

2026 RETAIL VENDOR AGREEMENT CHECKLIST

Event: Routt County Fair (Hayden, Colorado) August 7th – August 16th, 2026

Date: Wednesday, August 12 - Sunday, August 16, 2026

Event Location: Routt County Fairgrounds 398 S. Poplar St. Hayden CO81639

Interested??? Send us the following by July 15th, 2026 (no exceptions). Please email all info to ewood@co.routt.co.us

- COMPLETED** vendor agreement and checklist emailed
- Food Vendor? Email menu/pricing
- A copy of your Routt County Department of Environmental Health Temporary Food Event Application OR Current Permit (see link [HERE](#))
- A copy of your State of Colorado Sales Tax License
- A copy of your State of Colorado Special Event Sales Tax License (details [HERE](#))
- A copy of your Town of Hayden Sales Tax License. Those without a license will need to apply
- Electronic copy of Certificates of Additional Insured and Indemnification (see below for details)
- Payment (you will be invoiced once we have the above information)

All vendors shall:

- Provide service to RCF guests from August 12th through August 16th. **Food and drink vendors must stay open until the end of the shows and concerts.** If a vendor needs to adjust their times to be open, it must be approved before set up.
- Provide general liability Insurance and Indemnification (see below)

STATE AND COUNTY REQUIREMENTS:

Food vendors must meet all State of Colorado and Routt County regulations. The vendor should coordinate directly through the appropriate agency.

- State of Colorado Special Event Sales Tax License: <https://tax.colorado.gov/how-to-apply-for-a-special-event-license>
- Town of Hayden Sales Tax Application and instructions:
- Routt County Environmental Health Department. The application is attached in Vendor Agreement email. Please see the following link for more information: <https://www.co.routt.co.us/279/Special-Events>

Load-in:

- Optional early load in day: August 7th between 10:00 AM and 2:00 PM (please email if you plan on coming early)
- Mandatory load in will take place on Wednesday, August 12, 2026, between 10:00 AM and 2:00 PM
- Load in time must be provided by the vending manager no later than 5 days prior to the event

Load-out:

- Load-out will take place on Sunday, August 16, 2026, After 2:00 PM
- Early load-out requests will be reviewed on a case-by-case basis and approval is at the discretion of RCF.
- Vendors including tents, tables, cooking apparatus, trash, etc. must be out of the venue by not later than Monday, August 17th at 5:00 PM
- Vendors are responsible for fully cleaning up their assigned space ahead of departure from the event. Failure to leave the space as found will result in a clean up fee of up to \$1000. Please help us follow the Leave No Trace Principles in leaving the area better than we found it.

Booth Space: SPACE IS VERY LIMITED, AND VENDORS SHALL NOT ENCROACH OUTSIDE OF THE ASSIGNED SPACE.

- Each vendor is pre-assigned a booth/truck/trailer space which will be provided by RCF five (5) days prior to the event – *subject to change*.
- Vendors should only use the allocated and paid for space and cannot overflow into their neighbor's space, common walkways, or in front of or behind space.
- Each vendor must bring a means to secure propane tanks, display items and are subject to Fire Marshal inspection.
- Vendors can only sell items at the price points approved by RCF and submitted on the Application (i.e. no extra menu items, products, beverages, merchandise, etc.).
- Vendors are not allowed to sell or bring any alcohol or alcohol food-related items.
- The layout of the vendor area is at the sole discretion of the RCF.
- Vendors are only allowed to sell from their allotted space and may not roam the event premises and sell from carts, backpacks, coolers, etc.
- Each vendor must bring their own **clean** and **visually appealing** tent, tables truck/trailer as well as display items.
- Trailers/trucks that are used to store extra products will not be allowed in the vendor area and will need to be parked in the identified location. Information about additional parking will be provided five (5) days prior to the event.

Refunds & Absences:

- If a vendor cannot attend an event date to which they have been confirmed due to an emergency, please contact the Routt County Fair immediately.
- Refunds of booth space fees will not be offered for any reason within fifteen (15) days of the first day of the event
- Cancellations and requests for refunds must be submitted to Routt County Fair in writing not later than twenty (20) days in advance of the event date.

