



2023 GARFIELD COUNTY FAIR VENDOR AGREEMENT

THIS AGREEMENT is entered into by and between **GARFIELD COUNTY, COLORADO**, a body politic and corporate of the State of Colorado, whose powers are exercised by the Board of County Commissioners in accordance with Colo. Rev. Stat. §§ 30-5-125 and 30-11-103 (“County” and/or “BOCC”) and \_\_\_\_\_, whose address is

\_\_\_\_\_ (“Contractor” or “Vendor”).

1. Purpose. The purpose of this Agreement is to secure Vendor’s performance of services and/or delivery of goods at the 2023 Garfield County Fair in Rifle, Colorado.

2. Vendor Obligations. The scope of services to be performed and/or goods to be sold by Vendor, and the amounts to be charged, including any fees as authorized by the Garfield County Fair Board, are described in the attached 2023 Vendor Application, **Exhibit A**, and is incorporated by reference as if fully set forth herein. Nothing else contained in Exhibit A shall alter, modify or augment the terms and conditions set forth in 2023 Garfield County Fair & Rodeo Vendor Information and Regulations, **Exhibit B**. To the extent Exhibit A is inconsistent with or contradicts Exhibit B in any way, Exhibit B shall govern for all purposes.

3. Terms of Agreement. The terms and conditions of this Agreement are contained in the Garfield County Fair & Events 2023 Vendor Information and Regulations, which has been signed by Vendor and attached as **Exhibit B** and is incorporated by reference as fully set forth herein.

EFFECTIVE as of the \_\_\_ day of \_\_\_\_\_, 2023.

**GARFIELD COUNTY, COLORADO:**

\_\_\_\_\_  
**By: Nancy Payne**  
**Garfield County Fair & Events Administrative Specialist**

**VENDOR:**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Title**



**Garfield County Fair & Rodeo – July 23 – 30, 2023**

Garfield County Fairgrounds  
1001 Railroad Ave, Rifle, CO 81650

**Merchant Vendor Application – Exhibit A**

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a returning Vendor? Yes  No

**IMPORTANT:** If you are a new vendor or you have not been a vendor at the Garfield County Fair in the past two years, please attach references from other fairs or festivals where you worked, name of event, dates, coordinator's name and telephone number. Photos of your booth and products are required.

**BOOTH SIZE AND FEES – Please check all that apply**

- \$150 for a 10x10
- \$180 for a 12x12
- \$225 for a 15x10
- \$375 for a 25x15
- Accept credit/debit cards
- Stock truck or trailer \_\_\_\_\_ size \_\_\_\_\_ electrical needs
- 20 amps, 110-volt outlets: \$20 each \_\_\_\_\_ 1-3 plugs max

Please describe your electrical needs

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*You must provide your own usage-appropriate extension cords.*

Other requests: \_\_\_\_\_

Amount Due if Approved (do not send payment until requested): \_\_\_\_\_

Your completed application form, with your signature, will confirm that you have read and understand the Vendor Information and Regulations concerning merchant vendors at the 2023 Garfield County Fair. This will eliminate any questions concerning permits, licenses, parking, electrical needs, etc.



**Garfield County Fair & Rodeo – July 23 – 30, 2023**

Garfield County Fairgrounds  
1001 Railroad Ave, Rifle, CO 81650

**Merchandise Vendor Products or Information to be Displayed**

*Please describe your and prices. You will not be allowed to sell items not listed unless they are preapprove in writing. If you are a new vendor, color photos of your products must be included.*

<b>PRODUCTS</b>	<b>PRICE</b>

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your completed application form, with your signature, will confirm that you have read and understand the Vendor Information and Regulations concerning vendors at the 2023 Garfield County Fair. This will eliminate any questions concerning permits, licenses, parking, electrical needs, etc.

Vendors who misrepresent or provide incomplete information may be asked to leave the fairgrounds and forfeit any refunds.

