only if the Vendor Committee is able to resell the booth space. No vendor is guaranteed the right to a refund.
- Any cancellation within 30 days will not be refunded.

Vendor Hours of Operation Schedule

All Vendors MUST be open for business according to the Vendor Hours of Operation Schedule (see below). **These hours are subject to change pending daily activities.**

<u>Dates</u>	<u>Time</u>
Saturday (12th)	10am-10pm
Sunday (13th)	10am-8pm
Monday – Thursday (14th-17th)	11am-8pm
Friday (18th)	11am-10pm
Saturday (19th)	10am-10pm

Exception: Outdoor vendors may open earlier and stay open until the fairgrounds close. Informational booths must be staffed until 5 p.m.; if unattended, they should remain visually appealing with accessible materials and flyers for patrons. Unmanned static displays are allowed but must include contact information and secured materials to prevent littering.

Vendor Schedule

Set Up Schedule

Set Up Hours: The Fairgrounds will be open from 8:00 am to 5:00 pm on Thursday, July 10th & Friday, 11th for vendor check-in and set up.

Upon request, Vendors may set up on Wednesday (July 9th) from 8:00am to 4pm.

- Upon arrival at the Fairgrounds for set-up, all vendors **MUST** report to the Fair Office in Swink Hall, to verify space location, get vendor information, camping, parking, and vendor passes.
- Please do not attempt to locate your space until after you check-in. Should a vendor set up in the wrong space, the vendor agrees to move to the proper location at the vendor's own expense.
- All vendors **MUST** complete check-in and set up before July 11th at 5:00 pm.
- No vendor will be allowed to set up on or after opening day (July 12th).
- No security will be provided until opening day of the Fair; therefore, vendors must secure their own booths in a manner with which they are comfortable.

Vendor Tear Down Schedule

Tear Down Hours: All vendors **MUST** remain totally intact and operational until 10:00pm the final night of the Fair. **NO EXCEPTIONS.** This may be extended based on fair patron attendance at the last event.

- Vehicles will not be permitted on the Fairgrounds for load-out until after 11:00 pm or when Fair Management deems it safe.
- No security will be provided after the Fair ends on the final night; therefore, vendors must secure their own booths in a manner they are comfortable.
- All refuse/debris must be cleaned from your booth area and deposited in appropriate receptacles.
- Early tear down may result in the denial of future contracts.

Daily Vendor Set up schedules can be found on page 22.

Vendor Insurance and Sales Tax

Insurance Requirements

All Vendors must have proper copies of insurance on file prior to setting up for the El Paso County Fair. The following insurance coverage is required:

Comprehensive General Public Liability and Property Damage Insurance, including Personal Injury:

- Bodily Injury: \$1,000,000 each occurrence.
- Property Damage: \$1,000,000 each occurrence.
- Aggregate Property Damage: \$1,000,000 and naming the “El Paso County Fair” and “El Paso County, Colorado” as additional insured.
- Insurance Certificates must cover the entire duration of the Fair.
- El Paso County must be named as an additional insured.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=jN2r|vFKkwk\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=jN2r|vFKkwk$)

Sales Tax Collection and Submittal

All Vendors are responsible for the proper collection and submittal of sales tax to the State of Colorado and El Paso County. Vendors making sales to the public must be properly licensed and remit the following percentages.

- State of Colorado – 2.9%
- El Paso County – 2.23%
- Total Tax – 5.13%

Each vendor is required to obtain a Special Event Tax License for the duration of the fair. The fee for a one-time Special Event License is \$8. However, if you already hold a Colorado Sales Tax or Wholesale License, there is no additional cost for the Special Event License.

The application form for the Special Event Sales Tax (DR 589) can be accessed via this link: <https://tax.colorado.gov/DR0589>

If you should have any questions or need a sales tax license, please call Colorado State Department of Revenue (719) 594-8706 or (303)238-7378 or www.taxcolorado.com.

