



EL PASO COUNTY FAIR

VENDOR HANDBOOK

JULY 16 - 23, 2022



WWW.ELPASOCOUNTYFAIR.COM

Welcome Vendors!

Thank you for your interest in participating as a vendor in the **116th El Paso County Fair**. The El Paso County Fair is a county-wide event that celebrates our history, culture and heritage. The Fair provides a variety of 4-H activities, local arts and crafts, traveling vendor opportunities, educational classes, many special events. We have the privilege to host 25,000 – 30,000 plus fairgoers.

Important Information

Discounts!!

- A 10% Early Bird application discount will be provided if you complete your application and pay your booth fee in full by April 30, 2022.
- A 5% Early Bird application discount will be provided with a completed application and 50% booth fee payment by April 30, 2022.
- Application fees may be made by credit card.
- All outstanding final payments and supporting documents for previously submitted applications are due no later than May 31, 2022. All Payments after this date **MUST** be in certified funds, credit card or cash only. No checks will be accepted.
- Each vendor with a completed vendor packet on file by June 1st will be listed in our Fair Guide.

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

Lou Taylor

Amanda Sorrell

Fair Advisory Board Members – Vendor Committee

Andschana Aljets

El Paso County Fair Staff – Vendor Coordinator

(719)374-2013

El Paso County Fair & Events Complex

366 10th Street

Calhan, Co. 80808

Office: (719) 520-7880

Fax: (719) 520-7883

E-mail: events@elpasoco.com

Website: www.elpasocountyfair.com

Fair Dates
July 16 - 23, 2022
Exhibit / Concession Hours

All Vendors MUST be open for business according to the Vendor Schedule. (see page 8) *Exceptions:* All Food Vendors and outside Vendors may open earlier and choose to remain open as long as the Fairgrounds are open. **NO EARLY TEAR DOWN ON THE LAST DAY OF FAIR.**

Ice will be available for Vendors to purchase at the Beer Dock.

Office Hours During Fair

8:30am – 4pm

(Located inside Swink Hall – These hours are subject to change)

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Vendor Practices

The El Paso County Fair recognizes that the Fair is a venue for the free exchange of ideas but reserves the right to regulate activities with regard to time, manner, and place to maintain peace, order and protection of the general public. To accomplish this goal, Fair Management reserves the right to enforce the following:

- 1) Fair Management may enter any vendor location for the purpose of inspection.
- 2) Vendors may not leave their designated area for promotional or marketing purposes.
- 3) Vendors may not approach a member of the public outside of their vendor Booth for purposes of providing information or soliciting sales.
- 4) Vendors may not personally hand-out literature or other materials or goods, but may make such materials available for pick up by the public at their booth.
- 5) Fair Management may prohibit the installation or request removal of any exhibit or promotion of goods sold that does not substantially adhere to the design and description given advance approval. In the event of such a request, the Fair is not liable for any refund or other expenses.
- 6) Fair Management reserves the right to remove any vendor from the Fairgrounds if the vendor is not keeping with the overall purpose and policies of the El Paso County Fair.
- 7) Intoxication, use or possession of any controlled substance (unless medically documented), impolite, discourteous or obscene speech or conduct toward, or in the hearing range of the public is grounds for termination of a Vendor agreement at the sole discretion of Fair Management.
- 8) Fair Management reserves the right to terminate any Vendor agreement immediately and without advance notice, upon violation of any of the Fair's applicable rules or regulations.
- 9) Fair Management reserve the right to interpret rules and regulations, and make final decisions on all matters, questions or differences in regard to Vendor operations.

Vendor Application & Selection Process

Applying for Space

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 vendors from previous fairs and new vendors must apply for space if interested in participating at the El Paso County Fair. All returning vendors are only guaranteed a space when completed application and payment are received in full by April 30, 2022

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.

VENDORS MAY ONLY SELL THOSE ITEMS LISTED ON THEIR APPLICATION AND APPROVED IN ADVANCE BY THE VENDOR COMMITTEE.

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, and (4) meet financial responsibilities and all contractual obligations.

Vendor Application Process (cont)

All Food Concessionaire must have a valid, current Colorado State Food License by opening day of 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 posted in your Food Concessionaire Booth. Please contact the El Paso County Health Department to ensure you have required permits: (719) 578-3199.

Right of Refusal – In order to maintain product balance, and as a means of encouraging new products, it sometimes becomes necessary for the Fair to deny space requests or menu items when too many vendors wish to exhibit or sell the same or related products.