Do you need handicapped parking?  Yes  No

**Applications should be sent to the Garfield County Fair & Events Administrative Specialist at:**

**1001 Railroad Ave., Rifle, CO 81650 or email: [npayne@garfield-county.com](mailto:npayne@garfield-county.com)**

**Please attach a photo or sketch of your booth exactly as it will appear at the fair if you are NEW.**

Garfield County Fair & Events Administrative Specialist: Nancy Payne  
1001 Railroad Ave., Rifle CO 81650 Phone: 970-945-1377 Ext. 4003 Fax: 970-625-2429  
Email: [npayne@garfield-county.com](mailto:npayne@garfield-county.com)



**2022 GARFIELD COUNTY FAIR & RODEO VENDOR INFORMATION AND REGULATIONS – Exhibit B**

**Completed applications must be received by May 31, 2023**  
**The application will not be processed if received incomplete**

**Fair Board Mission Statement**

The purpose of the Fair Board is, in collaboration with Garfield County Administration, to ensure the successful promotion, production, and execution of the Fair each year. The Fair Board shall ensure Fair programming is of high quality and that programming improves annually, as needed. Fair programming:

- Shall embrace all ages, persons, cultures, and entities within Garfield County
- Shall foster a spirit of community values
- Shall promote the Western and agricultural heritage and history of Garfield County.

**You will need the following to have a complete application:**

- 1. Vendor Agreement , Application, Vendor Information & Rules Vendor completely filled out and signed**
- 2. Fees – Check made payable to “Garfield County Treasurer” \*when we request payment, not earlier\***
- 3. Photo of your booth and product if NEW to our fair**
- 4. Certificate of Insurance – business liability and vehicle**
- 5. Food Vendors please read the section “Food Concessions”, for the needed documents**

The Garfield County Fair & Events Administration will review each application individually and more than one vendor with the same type of product may be allowed to participate. The approval and selection of vendors will depend on *complete application*, product type, quality, presentation, pricing, uniqueness; also the fair’s previous experience with vendor staff service, cleanliness, appearance of booth, and ability to work well with others. Previous participation in the Garfield County Fair & Rodeo does not guarantee priority treatment.

Approved vendors will receive an Agreement to be a vendor from the Garfield County Fair & Events Administration. If you have not received your Agreement by June 31, 2023, please contact the Fair & Events Administrative Specialist at 970-945-1377 ext. 4003. If your application is not approved, your fees will be returned in full.

Spaces are assigned based upon electrical needs, historical participation and early registration.

**Hours of Operation during Fair:**

- **Set up starts for vendors on Wednesday, July 26, 2023 at 8:00 am. Do not pull any vehicles on to the fairgrounds before this time without prior, written approval from Fair Administration and a verified appointment date & time.**

**Mandatory\* hours of operation for the 2023 Fair are (you may open earlier or stay open later):**

7/26/23	Wednesday	12:00 pm – 10:00 pm**
7/27/23	Thursday	12:00 pm – 10:00 pm**
7/28/23	Friday	12:00 pm – 10:00 pm**
7/29/23	Saturday	12:00 am – 10:00 pm**
7/30/23	Sunday	12:00 pm – 6:00 pm**

\*Monday 7/24 & Tuesday,7/25 are optional because attendance is lower until ticketed events begin.  
\*\*Merchant vendors may close their tents after dark.

## REGULATIONS

***Failure to follow any of these regulations may result in a vendor not being considered for future fairs and in worse case, they will be asked to leave the fair and no refund will be given.***