Documents for the Fairgrounds: All Vendors must submit tax identification numbers, a copy of your Colorado State Sales Tax License and the Special Event Tax License with their application packet.

Assistance at the Fair

Security / Sheriff

The El Paso County Sheriff's Office provides security during business/operating hours and are located near the south entrance of fairgrounds. For assistance, please call
(719) 390-5555.

Additionally, El Paso County Security Services personnel, Calhan Police and Fire and other local law enforcement agencies may be on the Fairgrounds.

If you notice any missing or damaged items report them IMMEDIATELY to the Sheriff's Office Command Center located near the south entrance.

First Aid

The First Aid Booth is located north of the Grandstand Building and is open during daily Fair hours.

Fair Staff and Volunteers

All Fair Staff and Advisory Board Members as well as other volunteers will be available to assist any vendor. Please locate one of these individuals who will be wearing a blue Fair vest.

Vendor Committee (Staff Liaison: Skye Bogle)
Michael Publicker, Felicia Publicker, Michael Miller

Sponsorship Committee (Staff Liaison: Dana Nordstrom)
Ed Dills, Kate Watson, Amanda Hensen

Programming Committee (Staff Liaison: Andschana Aljets)
Matt Zeiger, Grant Harris, Michael Miller, Michael Publicker, Felicia Publicker

Marketing Committee (Andschana Aljets, Amy Jo Fields)
Kate Watson, Ed Dills, Amanda Hensen, Jeff Lapsansky

Grounds Committee (Staff Liaison: Adam Baker)
Melvin Trafton, Grant Harris, Michael Miller, Matt Zeiger, Michael Publicker

Vendor Vehicles and Parking

Vendor Entry Passes

Entry Passes: All vendors will be given 4 season vendor passes. We will also have daily vendor passes available. If you need daily passes or additional season vendor passes, please get in touch with Skye Bogle.

- Additional Passes for vendors and their employees, will be available for purchase at the season pass rate. Children 3 and under are admitted free at any time.
- The Fair will not replace any lost or stolen passes.
- These passes are for those who work at the Fair. Any attempt on the part of the vendor, their employees, agents, or representatives to sell, exchange, or barter any privilege or admission passes issued by the Fair, will be sufficient cause for termination of the contract, and ejection from the Fairgrounds.
- Vendors and employees without their season pass may be required to pay admission at the gate.

Parking at the Fairgrounds

Vendor Parking: Vendor parking is located on the south end of the Fairgrounds. No parking permit needed.

Handicap Parking Permits: Vendors who have a current vehicle handicap sticker or license plate may park in the North Lot which is our designated ADA lot. However, the distance to the Grandstands Building is less from the South lot. Depending on where you are located on Vendor row (outdoors) North lot may be closer.

Golf Carts and Carriers

Use of golf carts or similar motorized vehicles by vendors during fair hours is prohibited. Exceptions can be granted upon special request prior to fair and approval by the Vendor Committee. Only a licensed driver shall operate the golf cart.

Vendor Vehicles and Parking

Driving on the Fairgrounds

All vehicles must be removed from the fairgrounds 30 minutes before fair opening. No exceptions will be allowed.

- Vendors may drive on the Fairgrounds for restocking before the cutoff time each day. Supplies arriving after may be delivered by Fair staff if available. Please contact a member of the Vendor Committee to make arrangements.
- Any vehicle not removed before the cutoff time is subject to towing at the owner's expense. Violation of delivery times and/or failure to remove vehicles from the grounds may result in towing at the owner's expense. El Paso County and the Fairgrounds are not responsible for any damage caused by the removal of unauthorized vehicles.
- Anyone driving onto the Fairgrounds must drive at a safe speed and must yield to pedestrian traffic. The speed limit on the Fairgrounds is always 5MPH.
- Should an accident happen, that could be attributed to the Vendor, the Vendor's employees or the Vendor's operation, that Vendor will be held liable.
- Please do not drive on the ADA walkways. If access to your space requires crossing the ADA walkway, please see Fairgrounds staff for instructions.