No Guarantee:

- RCF does not guarantee that vendors will make a profit at the event.
- RCF will not reimburse any vendor their booth fees or related expenses if they fail to make a profit at the event.

As a food vendor for Routt County Fair you agree to all requirements and regulations listed above. Additionally, you agree to be held liable and are responsible for all food and health code regulations of the Town of Hayden, Routt County, and the State of Colorado.

EXHIBITOR/VENDOR SIGNATURE

DATE

**ROUTT COUNTY 2026 FAIR
VENDING AGREEMENT**

This Routt County Fair Vending Agreement (“Vending Agreement”) dated as of _____, 2026 is between Routt County, Colorado, by and through its Board of County Commissioners (“County”), and _____, a _____ [insert type of entity or individual] hereinafter referred to as the “Exhibitor.” The County and the Exhibitor may be collectively referred to herein as the “Parties.”

In consideration of the mutual promises set forth below, the parties hereby agree as follows:

ARTICLE 1. VENDING OPERATING RIGHTS

County hereby grants to the Exhibitor the right to have a vending booth during the 2026 Routt County Fair from August 7, 2026, through August 16, 2026, subject to the terms and conditions of this Agreement and the terms and conditions of the Checklist, which is incorporated herein. County reserves the right to require any Exhibitor to leave the fairgrounds for violation of the terms of this agreement.

ARTICLE 2. VENDING FEE

Exhibitor shall pay to the County a Vending Fee of _____ plus a fee for electricity and water of _____ for a total of _____ due no later than _____. Payment shall be made payable to: Routt County and delivered to the Routt County’s Fairgrounds Manager at 398 S. Poplar Street, Hayden, Colorado 81639.

ARTICLE 3. RESPONSIBILITIES OF PARTIES CONCERNING THE VENDING

Exhibitor shall be responsible for:

- a) Set up their booth by August 12, 2026 by 10:00 a.m. Exhibitors are permitted to set up their booth as early as August 7, 2026.
- b) Have personnel in their booth during the required operating times unless previous arrangements have been made with Fair Management. Required operating times are August 12, 2026, through August 15, 2026, from 10:00 a.m. to 7:00 p.m. and on August 16, 2026 from 9:00 a.m. to at least 12:00 p.m. Food & drink vendors **MUST** stay open through events/shows/concerts.
- c) Attend the mandatory vendor meeting on August 12, 2026 at 12:30 p.m.
- d) Not tear down or vacate their booth prior to August 16, 2026 at 12:00 p.m. without prior written authorization from Fair Management.
- e) Remove all tents, equipment, supplies, and displays from the fairgrounds within 5 days from the closing date of the Fair, at which time it becomes property of Routt County Fairgrounds.

Exhibitor shall be responsible for:

- a) Providing all equipment necessary to run their vending booth.
- b) Containing their booth within the boundaries of the marked rented space keeping all roadways, walkways, and fire lanes clear. Ensuring their booth and surrounding areas are free from litter.
- c) Not altering or replacing electrical cords without prior approval and inspection from Fair Management.
- d) Conducting the operation of their booth, display, and vending in a respectful, quiet, and orderly manner at all times.
- e) Ensuring water is brought to your designated booth safely. There is a water source available at the Fairgrounds. **DO NOT DUMP GRAY WATER ON GROUND.** An RV dump is available on-site.
- f) Not parking vehicles in the Midway during operating hours.
- g) Complying with any and all current County, State, or Federal laws, regulations, and safety codes, including but not limited to public health orders in effect
- h) For food concessions: Sending a copy of all licenses required to operate a temporary food concession to Fair Management with their Vending Agreement. All food concessions are subject to inspection by Routt County Environmental Health Department.
- i) Any and all theft and loss.

County shall be responsible for providing:

- a) Access to and use of Exhibitor's booth assignment.
- b) Patrol of the fairgrounds by the Routt County Sheriff's office and Hayden Police Department on a limited basis throughout the Fair.
- c) Electricity and water source as agreed upon and paid for in advance by Exhibitor.
- d) Trash receptacles for Exhibitor's use.