1. **Admission & Parking:** Admission to the fair is free. We ask all vendors to park next door to the fairgrounds in the county parking lot on Howard Ave, behind the Garfield County Department of Human Services building lot. Parking space on the fairgrounds is limited and fair patrons, your customers, are the preferred vehicles to park on the fairgrounds. You will be given **two** vehicle passes that must be displayed in your vehicle. Please contact fair administration for additional parking needs. ***Please note: there is no "temporary" parking just outside the entrances to the Midway area. Our fair is growing and we need to respect our visitors by not impeding the entrance and creating safety issues.***
2. **Advertising & Soliciting:** All vendors must remain within their rented area while selling or soliciting on the fairgrounds. If you are soliciting outside your designated area you will be asked to leave and no refund will be given. This may include passing out coupons, stickers, or displaying signage around the fairgrounds. All signage must be limited to booth space or **adjacent** to it. No flags, sandwich boards, etc. may be placed in aisles, walkways or in any way impede pedestrian traffic. They must be adjacent to your booth.
3. **Alcoholic Beverages:** Alcohol beverages are to be consumed in designated areas only, which includes inside the midway fenced area, the outdoor arena, grandstands and track. No open containers are allowed anywhere else, including the parking lot and inside your vehicles. **Vendors are not allowed to consume alcohol while operating their business.**
4. **Agreement Modifications:** No prior or present Agreements or representations shall be binding upon any of the parties hereto unless incorporated in the Agreement. No modifications or changes in the Agreement shall be valid or binding upon the parties unless in writing, executed by the parties to be bound hereto.
5. **Booth Sales Consideration:** Please submit a list with all items and proposed prices. If selected, a formal list may be negotiated to avoid duplication. Fair Administration will be looking for variety that will set your products or services apart. Food vendors - freshness, diversity, and unique memorable food fare are all considerations that will assist in selections. **No items or changes in pricing will be allowed that are not included in this agreement or submitted and approved in writing after this agreement has been fully executed.**
6. **Booth Assignment:** Booth assignment is final and up to the sole discretion of the Garfield County Fair & Rodeo. Spaces are assigned based upon electrical needs, historical participation, booth size, and early registration. GCF&R has to look at the fair as a whole and decide what serves the fair, the guests and the vendors best for a safe and positive fair experience for all.
7. **Booth Set-up:** To serve all vendors efficiently, you need to schedule an appointment to arrive at the fair and set up on your first day at the fair. If you don't, you may have to wait until someone is available to assist you. Please contact Fair Administration to set your appointment. All Vendors must check in with Fair Administration before setting up. **Set up will begin every day at 8:00 am and must be complete by 10:00 am every day and all vendor vehicles should be off the fairgrounds and parked in the lot on Howard Avenue. Vendor vehicles must enter the vendor entrance only on the north side of the fairground midway (see map). No vehicles will be allowed on to the fairgrounds after noon on Tuesday and after 10am on Wednesday- Friday, 9:00 am on Saturday and 10:00 am on Sunday.** This is a safety issue that the County takes very seriously. Failure to abide by this policy will not be tolerated and your application may not be considered the following year.
8. **Cancellations:** Garfield County is not responsible for any consequences, monetary or otherwise, due to cancellation or no show by the Vendor. Refunds will not be given after July 1, 2023.
9. **City of Rifle Sales Tax:** All vendors are required to obtain a City of Rifle sales tax license before their approval for the Fair. All applications and payments are made quickly and easily online, through a link on the City of Rifle website, <https://www.rifleco.org/137/Sales-Tax> and do require a State of Colorado license also. The Fair will submit a list of all vendors selling goods to the State of Colorado and City of Rifle revenue departments one month before the fair. All vendors are responsible for handling their own tax deposits to the City of Rifle and the State of Colorado. The State of Colorado pays Garfield County their portion after collected.
10. **Cleanliness:** Vendors are responsible to keep their immediate area clean and free of trash and debris. Food vendors should maintain clean and attractive condiment tables. Condiment dispensers should be cleaned regularly. Vendors are responsible for disposing all waste from your booth. When leaving the fairgrounds, all refuse/

debris must be cleaned from your booth space and deposited in appropriate receptacles. No leakage of any kind from your booth or vehicles will be tolerated. This may include, water from ice melting, vegetable oil, food or beverage juices, auto oil, brake fluid or transmission fluid. Any vendor who soils the fairgrounds will be asked to leave and no refund will be given. Damage/clean up fees may be billed.