Camping on the Fairgrounds

Vendor camping spaces at the fairgrounds are available for an additional fee.

- Vendor camping spaces are reserved for July 9-20. Early arrivals for camping must be arranged in advance with the Fairgrounds office and will require Vendor Committee approval.
- Reservations for Fairgrounds camping must be made with the vendor application.
- Vendor camping spaces are limited, so reservations will be processed on a first come-first served basis.
- No campers (living quarters) will be allowed in the commercial booth spaces.

Vendor Utilities

Electrical

Each Vendor must furnish its own booth setup and electrical cords. All cords must be of approved type (UL), grounded, and rated higher than the electrical unit that is plugged into the cord. Electric provided by the Fair where available is 110, primarily 20 amps, limited 30 amps, some 220 is available and typically reserved for our food concessionaires.

The Fairgrounds also requires all Vendors to follow these guidelines as applicable:

- All electrical use must follow OSHA guidelines.
- The use of homemade sub panels or any other electrical fixtures including but not limited to turtle boxes, octopus fixtures etc. is **STRICTLY FORBIDDEN**
- Plug cords directly into approved receptacles, and do not overload or use octopus fixtures.
- Replace damaged cords; do not repair them with tape.
- Ensure cords over indoor walkways are at least 8 feet above the floor; outdoor cords must not pose a public hazard.
- Protect all splices and keep them off the ground.
- Use only UL-approved extension cords, light strings, and temporary wiring suitable for indoor or outdoor use and adequate for the electrical draw.
- Food Booths are limited to one additional appliance or display hookup; no non-commercial appliances are allowed. Food Concessionaires with excess electrical needs must seek approved alternate power sources, such as generators.
- Obtain prior approval and inspection before altering electrical cords or placements.
- All equipment must comply with national, state, and local safety codes.
- Use three-wire grounded UL-approved cords of appropriate gauge to connect to power sources.
- Prior approval and proper cord protectors are required for cords crossing public traffic areas on the grounds.
- The Fair is not responsible for equipment damage or business loss due to outages or power surges.
- Wiring directly to any Fairground circuit is prohibited.

In the event of disruption in electrical or water service, the El Paso County Fair Board, and Vendor Committee will not be held responsible for damage to any food, products, or equipment.

Vendor Utilities

Electrical Inspection

For the health, safety, and welfare of those who participate in and attend the El Paso County Fair ALL exhibits may be inspected by an El Paso County Electrician or other licensed electrician prior to the opening of the first day of the Fair.

Water

Most exhibit areas do not have ready access to water. Vendors requiring occasional use of water must provide their own hoses and buckets and shall not allow water to overflow, leak, or drain on the ground or floor. The Vendor Committee reserves the right to disconnect defective or damaged hoses. All devices connected to fairgrounds water supply will utilize a backflow prevention device.

Gas

Vendors requiring gas must provide their own system. Absolutely no flammable liquids are allowed in any exhibit building.

Grey Water

The unauthorized dumping of grey water is **absolutely prohibited** and may result in revocation of business privileges. Limited grey water collection points are available. All collection containers must be covered.

Sewer

No sewer facilities are available in any commercial exhibit area. Use of sinks, toilets, and other facilities not fully self-contained are strictly prohibited.

Fairgrounds Office Services

U.S. Mail / UPS / FedEx

For your convenience, all regular outgoing mail can be taken to the Fair Office in Swink Hall. As a service to Vendors, the Fair Committee will deliver mail to you daily. This will be done when convenient for Fairgrounds staff.