Final approval of vendors will depend on product type, quality and pricing, vendor staff cleanliness, appearance, public treatment and vendor history. All food vendors must display their menu to include prices for public at all times.

Acceptance of any application does not imply endorsement by the El Paso County Fair of the vendor's products or services.

Security / Sheriff / First Aid

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.

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.

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

Insurance Requirement

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.**

Haas & Wilkerson Insurance will provide general liability coverage for vendors at the El Paso County Fair under a master insurance policy. The Haas & Wilkerson Insurance offered to vendors meets the requirements of the El Paso County Fair. Should you choose to participate in this insurance program, please complete the Insurance Form found on our website or call the Fair office to request a form.

Separate Payment must be made by Cashiers Check or Money Order and made payable to: **Haas & Wilkerson**. The costs associated with this insurance is located on the form. **(Personal checks are NOT accepted and will be returned.)**

Mail your separate payment made out to Haas & Wilkerson and your insurance form to:

El Paso County Fair
366 10th Street
Calhan, CO 80808

Note: Payment for insurance cannot be combined with vendor fees since insurance payments are made to Haas & Wilkerson. Payments for vendor booths that include insurance fees will be returned and neither vendor nor insurance applications will not be considered complete until new payment has been made.

Set-up / Tear-Down Schedule

Set-Up Hours

The Fairgrounds will be open for vendor check-in and set-up the Thursday & Friday (**only**) before Opening Day from 8:00 am to 5:00 pm. (Unless prior arrangements are made). 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.

Arrival

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 and pick up your vendor packet. Should a vendor set up in the wrong space, the vendor agrees to move to the proper location at the vendor's own expense.

Opening Day

All vendors must be set up and ready for business by **10:00 am** on Opening Day of the Fair. All vehicles must be removed from the Fairgrounds **by 9:00 am each day**, or be subject to towing at the owners expense.

Vendor Hours of Operation

Saturday, July 16	10am-10pm	Wednesday, July 20	11am- 7pm
Sunday, July 17	10am- 7pm	Thursday, July 21	12pm-10pm
Monday, July 18	10am- 7pm	Friday, July 22	10am-10pm
Tuesday, July 19	11am- 7pm	Saturday, July 23	10am-10pm

These hours are subject to change pending daily activities.

Tear-Down Hours

ALL VENDORS MUST remain totally intact and operational until **10:00 pm** the final night of the Fair. This may be extended based on attendance at the last event.. **NO EXCEPTIONS.**

Vehicles **will not** be permitted on the Fairgrounds for load-out until after **11:00 pm or until 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 DENIAL OF FUTURE CONTRACTS.

Vendor Passes

Vendors will be issued two (2) season passes. A season pass is good for one person entrance to the fair for all 8 days. A vendor may turn in a season pass for 8 daily passes.

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.

Any Vendor who has not picked up passes by close of office business hours on the first day of Fair will have to pay admission at the gate starting the second full day of the Fair. Once passes have been issued, it is the responsibility of the vendor to distribute them. *Vendors will not be admitted through the gate without a pass.*

Cancellations / Refunds

The Vendor Committee will consider a vendor refund 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.

Daily Fair Operations

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.**

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.

Servicing Booths

Re-supplying of Booths inside the Grandstand Building and Outside Food booths, will be available to the vendors from 8:00-9:00am **ONLY**. All vehicles must be removed to designated parking areas no later than 9:00 am each day. No vehicles will remain on the grounds, they **MUST** be moved to a parking lot, **NO EXCEPTIONS**. Vendors with inside food booths may have earlier access for food prep and deliveries. After 9:00am, a courtesy cart will help transport restocking items onto grounds. No vehicles will be allowed.

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 fire-proofed. All cloth over one square yard, unless it is a display product, shall be fire-proofed.

Sharing Vendor Booths

Vendors have the opportunity to share a booth with another vendor by rotating days. The shared booth must be secured by a primary vendor and it is the responsibility of the primary vendor to secure a secondary vendor to rotate the booth space and ensure the secondary vendor follows all vendor rules / procedures. Please contact the Fair Office for more details.

Daily Fair Operations (cont.)

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 at all times 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 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.

Utilities

Electric

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. 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. Due to limited electrical capacity, each Food Booth is limited to one appliance or display hook-up, respectively, in addition to those already in permanent service. No non-commercial appliances are permitted.