11. **Concert Venue:** No vendor is allowed back stage on concert day without written authorization and a valid pass issued by Garfield County.
12. **Family Environment:** The Garfield County Fair & Rodeo are proud to provide an environment, activities and events that are suitable for families. We will not accept products that refer to alcohol abuse, drug abuse, violence, sexually explicit or suggestive in nature. This also extends to booth decoration and personal attire worn by vendor staff.
13. **Fire Safety Standards:** All fire regulations will be enforced. All vendors who cook on site must have an ABC Fire Extinguisher upon check-in. If you cook and produce grease laden vapors, then a **Class K extinguisher** is required. **As of December 31,2020** in the City of Rifle, All mobile food trucks and trailers that have commercial cooking equipment or domestic **cooking appliances used for commercial purposes that produce grease laden vapors shall utilize a type 1 hood that is protected by an automatic fire extinguishing system.**
14. All electrical cords must be sized to proper gauge/electrical load, with a grounding plug.
15. The Fire Marshal will verify fire extinguishers are sufficient, with a current inspection and positive charge.
16. **Canopy Safety:** The Fire Marshal requires all Vendor Canopies to place **75 lbs. of weight per leg (no water, no cinder blocks).**
17. **Food Concessions:** Food Concessionaires must comply with the regulations of the Garfield County Public Health Department. Applications need to be submitted to the Public Health Department and must be approved to serve food at the fair. The applications are on the fair website for your convenience. For information on licensing please contact one of the Environmental Health Specialists listed here:  
[consumerprotection@garfield-county.com](mailto:consumerprotection@garfield-county.com)  
**Consumer Protection Team**  
**(970) 625-5200 Ext. 8130**
18. **Food Vendor Challenge:** Thursday, July 27th, 12:30 pm, all food vendors are invited to bring their best dishes to the Event Hall for judging by the Fair Board. The categories include: Best Sandwich, Best Fried Fair Food, Most Unique Food, Best Beverage and Best Booth Uniform. Winners will be awarded plaques to display at their booth and are welcome to display at future fairs.
19. **Glass Containers:** Glass drinking containers are not permitted at the Garfield County Fairgrounds
20. **Governing Laws:** This Agreement shall be governed by the laws of the State of Colorado, and the Garfield County Public Health Department, and sanitation and fire regulations of the City of Rifle, Colorado.
21. **Grease disposal:** Vendors are responsible for disposing their own grease, oil recycle located near dumpsters at north gate on the fairgrounds. Grease/oil spills are not tolerated and may be grounds for removal from the fair without refund.
22. **Grey Water:** Grey water disposal tanks will be positioned at the north end of the midway/food court outside the fencing.
23. **Ice Sales:** Ice will be available for sale at the fairgrounds office. The price is \$5.00 per bag, cash only. The Fair purchases the ice for \$5.00 and provides it as a convenience for you.
24. **Indemnification:** The vendor shall indemnify and hold harmless Garfield County and its elected officials, officers, employees and agents from and against any and all losses, damages, liabilities, claims, suits, or actions made or asserted for any damages to person or property arising out of or in any way connected with:
  - a. Vendor's participation in the County Fair, and/or
  - b. Vendor's use of Garfield County property. The Vendor's obligation to indemnify pursuant to this paragraph shall survive the termination of this agreement.
25. **Inspections:** All food and beverage vendors will be inspected by the Colorado River Fire Rescue Marshal and the Garfield County Public Health Department.
26. **Insurance:** All food and beverage vendors are required to have a Certificate of Insurance with \$1 million worth of liability insurance naming Garfield County as additional insured: Garfield County, Attn: Procurement, 108 8th St, Glenwood Springs, CO 81601. **Please make sure to request the certificate of insurance to be sent when you send in your application.**
27. **Liability Limitations of Parking:** Garfield County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property or at any location for the purpose of attending the

Garfield County Fair and Rodeo. Vendors who park in any non-designated area do so at their own risk and may be ticketed and/or towed at their own expense.