- Packages can be picked up daily Monday thru Friday from 1:00 pm to 4:00 pm at the Fair Office.
- All packages will be signed for by the Fair personnel and documented into a Delivery Logbook.
- Vendors will be required to sign the Delivery Logbook to receive their packages. (No COD packages will be accepted by the Fair unless prior arrangements have been in at the Fair Office.)
- DO NOT sign for any packages that are not addressed to you or your business.
- Packages not picked up within three days will be returned. The Fair will not assume responsibility or liability for shipments.
- Packages that are sent via Federal Express can be brought to the Fair Office no later than 3:00 pm Monday – Friday. Vendors are responsible for contacting Federal Express and making arrangements for pickup. Fed- Ex – 1-800-238-5355.

Photocopy Center

There will be a Photocopy Center located at the Fair Office located in Swink Hall. Hours for Photocopies are Monday – Friday 1:00 pm – 4:00 pm

Black/White Copies- First page is free. \$0.25 per page thereafter.

Vendor Booths

Vendor Location

The Vendor Committee reserves the right to locate, re-locate, or cancel any exhibit/display/concession that is not in the best interest of the Fair or El Paso County. Vendors shall not sublease booth spaces or portions thereof without prior written authorization from Vendor Committee. Two or more businesses, groups, or persons may not exhibit in a single space without prior written approval from Vendor Committee. Vendors must stay within the rented booth dimensions associated with their application. No room is available on the grounds for vendor storage or supplies outside of the Vendor's booth location.

Outdoor Booths

Dimensions: All outdoor Vendor booths are 20 feet deep and are sold by the foot on frontage length. See application for prices. All outdoor pricing will change starting January 1st, 2025.

Electrical: Starting January 1st, 2025, each 110V electrical outlet will cost \$50.00. You must indicate how many 110V you will be needing during Fair.

Weather: Vendors located outdoors should make provisions to protect their display from sun, wind, inclement weather, flooding, and water trucks. It is suggested that you build your exhibit space up on raised floors, to avoid water damage in case of rain.

Vehicles In Booth Space: Vehicles may be located with outdoor exhibit spaces if an integral part of the exhibit and parked within the confines of the rented space. Vehicles must remain in place throughout the duration of the Fair and must not be moved. A vendor who wishes to keep a vehicle within their booth space must have prior approval from the Vendor Committee. Display or Supply vehicles only. Absolutely no overnight camping allowed.

Tents: Vendors will be required to provide their own tents. Tents should be made with a durable, fire-resistant material. NO TARPS WILL BE ALLOWED AS A COVERING.

Walkways: The walkways around your area must be kept open. No products can be displayed on the walkways. Please remember the walkway is not part of the area you paid for. It is for our Fairgoers and patrons.

Vendor Booths

Indoor Booths

Booth Dimension: Most indoor Vendor booths are 8' feet deep with 10' frontage. Limited quantities of 8' feet deep with 12' frontage are available.

Display: Unless otherwise noted, no drapes, signs, partitions, apparatus, equipment, or furnishings may extend more than (8) feet in height on back wall and (4) feet in height on sides. No tents, awnings, or canopies may be used in indoor vendor spaces. El Paso County Fair does not supply any equipment, including but not limited to tables, chairs, or electrical cords.

Fixtures: No pins or tacks are permitted in drapes, walls, post etc. No nails or screws shall be placed into the floor. Tape and other adhesive material must be removed during tear-down. Grandstand exterior walls do have peg board. Vendor must provide their own hooks.

Cleanliness: All aisles shall be kept clean of debris.

Exhibit Floors: Non-adhering rugs, mats, linoleum, etc. are suggested coverings for the exhibit floors as long as they are contained within the booth dimensions associated with application.

Indoor Kitchen Booth: Spaces are kitchens fitted with Refrigerator/Freezer, Sink, Griddle, and prep counter. Vendors of these spaces are responsible for providing all other necessary cooking/baking equipment and cooking utensils.

Vendor Breakfast

We are so thankful for each one of our Vendors. Many Vendors have years of experience traveling and participating in local and state Fairs and events. We recognize our Vendors by awarding ribbons for display in the winning booths. These are awarded at our Vendor Breakfast.