In the event a Food Concessionaire has more electrical use than what can be supported, it will be the responsibility of the Food Concessionaire to seek alternate power sources (i.e. generators, with approval of the Vendor Committee).

Utilities (cont.)

Electrical Fees

Each Vendor using electric is required to pay for their usage. If you choose a booth that has electricity, the electrical fee is included in the booth price. All rates are on the Application Form located in the center-fold of this Handbook.

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.

- No alterations to electrical cords or placement can be made without prior approval and inspection.
- All equipment, regardless of source of power, must comply with all national, state, and local safety codes.
- All cords used to connect to a power source shall be three (3) wire grounded UL approved type cord of appropriate gauge.
- Cords shall be plugged DIRECTLY into approved receptacles.
- Do not overload extension cords, or use octopus fixtures.
- Do not repair damaged cords with tape. REPLACE THEM!
- All cords over an indoor pedestrian walkway or aisle must be at least eight (8) feet above the floor. Outdoor cords must not create a hazard to the public
- All splices must be protected, and not touching the ground.
- All extension cords, light strings, and temporary wiring must be UL approved for indoor or outdoor use and adequate for draw.
- Prior approval from the Vendor Committee and proper cord protectors are necessary before cords may cross a public traffic area on the grounds.
- Wiring directly to any Fairground circuit is not allowed.

The Fair shall not be responsible for any equipment damage or loss of business due to outages or power surges.

Water

Most exhibit areas do not have ready access to water. Vendors requiring occasional use of water must provide their own hoses and buckets etc. 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.**

Utilities (cont.)

Grey Water

The unauthorized dumping of grey water may result in revocation of business privileges. Limited grey water collection points are available. All collection containers must be covered. A grey water disposal fee is included in the application.

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.

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. All Vendors must submit tax identification numbers with application. A copy of your Colorado State Sales Tax License is also required with application packet.

All product sales at the Fair are subject to Colorado State and El Paso County sales taxes. 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% for a total tax of 5.13%

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.

Parking / Driving on Fairgrounds

Parking Permits

Each Vendor shall receive one (1) vehicle pass with the business name on it to permit entry to the Fairgrounds for deliveries. Additional vehicle passes will be at a \$25.00 charge each.

Vendors who have a current vehicle handicap sticker or license plate may request one (1) Handicap Parking Permit in lieu of regular parking. This parking is available in the North Parking Lot.

Vendors may drive on the Fairgrounds for restocking 8:00-9:00am each day. Vehicles MUST be removed from grounds by 9:00 am. NO EXCEPTIONS. When leaving the Fairgrounds to park your vehicle, **remember** to get your hand stamped for re-entry. Supplies arriving after 9:30 am may be delivered by Fair staff. Please contact a member of the Vendor Committee to make arrangements.

Driving on Fairgrounds (cont)

Driving on the Fairgrounds

Anyone driving onto the Fairgrounds must drive at a safe speed and must yield to pedestrian traffic. The speed limit on the Fairgrounds is 5MPH at all times. Should an accident happen that could be attributed to the Vendor, the Vendor's employees or their operation, that Vendor will be held liable.

ANY VEHICLE NOT REMOVED BY THE DESIGNATED TIME IS SUBJECT TO TOWING AT THE OWNERS EXPENSE. VIOLATION OF DELIVERY TIMES AND/OR FAILURE TO REMOVE VEHICLES FROM THE GROUNDS BY DESIGNATED TIMES MAY RESULT IN SUSPENSION OF PASS. EL PASO COUNTY AND FAIR ARE NOT RESPONSIBLE FOR DAMAGE CAUSED BY THE REQUIRED REMOVAL OF UNAUTHORIZED VEHICLES.

Please do not drive on the ADA walkway, if access to your space requires crossing the walkway, please see staff for instructions.

Golf Carts and Carriers

Use of golf carts or similar motorized vehicles are limited to Vendors who have contracted two or more locations, with prior approval of the Vendor Committee.

If a Vendor is allowed the privilege of using a golf cart, he or she will be given a set of rules to follow. If these rules are not followed, the privilege may be revoked without warning. Only a licensed driver shall operate the golf cart.

Camping

Camping for a fee is available on Fairgrounds.

Reservations for Fairgrounds camping must be made with application. Spaces are limited, so reservations will be processed on a first come-first served basis.

The fee for a dry site is \$ 50 for all eight days. (location to be determined)

The fee for a site with electric is \$ 130 for all eight days.

