

Fair Manager, Todd Thomas  
ThomasT@LoganCountyCo.gov



Fair Assistant, Amber St. Clair-Kapteyn  
St.Clair-Kapteyna@LoganCountyCo.gov

315 Main Street | Sterling, CO 80751

970.522.0888 x 222 | LCFair.org

## 2019 Exhibit Center Kitchen Vendor Application\*

Name of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

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

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

### Kitchen Use & Fees:

### Costs:

Full use of Indoor Kitchen (water, sink, grill, refrigeration)	\$700.00	=	_____
Damage Deposit (REQUIRED)**	\$100.00	=	_____
Extra Parking Passes (each)	_____ x \$20.00	=	_____

TOTAL COST: \_\_\_\_\_

### REQUIREMENTS:

Vendor must be open for service Monday, August 5 - Saturday, August 10 from 7:00 a.m. - 2:00 p.m..  
Breakfast and Lunch items. Lunch item suggestions are hamburgers, hot dogs, brats, chips, beverages, etc.

Describe proposed menu items and pricing below:

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**\*\*Damage Deposit needs to be submitted as a separate check from the remainder of your fees. This check will be returned at the end of the fair if the Commercial Exhibitor/Parking Chair deems appropriate.**

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## 2019 Exhibit Center Kitchen Vendor Rules & Regulations

### Hours of Operation:

#### Exhibit Center Kitchen Vendor

Monday, August 5 - 7:00 a.m. to 2:00 p.m.

Tuesday, August 6 - 7:00 a.m. to 2:00 p.m.

Wednesday, August 7 - 7:00 a.m. to 2:00 p.m.

Thursday, August 8 - 7:00 a.m. to 2:00 p.m.

Friday, August 9 - 7:00 a.m. to 2:00 p.m.

Saturday, August 10 - 7:00 a.m. to 2:00 p.m.

Vendor must be open for business on Monday, August 5 at 7:00 a.m. and shall remain open and operational during the hours identified above, until Saturday, August 10 at 2:00 p.m..

### Set-Up:

Set-up will begin Sunday, August 4 at 8 a.m. with all vehicles parked in the grass area and off the blacktop by 10 a.m. on Tuesday, August 6. This will be strictly enforced.

### Tear Down:

Exhibit Center Kitchen vendor must remain intact and operational until 2:00 p.m. on Saturday, August 10. You may begin tearing down at the conclusion of the fair on August 11. All exhibitor materials must be removed by no later than 5 p.m. on Monday, August 12. Please make arrangements with the Fair office if you cannot be out by the specified time.

### Approval, Selection and Location:

Spaces are assigned based upon electrical needs, historical participation, and early registration. The Logan County Fair will attempt to honor any requested booth locations, although the final location of any vendor remains the decision of the Logan County Fair. All assigned vendor spaces are final and will not be changed.

### Assign-ability or Subcontracting:

Any assignment, transfer or subcontracting of this Agreement is prohibited, unless written consent is obtained from the Logan County Fair Board.

### Cancellations:

Cancellations are without penalty until **June 1**. Cancellations received after this date will be charged in full without refund. Request for cancellation must be received in writing to the Logan County Fair, 315 Main Street, Sterling, CO 80751.



## 2019 Exhibit Center Kitchen Vendor Rules & Regulations

### **Contracts / Payments:**

Approved vendors will receive a License Agreement from the Logan County Fair office. If you have not received your Agreement by July 1, please contact the Fair office at 970-522-0888 x 222. No changes to the License Agreement will be allowed without the approval of the Logan County Fair Board. If your application is not approved, your fees will be returned in full.

### **Deadlines:**

Vendor applications are due to the Fair office no later than **May 17**. Incomplete applications will not be accepted.

### **Deliveries:**

Please refrain from having deliveries sent to the Logan County Fairgrounds or Logan County Fair Office before or during the Fair. Logan County, Logan County Fair and/or Logan County Fairground personnel will not sign for any packages.