Vendor Breakfast will be on Thursday, July 17th from 9:00am - 10:30am in the FSB Pavilion across from the Grandstands Building.
(Tentative date - might change as we continue to plan the Fair)

Please see page 21 for a list of the Vendor Awards.

Vendor Booths

Booth Appearances in All Areas

- The Vendor is responsible for the appearance, maintenance, and attractive condition of the exhibit space. You have only a few seconds to attract customers as they pass by your booth. Be creative in preparing your exhibit.
- The design of the exhibit space should be unique and relate to the product exhibited. Showcases should be in good repair and adequately lighted to highlight the product shown or exhibited. The Vendor of the space shall provide all furnishings and equipment for the interior of the space. Lighting to highlight the overall exhibit is recommended. Exhibit construction shall be professional in appearance and in good repair.
- Exhibit staff should be neat, clean, and attentive to customers.
- All tables must be skirted or covered to the floor or ground to adequately screen the underneath, rear, and backside storage from public view. Cardboard boxes will not be allowed as display platforms for merchandise unless covered.
- Materials and decorations used in booth construction are subject to inspection by the Vendor Committee and the local or County Fire Marshall.
- The Vendor will maintain all equipment, trailers, stands, booths, or displays in a neat and orderly fashion. The Vendor thereof, shall keep the premises and every part in a clean and wholesome condition, free of any objectionable noises, odors, or nuisances. If an item is not related to your space's theme or products and does not enhance the appearance of your space or is not for sale- it does not belong in the view of the public.
- Each Vendor is responsible for cleaning his/her own exhibit area at the end of the day. Vendors are requested to place all trash in the trash receptacles closest to their rented space. The night clean-up crew will dispose of it. Clean-up personnel will not enter the booth areas.
- All signage must be professional and proportioned to the booth size. No signs outside the grounds are permitted. Signage/ banners cannot impede the view of other Vendors. **NO HANDMADE (LETTERED, WRITTEN, OR DRAWN) PAPER SIGNS ARE PERMITTED UNLESS APPROVED BY VENDOR COMMITTEE.** White boards may be used.

Vendor Operations

Sound Devices

Vendors shall obtain permission from the Vendor Committee for the use of all sound devices such as radios, speakers, stereo, and/or any other attention getting devices in its booth space. Such sound devices shall not interfere with the effectiveness of the grounds information system and announcements, any other displays, exhibit, or concession. The Vendor Committee reserves the right to revoke permission for the use of such sound devices at any time. Sirens are prohibited in all areas.

Alterations

All structures, work, or alterations shall be inspected and approved by the Vendor Committee. All construction materials used shall comply with existing fire codes and local regulations. All flammable materials such as bunting, trees, drapes, etc., shall be fireproofed. All cloth over one square yard, unless it is a display product, shall be fireproofed.

Promotional Items

Promotional items may be used in an exhibit space; however, no food or other items may be given away without prior approval of the Vendor Committee.

Conduct

- The Vendor shall conduct the operation of the exhibit, display, or concession in a quiet and orderly manner always and shall keep the exhibit, display area neat, clean, and free from rubbish.
- Each Vendor is responsible for the proper disposal of all waste products. All garbage and refuse must be secured in plastic bags before depositing in the trash containers located outside of the buildings.
- **Food and Beverage Vendors:** The 5' space immediately surrounding the booth must be kept clean by the user of that space. Willful violation of these rules may result in loss of booth space and privileges.
- Violators may be expelled from the Fairgrounds. No refund of booth rental will be authorized under such circumstances.
- Solicitations of signatures is only allowed in the parameters of vendor booth space.