No campers (living quarters) will be allowed in the commercial booth spaces. **Early arrivals for camping will be charged a per day fee of \$20.00 and must be arranged in advance with the Fair office. Pending Fair Board approval.**

Additional space for support vehicles may be provided for a fee of

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 staff.

NO ROOM IS AVAILABLE ON THE GROUND FOR VENDOR STORAGE OR SUPPLIES.

U.S. Mail-UPS -FedEx

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 in order to receive their packages. (No COD packages will be accepted by the Fair unless prior arrangements have been in at the Fair Office.) Packages not picked up within three days will be returned. The Fair will not assume responsibility or liability for shipments.

Federal Express

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. FedEx – 1-800-238-5355.

Photo Copy & Fax Center

There will be a photo copy and fax center located at the Fair Office located in Swink Hall. Hours for Photo Copies and Faxes are Monday – Friday 1:00 pm – 4:00 pm

- **Faxes**-Incoming/outgoing faxes are \$1.00 per page. Incoming fax number is (719) 520-7883. A Vendor Committee member will deliver incoming faxes generally mid-morning and mid-afternoon or as time allows. If a vendor is expecting a fax, prior notice is appreciated.

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

Vendor Awards

We are so thankful for each and every 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. The winners are chosen random Fairgoers These are awarded at our Vendor Breakfast.

Inside Vendors

Best Use of Space, Most Decorative Display, Best Large Exhibit, Most Creative Booth, Most Professional Booth

Outside Vendors

Best Use of Space, Most Decorative Display, Best Large Exhibit, Most Creative Booth, Most Professional Booth

Food Concessionaires

Best Entrée, Best Finger Food, Best Exotic Food, Best Frozen Dessert, Best Unfrozen Dessert, Best All Around Food, Best Breakfast, Best Funnel Cake, Best Walk-Around Food

Vendor 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, faxed 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.

Vendor Compliance (cont.)

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. All Food Vendors are required to purchase all beverages from the preferred Beverage Company. No outside product will be allowed to be sold.
7. Violations of any portion of Vendor's contract shall be considered grounds for permanent ejection from the El Paso County Fairgrounds, seizure of any offending equipment, game or prizes and federal prosecution under any applicable state statute.

Booth Dimensions & Regulations

Outdoor Booths

Dimensions – All outdoor Vendor booths are 20 feet deep, and are sold by the foot on frontage length. See application for prices.

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 should it 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.**

Booth Dimension & Regulations (cont.)

Outdoor Booths Continued

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 Fair-goers and patrons.

Booth Height-No outside space should exceed 15 feet in height unless approved by Vendor Committee.

Indoor Booths

Booth Dimension- All indoor Vendor booths are 8' feet deep with 10' frontage, with the exception of one booth that is about 4 feet frontage and 8 feet deep.

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.

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.

All aisles shall be kept clean of debris.

El Paso County Fair does not supply any equipment, including but not limited to tables, chairs or electrical cords.

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 Food Concessionaire booths are kitchens fitted with Refrigerator/Freezer, Sink, Griddle and prep counter. Inside Food Concessionaires are responsible for providing all other necessary cooking/baking equipment and cooking utensils.

The Vendor Committee must approve any exception.

Booth Appearance All Areas

1. 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.
2. **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.
3. **Exhibit staff** should be neat, clean, and attentive to customers.
4. **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.**
5. **Materials and decorations used** in booth construction are subject to inspection by the Vendor Committee and the local or County Fire Marshall.
6. **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.**
7. **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.
8. **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.**