### **Display Materials**

All vendors are required to supply their own equipment, including tables, signage, chairs, canopies, etc.

### **Electrical Requirements:**

Vendors requiring electrical service must supply their own heavy duty, outdoor rated, power cords and any adapters, if necessary, to operate their equipment. If an electrical outage should occur, Logan County Fair Board is not liable for damages to food or other products.

### **Exhibitor Conduct:**

1. All vendors must remain within their assigned area. Any vendor soliciting outside their designated area will be asked to leave and will not receive a refund. Some exceptions may apply.
2. The Fair is a family-oriented event; vendors agree not to use profane or offensive language or visual images, inappropriate clothing, or engage in inappropriate behavior while on site.
3. The exhibitor shall conduct the operation of the exhibit or display in a quiet and orderly manner at all times and shall keep the exhibit area neat, clean, and free from rubbish.

### **Indemnification:**

The Vendor shall indemnify and hold harmless Logan County and its elected and appointed officials, officers, employees, volunteers, 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:

1. Vendor's participation in the Logan County Fair, and/or
2. Vendor's use of Logan County property. The Vendor's obligation to indemnify pursuant to this paragraph shall survive the termination of this Agreement.



## 2019 Exhibit Center Kitchen Vendor Rules & Regulations

### **Inspections:**

All food and beverage vendors will be inspected by an official from NECHD - Northeast Colorado Health Department.

### **Insurance:**

Liability insurance is required for all Commercial Vendors. Vendor must obtain, at its own cost and expense, liability insurance in the minimal amounts set forth below. Original certificates must be sent directly from the insurance carrier to Logan County Fair Assistant, 315 Main Street, Sterling, CO 80751, faxed to 970-522-4018, or emailed to st.clair-kapteyna@logancountyco.gov. Such certificates shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without thirty (30) days advance written notice to Amber St. Clair-Kapteyn, Logan County Fair Coordinator, 315 Main Street, Sterling, CO 80751, who shall also be named as the certificate holder. The Commercial General Liability certificate shall indicate Logan County as an additional insured, states as follows: County of Logan, State of Colorado, a body corporate and politic, is named as Additional Insured.

### **Commercial General Liability (Minimum Coverage \$1,000,000.00)**

Coverage as a combined single limit per occurrence for bodily injury, personal injury and property damage.

### **Automobile Liability (\$1,000,000.00)**

Required for all commercial vehicles utilized by the Vendor in the production of the fair. Automobile Liability that is required is \$1,000,000.00 per accident for bodily injury and property damage.

### **Workers Compensation Insurance:**

Required within the scope and limits set as required by the laws of the State of Colorado.

### **Liability:**

The Logan County Fair will not be held liable for the safety of exhibits against theft, fire, robbery, accident, or any other destructive cause, while on the Fairgrounds. Vendors are responsible for obtaining any insurance necessary for their own property loss or damage. Vendors and Exhibitors must secure their own property. The Logan County Fair Board is not liable for claims made regarding product value, pricing, or quality.

### **Licenses:**

It is the responsibility of the Vendor to obtain all licenses/permits required by applicable laws, ordinances, resolutions, and rules.

### **No Exclusives:**

The Commercial Exhibitor's Chair, Alan Barton will review each application individually. The Logan County Fair strives to maintain a balance of exhibitors and to accept a diverse variety but exclusivity of products may not be possible.

### **Parking Passes:**

Two (2) parking passes will be provided for the exhibitor lot. These are included in the vendor packet you will receive at check-in. Additional parking passes for the exhibitors lot may be purchased for **\$20.00**, or additional employees/workers may park for free in the main parking lot. Please contact the Fair Office if this is the case.



## 2019 Exhibit Center Kitchen Vendor Rules & Regulations

### **Pets:**

Logan County Fair is a pet free zone. Please leave your pets at home. Service animals are allowed.