Vendor Operations

General Policies and Information

1. Complaints should be submitted on an El Paso County Fair Complaint Form available at the Fair Office. Vendors should first attempt to resolve issues among themselves; if unresolved, the Vendor Committee can assist, and a meeting may be scheduled.
2. All booths must be properly manned during operating hours. Unmanned booths will receive one courtesy reminder, with continued violations considered a breach of contract, potentially leading to expulsion. Vendors are responsible for incidents at unmanned booths.
3. Informational booths must be staffed until 5 p.m.; if unattended, they should remain visually appealing with accessible materials and flyers for patrons. Unmanned static displays are allowed but must include contact information and secured materials to prevent littering.
4. Vendor coolers and lunch supplies must be brought in during designated re-supply times; no alcohol is allowed, and personal cooking is only permitted in assigned camping areas.
5. Vendors selling sodas purchased from retailers (i.e., brand name sodas) must buy their beverages from Swire Coca-Cola, with onsite purchasing available. Overstocking is discouraged; restock as needed. Only two case per product may be returned at the end of Fair.
6. An ice concession is available for Vendors at the Beer Dock, starting on opening Saturday, July 12th, 2025.
7. Walkways and streets must remain clear of vendor booths or displays, and demonstrations must not block aisles or interfere with neighboring exhibits.
8. Vendors must conduct all transactions and display materials only within their leased space. Aggressive solicitation and conducting business outside the contracted space is prohibited.
9. The Fair reserves the right to restrict lights, microphones, demonstrators, or giveaways that detract from the appearance, interfere with traffic flow, or block neighboring vendors.
10. Distribution of advertising novelties or giveaways must be approved by the Vendor Committee. Vendors cannot give away, sell, or promote items considered novelties typically sold from novelty stands.
11. Drawings must be free for participants.
12. The Fair encourages a reasonable return/exchange policy, as a "No Refund" policy is not supported. Vendors should clearly explain their refund policy to patrons.
13. Vendors are responsible for all costs associated with labor, materials, equipment, and supplies needed to fulfill their contract.

Vendor Operations

Banned Products

- Laser lights, silly string, shocking devices, and drug paraphernalia will not be allowed on the Fairgrounds.
- No weapons of any kind are allowed on the fairgrounds at any time unless the vendor has a current concealed weapon permit.
- For security reasons, the sale of firearms, noisemakers, fireworks, and smoke bombs is prohibited. If raffling these items, vendors must store them in a locked case and remove them from the fairgrounds each night. Additionally, raffle winners must collect these items off-site.
- No tobacco products can be sold or distributed on the Fairgrounds.
- Merchandise referring to alcohol or drug abuse, violence or that are sexually explicit or suggestive in nature are not permitted to be sold.

Fair Management Policies

The El Paso County Fair supports free expression but reserves the right to regulate time, manner, and place of activities to ensure public peace and order. Fair Management may enforce the following rules:

1. Fair Management may inspect any vendor location and has the authority to terminate vendor agreements immediately for any rule violations, improper conduct, or if a vendor does not align with the Fair's purpose and policies.
2. Vendors' right to operate during the fair depends on product type, quality, pricing, staff cleanliness, appearance, public treatment, and vendor history.
3. All food vendors must always display menus with prices visible to the public.
4. Vendors may only sell pre-approved items listed on their application and must remain within their designated area for all promotional and marketing activities.
5. Vendors cannot approach the public outside their booth, hand out literature, or solicit sales directly; materials may only be made available for pickup at the booth.
6. Fair Management may prohibit or request the removal of any exhibit or promotion that does not adhere to the approved design and description, without liability for refunds or expenses.
7. Intoxication, use or possession of controlled substances (unless medically documented), or inappropriate conduct or speech toward the public can result in immediate termination of the vendor agreement.
8. Fair Management reserves the right to interpret rules, make final decisions on all vendor-related matters, and remove any vendor not in compliance with the Fair's policies.