ARTICLE 4. INSURANCE AND INDEMNIFICATION

A. Exhibitor (including, the Exhibitor's employees, officers, agents, representatives, contractors, and invitees) shall release, discharge, indemnify, and hold harmless County and its officials, employees, agents, and representatives from and against liability for any claim, demand, loss, damages, penalty, judgment, expenses, costs (including costs of investigation and defense), fees (including reasonable attorney and expert witness fees), or compensation in any form or kind whatsoever for any bodily injury, death, personal injury or property damage arising out of or in connection with any act, error, or omission by the Exhibitor or for any resulting liability alleged to accrue against County on account of the Exhibitor's acts, errors, or omissions; to the extent provided by Colorado law; provided, however, that such indemnity shall not be construed as an indemnity for bodily injury or property damage arising from the sole negligence or intentional acts of County or its employees.

B. Exhibitor shall procure, at its sole expense, a comprehensive general public liability and property insurance policy naming Routt County as an additional insured, in limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Exhibitor shall furnish County with a certificate evidencing the insurance upon signing and completing this document. Address for the Fairgrounds is: PO Box 1000 / 398 S. Poplar St. Hayden, CO 81639.

ARTICLE 5. TAXES

Exhibitor shall be responsible for collecting and paying all sales taxes when such taxes are due and payable.

ARTICLE 6. NON-DISCRIMINATION

Exhibitor agrees that it will not discriminate against any person on the grounds of race, color, religion, sex, sexual orientation, national origin or disability in the operation of the vending booth.

ARTICLE 7. NOTICES

Any notice given pursuant to this Vending Agreement other than which is specifically permitted to be given in some other fashion shall be in writing and shall be delivered by hand, by overnight courier, or by registered or certified mail, postage prepaid, return receipt requested and addressed as follows:

If to County:

Routt County
Board of County Commissioners
522 Lincoln Avenue, Suite 30
Steamboat Springs, Colorado 80487
Telephone Number: (970) 879-0108

With a copy to:

Fairgrounds Manager
P.O. Box 1000
398 S. Poplar Street
Hayden, Colorado 81639
Telephone Number: (970) 276-3068

If to Exhibitor:

Telephone Number: _____

Notice shall be deemed given when delivered if hand-delivered or two days after the date indicated on the postmark if sent by U.S. Mail.

Either party may change its address to which notices shall be delivered or mailed by giving notice of such change as provided above.

ARTICLE 8. RELATIONSHIP OF PARTIES

It is understood that the County is not in any way or for any purpose partner or joint venturer with, or agent of, exhibitor in the Exhibitor's operation of the booth. At all times and for all purposes hereunder, Exhibitor and its employees are independent contractors and not employees of County. Exhibitor shall be responsible for providing all workers' compensation and unemployment insurance coverages for its employees as may be required by law. Neither Exhibitor nor any employee of Exhibitor shall be entitled to unemployment insurance benefits through County and Exhibitor shall be obligated to pay any federal or state income taxes due with respect to any sum payable by Entertainer hereunder.

ARTICLE 9. ASSIGNMENT

Exhibitor shall not assign its interest herein without the written consent of the County which consent may be withheld in County's sole discretion.

ARTICLE 10. SURRENDER UPON TERMINATION

Upon the expiration or earlier termination of this Vending Agreement by the County, for any reason whatsoever, Exhibitor shall peaceably surrender to County possession of the vending booth space and the Fairgrounds.

ARTICLE 11. ENTIRE AGREEMENT

This writing, together with the attached application and payment, constitutes the entire agreement of the parties. This Vending Agreement supersedes all prior vendor agreements, if any, between the parties, and no representation, warranties, inducements, or oral agreements that may have been previously made between the parties shall continue in effect unless stated herein. This Vending Agreement shall not be modified except in writing, signed by County and Exhibitor.

ATTEST:

**PUBLIC WORKS DIRECTOR OF
ROUTT COUNTY, COLORADO**

Jenny L. Thomas
Routt County Clerk

Mike Mordi, Director

EXHIBITOR

By: _____

Title: _____