### **RV Spaces:**

RV spaces **may** be available for **\$135.00** after **July 12**.

### **Regulations:**

It is the responsibility of the vendor to produce and deliver products in accordance with any and all government regulations that apply to their industry, especially with regards to food safety and product claims.

### **Sales Tax:**

All vendors are responsible for the collection and submission of sales tax to the State of Colorado, City of Sterling, and any other taxing agency as is required by law. For questions regarding sales tax licenses, call the City of Sterling Finance Department at 970-522-9700.

### **Security:**

The Logan County Fair Board provides roaming overnight security officers from show close to 7 a.m. The Logan County Fair will not be held liable for the safety of exhibits against theft, fire, robbery, accident, or any other destructive cause, while on the Fairgrounds. The Fair encourages all vendors to take extra precautions in securing their vending area when closing. The security officers will roam and cannot guard any specific booth.

### **Questions:**

Contact the Logan County Fair Assistant, Amber St. Clair-Kapteyn at 970-522-0888 x222 or [st.clair-kapteyna@logancountyco.gov](mailto:st.clair-kapteyna@logancountyco.gov).



**How to Apply:**

1. Complete, sign, and send application (3 pages) by May 17, 2019.
2. Send original Certificate of Insurance with minimum coverage of \$1,000,000.00 with required endorsement of: Logan County, its officers, officials, and employees. Volunteers are additional insureds as respects liability. The certificate holder shall be listed as: Logan County Fair.
3. Payment - Send checks payable to the Logan County Fair. There will be a \$50.00 charge on returned checks.
4. Complete Northeast Colorado Health Department forms and return with application if applicable.
5. Complete current W9 and return with application.

**Mail Application, Payment and Documents to:**

Logan County Fair  
315 Main Street  
Sterling, CO 80751

**Vendor Approval and Selection:**

1. Logan County reserves the right to deny rental of any booth space.
2. You are required to submit the Certificate of Insurance, the Northeast Colorado Health Department form (if applicable), and a current W9 with your application. If any of these items are not submitted your application will be deemed void.
3. Application and fees are due no later than May 17, 2019.
4. No subleasing will be allowed. Any assignment, transfer of subcontracting of this agreement is prohibited, unless written consent is obtained from the Logan County Fair Board.

**Vendor Set-Up / Tear Down:**

1. Set-up will begin Sunday, August 4 at 8 a.m. with all vehicles parked in the grass area and off the blacktop by 10 a.m. on Tuesday, August 6. This will be strictly enforced.
2. Tear down will be Sunday, August 11 beginning at 10 p.m. at the conclusion of the fair and/or at the discretion of Alan Barton, Commercial Exhibits/Parking Chair. **No** vehicles are allowed on the blacktop until after the Derby crowd has dispersed. All exhibitor materials must be removed by no later than 5 p.m. on Monday, August 12.
3. Make arrangements with the fair office if you have unique set-up requirements, need directions, or cannot be out by the specified time on Monday, August 12.
4. The DeSoto Gate is only for emergency vehicles to come into the fairgrounds. No admittance thru DeSoto Gate.

If you have not exhibited at the Logan County Fair in the past two years, please list references from other Fairs and/or exhibits you have worked. Include name of event, dates, concession manager's name and current telephone number. Attach an additional page if you have more references than space limits.

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Please initial as acknowledgement:

- \_\_\_\_\_ Application Page 1 included
- \_\_\_\_\_ Application Page 2 included
- \_\_\_\_\_ Application Page 3 included
- \_\_\_\_\_ Exhibit Center Kitchen payment included
- \_\_\_\_\_ Damage Deposit check included
- \_\_\_\_\_ Northeast Colorado Health Department form included
- \_\_\_\_\_ Certificate of Insurance included
- \_\_\_\_\_ Current W9 included

My Signature below indicates that I have read and understand the rules and regulations for the 2019 Logan County Fair.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name