Vendor Legal Compliance

1. All Vendors shall comply with all federal, state, and local laws and regulations, including but not limited to taxation, health, safety, labor, employment, and licensing.
2. All Vendors shall comply with all procedures and information set forth in this handbook and application, and to any additions or amendments that may be made. Signature and submittal of contract agreement whether mailed or electronically received will be deemed as vendor acceptance and agreement to all conditions, information and guidelines as set forth in this handbook.
3. Vendors shall indemnify, and hold harmless, El Paso County, Colorado, the El Paso County Fair, and their respective officers, employees, agents, volunteers, boards and subsidiaries as additional parties, from any and all claims, liabilities, or other damages of any nature whatsoever, including costs and attorney's fees, in excess of, or not covered by the insurance coverage provided under the terms of this agreement occasioned directly or indirectly by the Vendors operation of the premises. The El Paso County Fair Board, the Fair Staff, and volunteers shall not be responsible for personal injuries, accidents, damages, or losses sustained by Vendors, helpers, agents, visitors, or paid admission patrons on the Fairgrounds.
4. There will be no change, alteration, variation, or deviation from the terms of this handbook or application unless made in writing and signed by all parties hereto. No verbal understanding or agreement, past, present, or future not incorporated herein shall be valid or binding on either party. It is further agreed that all representations regarding this handbook are contained herein and understood by the parties hereto.
5. All solicitations for either contributions or sales, and any distributions of literature must be made from within the confines of the rented booth space. No roving Vendor, solicitor, demonstrator, Political Party or candidate, or distribution acting from either a profit or non-profit organization or his own behalf shall be permitted on the Fairgrounds.
6. Any violation of the Vendor Handbook policies shall be considered grounds for permanent ejection from the El Paso County Fairgrounds.
7. The fairgrounds have the right to seize any materials, games, or prizes that violate the Vendor Handbook's policies or state and federal statute.
8. Violation of any state or federal statute will lead to permanent ejection from the El Paso County Fairgrounds and prosecution by law.

Vendor Awards

General Vendor Awards

1. Most Social Savvy: Vendor who tagged the Fair the most on social media.
2. Hashtag Hero: Vendor with the most creative or popular Fair-themed hashtag.
3. Photo Finish: Vendor with the most shared or liked photos on social media.
4. Best New Vendor: Awarded to the best new vendor participating in the Fair for the first time.

Food Vendor Awards

1. Most Unique Menu Item: Vendor with the most creative or unusual food offering.
2. Snack Sensation: Most popular snack or quick bite.
3. Drink Delight: Best beverage, whether it's a refreshing soda, lemonade, or specialty drink.
4. Foodie Fan Favorite: Fairgoers' choice for the best overall food vendor.

Merch/Info Vendor Awards

1. Best Local Product: Vendor offering the best locally made or sourced item.
2. Most Creative Product: Merchandise vendor with the most unique or innovative product.
3. Best Interactive Display: Merchandise booth with the most engaging or interactive element for shoppers.
4. Best Community Partner: Informational vendor contributing the most to community awareness or engagement.

Daily Vendor Schedule

Set Up Schedule

When you arrive at the Fairgrounds, please get in contact with the Fair Office to let them know you have arrived. Someone from the Vendor Committee will meet you and show you to your vendor space.

- Please do not attempt to enter the Fairgrounds and find your booth space without assistance.
- All daily vendors must adhere to the below set up and tear down schedule.
- All vehicles must be off the fairgrounds 30 minutes before Fair opening. This is to ensure the safety of all our Fairgoers.

Set Up/ Tear Down Hours: Please see the table below for set up times for each day of Fair. If you are joining us on opening weekend, we would prefer if you could set up the day before, Friday, July 11th before 5pm.

Dates	Set up	Tear Down
Saturday (12th)	8am – 9:30am	After 10pm
Sunday (13th)	8am – 9:30am	After 8pm
Monday – Thursday (14th-17th)	8:30am – 10:30am	After 8pm
Friday (18th)	8:30am – 10:30am	After 10pm
Saturday (19th)	8am – 9:30am	After 10pm

Vendor Tear Down Schedule

- Vehicles will not be permitted on the Fairgrounds for load-out until after the Fair has closed for the day or when Fair Management deems it safe.
- All refuse/debris must be cleaned from your booth area and deposited in appropriate receptacles.
- Early tear down may result in the denial of future contracts.