28. **Lost or Stolen Articles:** Garfield County shall not be responsible, under any circumstances, for property of the vendor while on the Garfield County Fairgrounds. Garfield County is not responsible for any loss of articles or equipment left unattended in any facility. Vendor assumes all responsibility for any goods or material, which may be placed before, during or after the fair. Any lost items should be turned into the Fairgrounds Manager's office.
29. **Merchandise Restricted:** Vendors may NOT sell tobacco, marijuana, firearms, ammunition, fireworks or other potentially dangerous or offensive merchandise. Vendors may not pass out flyers, sale bills or coupons in areas of the fairgrounds with the exception of their paid vendor booth space. Placing flyers on automobiles is prohibited. Parking vehicles for advertising purposes or sale of a vehicle is prohibited. Garfield County reserves the right to reject the services of any vendor.
30. **Noise:** There will be no excessive noise/music that interferes with neighboring vendor's ability to conduct business in a professional and pleasing manner. No music can be played during any performances on the free stage or during the Friday night concert.
31. **Non-Profits:** Non-profit booths will pay the same fees as for profit vendors. Sponsorships of \$250 or more can include a 10'x10' booth space at no charge if space is available.
32. **Pets:** Garfield County Fair is a "Pet Free Zone" with the exception of service dogs. Please leave your pets at home.
33. **Presentation:** The Garfield County Fair Board is committed to raising the standards for our guests and vendors. Vendors are asked to maintain the following standards while selling at our fair:
  - Attractive signage is encouraged and will increase your sales!
  - Food trucks should be skirted
  - All tables should have skirts to the ground to hide supplies and other "backstage" items
  - No handwritten signs. You can go to Jean's Printing, 1601 Railroad Ave, and have signs printed and laminated.
  - No grey duct tape to hang signage or any other items at your booth. Clear plastic is preferred. Anyone using duct tape on their booth will be noted for future fairs.
  - The "backstage" of your vending should be out of sight. This includes, supplies, stock product, tools, boxes, ladders, electrical cords, plastic buckets & bins, trash, ice chests, dollies & hand trucks, etc. Please find a tasteful way to camouflage these items
  - Leakage of any type coming from your booth, truck or trailer is unacceptable and may be cause for removal of your booth from the fair.
34. **Products:** We do not grant exclusivity for any products. Please do not assume we know what you sell even if you have been with us before. If your product is not listed on page 2 of the application (including brand names), you will not be allowed to sell or display those items. Any additional items to sell after your contract is signed must be approved in writing.
35. **Rentals:** The Fair does not rent canopies, tables, chairs, etc. for vendors. Vendors are responsible for providing any necessary equipment for their booth. It is not acceptable for vendors to remove tables and chairs from Garfield County inventory or rentals without prior written approval.
36. **Restocking:** Vendors may restock **before 10:00 am each day**. All vehicles must be off the fairgrounds by 10:00 am. Restocking after 10:00 am must be done with a hand truck.
37. **Returned Checks:** All NSF checks will be charged \$50 to cover bank fees.
38. **Rules & Regulations Enforcement:** Garfield County retains control and management of the Garfield County Fairgrounds at all times, and shall have the right at all times to enforce all rules and regulations described hereto, and shall have the right to eject all persons who fail or refuse to comply with the rules and regulations.
39. **Security:** Security will be present on the fairgrounds 24 hours each day of the fair and every effort will be made to keep the grounds secure and your equipment safe. Garfield County is not responsible for any theft, damage, etc. Exhibitors are required to secure their own booth space. Vehicles will not be allowed on to the fairgrounds to remove product each night. Security personnel are on duty for security purposes only. They are not allowed to help with vendor set-up, restock or conduct any vendor related business.
40. **Service Areas:** Food may be served via pedestrian servers in the grandstands during main events. Vendors will require credentials for entry into the outdoor arena. This must be arranged prior to arriving at the fair

with the fair coordinator. State Health Regulation prohibits food service in the Indoor Barn while livestock is present.

41. **Signage:** ***No handwritten signs are allowed at any vendor booths.*** All signage should be attached or adjacent to your booth. ***Any vendor posting signage in other areas outside or not adjacent to their booths without prior written approval may be ejected from the fair and no refund will be given.*** The fencing around the midway area will have privacy screening. The screens **may not** be punctured or cut. Vendors will be charged the replacement value of any screens damaged.
42. **Staff:** The Garfield County Fair does not provide personnel, equipment or machinery to help with booth set-up or teardown for vendors and merchants.
43. **Sub-Leasing:** Vendor may not, under any circumstances, sub-lease booth space, without the express written consent of the Fair Coordinator upon approval by Fair Board.
44. **Trash:** Trash dumpsters will be located north of the grandstands for all vendors to use. Please be aware of any trash around your booth and keeping your area clean and free of unsightly trash and cardboard.
45. **Vendors Issues or Problems:** Any vendor requests, issues or problems encountered with booth space, the public, or others should be immediately reported to Fair Administration the Fair Administration will make every effort to resolve the issue promptly to the satisfaction of the vendor. If the vendor is not satisfied with the decision of the Fair Administration, the vendor should submit a written appeal to the Fairgrounds and Events Manager and the Fairgrounds and Events Manager will present it to the Fair Board for resolution. The written request should include all pertinent information including name, booth name, complaints and what action you wish for the Fair Board to take. The Fair Board's decision is final.
46. **Violations:** Vendor acknowledges that a breach of any of the terms of this Agreement may result in the termination of this Agreement and the preclusion of the Vendor's participation from Garfield County Fair without a refund of fees.
47. **VIP tent:** Vendors are not allowed in the VIP tent unless they are a SPONSOR at the specified level required.
48. **Weather:** Vendors must plan and prepare for hot or cold weather, high wind conditions or other inclement weather. Tent staking is not allowed on the fairgrounds. You must provide 75 lbs. of weight per leg for your tent in case of high winds.

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_