

# EL PASO COUNTY FAIR-EARLY BIRD FOOD CONCESSION APPLICATION

**July 12-19, 2025**

**Early Bird Discount good thru Dec 31, 2024 only**

Company Name: \_\_\_\_\_ Contact Person \_\_\_\_\_  
(please print) (please print)

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

City/State/Zip: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Does any employee of El Paso County/member of the Fair Advisory Board have a financial interest in your company?

Yes  No If yes, Name and Relationship \_\_\_\_\_

Attach a complete menu (only items on the contract will be allowed. The vendor committee reserves the right to adjust menu to avoid numerous duplicate items among vendors.)

New Vendors only—List any rodeo, fair, or event at which you were a concessionaire, along with contact information. \_\_\_\_\_

Electrical requirements.	20 amp/110v _____	50 amp/220v _____
	Qty Required	Qty Required

(spaces include 1-20 amp or 1-50 amp outlet only. Additional outlets are based on availability only. An additional fee for an extra 50amp outlet is \$118, **50 amp vendor placement is dictated by outlet locations.**)

List total amount of space desired. Footage must include all awnings, supports poles, tie-downs, storage areas, trailer hitches, etc.  
 FRONT FOOTAGE \_\_\_\_\_ DEPTH \_\_\_\_\_ (Please include trailer tongue in measurement)

Do you need to park a stock truck? \_\_\_\_\_ If yes, what size \_\_\_\_\_ Is power required? \_\_\_\_\_  
 Stock trailers or vehicles that do not fit in vendor’s designated camping space will require a \$50 parking fee for the duration of the fair.

Does your booth produce grease / waste? \_\_\_\_\_ If yes, estimate gallons produced for 8 days \_\_\_\_\_

Will you require a camping space? \_\_\_\_\_ If yes, do you require electricity? \_\_\_\_\_  
 Electrical for camping is primarily 30 amp. Alternate locations may be 20 amp only. Early arrivals for camping must make prior arrangement with the Fair Office.

Photos of your concession trailer as it is operated are required with application. Storage areas must be completely enclosed. Trailer must have sufficient lighting. All signs must be of professional quality. Advertising outside of the contracted space is prohibited. Tents are not accepted unless approved by the Vendor Committee.

Each concessionaire is required provide a Certificate of Insurance naming El Paso County as an additional insured. This certificate must be valid during the event dates. (see vendor handbook, page 7 for Insurance Requirements)

## ATTENTION !! EARLY BIRD BOOTH DISCOUNT

A 10% Early Bird booth discount will be offered when your application and payment are received in full by Dec. 31st, 2024.

Terms of the concessionaire contract requires that all final payments and supporting documents for previously submitted applications must be received no later than June 14, 2025. Any new contracts received after May 1, 2024 will require full payment, either by credit card, cash or certified funds. **NO CHECKS WILL BE ACCEPTED AFTER June 14, 2025.**

The Vendor Committee will consider a refund on a cancellation if contacted thirty days in advance of the Fair. The vendor fee will be refunded only if the Vendor Committee is able to resell the booth space. The committee reserves the right to resell any booth space that is not set up completely by 5 pm the Friday night before opening day of fair unless prior arrangements are made. Written request for a refund is required and must include explanation for the request. All refund requests must be approved by the Vendor Committee.

## BOOTH SPACES AND FEES

Please mark to indicate which booth space you prefer

<input type="checkbox"/> <b>Outside food booth space</b> Vendor row, Grandstands area	<b>\$1375</b>	\$ _____
<input type="checkbox"/> <b>Outside food booth space</b> Whittemore Hill/Swink Hall	<b>\$1000</b>	\$ _____
<input type="checkbox"/> <b>Inside north end kitchen booth space</b>	<b>\$2500</b>	\$ _____
<input type="checkbox"/> <b>Inside south end kitchen booth space</b>	<b>\$1875</b>	\$ _____
<input type="checkbox"/> <b>Novelty food item booth-outside</b> <small>*Novelty food booth is one food item that does not constitute a meal</small>	<b>\$ 750</b>	\$ _____
<input type="checkbox"/> <b>Novelty food item - grandstand permit</b> <small>*This permit allows sale of product in the Grandstands during major events. Limit of 4 vendors total.</small>	<b>\$ 200</b>	\$ _____
<input type="checkbox"/> <b>Additional 50 Amp outlet (limited available)</b>	<b>\$118</b>	\$ _____
	<b>Sub Total</b>	\$ _____
	<b>Discount</b>	\$ _____
<input type="checkbox"/> <b>Camping Space - 10 Days</b>	<b>\$200</b>	\$ _____
	<b>TOTAL DUE</b>	\$ _____

**MAKE CHECKS PAYABLE TO :**

**EL PASO COUNTY FAIR**

**MAIL APPLICATION, PAYMENT AND DOCUMENTS TO:**

El Paso County Fair  
And Event Center  
366 10th Street  
Calhan, Co. 80808

**FOR MORE INFORMATION:**

El Paso County Fair Office  
719-520-7880  
719-520-7883 Fax  
events@elpasoco.com

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

**CHECK LIST**

1. Completed Application
2. Payment
3. Proof of Insurance
4. Color Photo of your booth or exhibit
5. Copy of Colorado Sales Tax License.
6. Colorado/El Paso County Event License/Food

My signature below indicates that I have read this contract and agree to the terms attached, and understand that the complete 2024 Vendor Handbook will be available on line for my reference. I certify all information provided on this application to be true and accurate to the best of my knowledge.

\_\_\_\_\_  
Vendor/Exhibitor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Contact Person

\_\_\_\_\_  
Business phone number of additional contact