Booth Operation for Vendors

1. **Complaints, comments, or suggestions** should be provided on a El Paso County Fair Complaint Form which are available in the Fair Office. **To help resolve complaints, misunderstandings or problems between Vendors on the Fairgrounds**, the Vendor Committee is available for assistance. We ask that you first try to resolve your differences between yourselves. If a dispute persists, an appointment will be scheduled in the Fair Office for all parties to meet and resolve the difference.
2. All **indoor booths** and designated **outdoor booths must be properly manned during exhibit hours of operation**. At least one representative of the exhibit shall be in the space from opening until the posted closing time unless a 5-minute break is needed. Vendors with unmanned booths will be notified one (1) time as a courtesy reminder. Vendors who continue to unman their booth after the first notice shall be considered in breach of contract, and will automatically forfeit rights to return. The fair offers a limited number of unmanned static displays. Unmanned displays must post contact information, brochures or other materials these items need to be secured to minimize littering.
3. **Vendor coolers and lunch supplies must be brought in during established re-supply times as the general public is not allowed to bring these items onto the fairgrounds. No alcohol can be brought onto the Fairgrounds. NO PERSONAL COOKING IS ALLOWED ANYWHERE ON THE FAIRGROUNDS, EXCEPT, IN YOUR ASSIGNED CAMPING AREA.**
4. **An ice concession** will be provided for Vendors at the Beer Dock on the fairgrounds.
5. **All vendors are equal regardless of size, and should be given equal opportunity, within reason, to present their product or service to the public.** Walkways and streets cannot be blocked at any time.
6. **Vendors with demonstrations or sampling** must plan their display, so that those watching do not block aisles or interfere with neighboring exhibit areas.
7. **Vendors must confine all transactions to the space leased**, with the exception of purchased grandstand permits, and shall not display signs, placards, brochures, advertisements, or solicit prospective customers in any location on the Fairgrounds, except within the contracted space. Operating, selling, distributing handbills, posting advertising, hawking or conducting business within the aisles or anywhere outside of the Vendor' contracted space (including on buildings, trees, posts, parked vehicles) is prohibited. **Aggressive solicitation of Fair patrons walking by booth will not be tolerated.**

Booth Operation for Venders (cont)

8. The Vendor is responsible for all costs, for all labor, materials, equipment and supplies, and for any other items necessary for the performance of the contract.

9. The Fair reserves the right without limitations to restrict the use of lights, microphones, demonstrators, or giveaways which in the sole judgment of the Fair, detract from the overall appearance of the area, interfere with traffic flow, or block neighboring vendors. All sound devices such as radios, stereos, speakers, organs, and any other attention-getting devices must be controlled, so as not to interfere with other Vendors or mitigate the effectiveness of the Fair's information system. Sirens are prohibited in all areas.

10. Distribution of advertising novelties or other giveaways must be approved, in advance of the Vendor Committee. The Fair grants concessions for the privilege of selling novelties. In order to protect this privilege, Vendors are not permitted to giveaway, sell or promote items deemed by the Fair, in its sole discretion, to be novelties of a type which are usually sold from novelty stands.

11. Drawings-Participation for drawings must be free for those registering.

12. To maintain good relations with our Fairgoers, and to promote customer service, the Fair does not support or condone Vendors to have a **No Refund Policy**. Vendors are encouraged to set a reasonable/return/exchange policy for use during the Fair and to explain your refund policy to your patrons.

Products/Practices Not Allowed

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.

Due to security risk, the sale of the following items **will not be allowed: firearms, noisemakers, fireworks and smoke bombs.**

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.

Miscellaneous Information

1. **DAILY SCHEDULES** will be available every morning at the Information Booth.
2. **A FULL RANGE OF LIVE ENTERTAINMENT** can be found daily throughout the Fairgrounds and in the Entertainment tent.
3. **THE 3,000+ Seat GRANDSTAND ARENA** will host Rodeos, Car Racing, Demolition Derby and other exciting events.
4. **THE OWENS LIVESTOCK ARENA** will be the site for the Junior Livestock Sale and other 4-H events throughout the 8-day Fair.
5. There are two (2) **ATM** units on the grounds, 1-located in the foyer of Swink Hall and 1 located on the south end of the grandstand building.
6. Our goal at the El Paso County Fair is to provide a safe place for everyone to enjoy. We encourage you to display your products in a safe manner. If you notice any missing or damaged items **REPORT THEM IMMEDIATELY TO THE SHERIFF'S OFFICE COMMAND CENTER LOCATED NEAR SOUTH ENTRANCE** .
7. **INFORMATION BOOTH** is available to provide information and assistance plus is the location to turn in or claim any lost and found items. The Information Booth is located at the Northeast corner of Owens Livestock Arena. Vendors are encouraged to submit short ads for announcers to read on our public address system. Please submit announcements to the Vendor Committee for review.

Notes



COMMISSIONERS:
STAN VANDERWERF (CHAIR)
CAMI BREMER (VICE-CHAIR)

HOLLY WILLIAMS
CARRIE GEITNER
LONGINOS GONZALES, JR

COMMUNITY SERVICES DEPARTMENT

PARK OPERATIONS ~ ENVIRONMENTAL SERVICES ~ RECREATION/CULTURAL SERVICES ~ CSU EXTENSION

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