

CABELL COUNTY FAIR
P.O. BOX 433
MILTON, WV 25541
www.cabellcountyfair.com

VENDOR APPLICATION FORM

AT THIS TIME I AM NOT INTERESTED IN A VENDOR'S BOOTH. I WOULD BE INTERESTED IN SPONSORING AN EDUCATIONAL DEMONSTRATION OR A KID'S ZONE ACTIVITY: _____ \$25.00 _____ \$50.00
_____ \$100.00 OR OTHER AMOUNT _____

CONTACT PERSON: _____

BUSINESS/ORGANIZATION NAME: _____

PERSON RESPONSIBLE FOR EXHIBIT: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP : _____

PHONE (DAY): _____

EVENING: _____

CELL: _____

FAX: _____

EMAIL: _____

NATURE OF BUSINESS: _____

TYPE OR PRODUCTS: _____

INFORMATION GAME MERCHANDISE ARTS & CRAFTS EDUCATIONAL

OTHER (PLEASE SPECIFY): _____

PRICE RANGE OF GOODS SOLD: _____

NUMBER OF BOOTHS REQUESTED: _____

* ELECTRICITY NEEDED: YES NO

* Limited power supply is available for light duty plug-ins.

PARTICIPATION FEES

10 x 10 booth space in covered shelter # 7 or shelter # 8 - \$ 35.00

10 x 10 outside space with your own canopy/ tent - \$ 40.00 (all outside tents and canopies must be tethered to stakes and stakes secured for safety) Limited space available.

Any outside space with your own canopy/tent exceeding the 10 x 10 booth space will be charged a flat fee of \$250.00. These spaces will only be available if they are not in use by the Fair Board.

Fee for outside space for equipment dealers, auto dealers , etc. will be charged a sponsorship fee of \$ 500.00. Limited space available.

VENDOR AGREEMENT

Dates: Monday, July 25, 2011 through Saturday, July 30, 2011.

Times: Monday through Friday, 3 p.m. - 11 p.m., Saturday, 11 a.m. - 11 p.m.

Set-up: Sunday, July 24, 2011. (Earlier by special arrangement.)

Removal: All exhibits must be removed from the grounds no later than 5 p.m. Monday following the fair.

1. Vendors are to provide extension cords (we suggest a minimum of 50 ft.) meeting National Electrical Code standard.

2. Gate passes: entry fee includes one weekly pass. Carnival rides are not included. Additional passes may be purchased in advance of the start up date of the fair or at the fair office at a cost of \$ 5.00 each (one day pass) for additional **workers only**.

3. We recommend that the vendor provide plastic or a suitable covering for your merchandise during non-operating hours and in case of inclement weather.

4. A vendor may not share or sublet space without permission of fair management.

5. No solicitation for business shall be permitted outside of vendor's space. Samples, catalogs, publications, etc., may be distributed within the confines of the vendor's space.

6. Sale, possession, or display of firearms and/or ammunition, any type of fireworks, any intoxicating substance or beverage, any display of pornographic or sexually explicit materials is strictly prohibited. Violators will be removed immediately and subject to prosecution.

7. Vendors are to sell only those products approved by fair management.

8. Space allocation will be done in a manner which achieves the most effective operating results.

9. If vendor fails to occupy the contracted space one hour prior to fair opening time on Monday, fair management will have the right to use said space as it sees fit.

10. All packing containers and similar materials are to be removed from vendor area by vendors upon completion of set-up.

11. Do not use the trash cans in front of your vendor space for large or bulky items. These types of items should be taken to one of the dumpsters provided.

12. Vendor's vehicles must be returned to the parking lot one (1) hour before posted opening times and remain there during posted operating hours. At the conclusion of the fair on Saturday, vendors vehicles will be allowed on the grounds after 11:30 p.m.

13. Vendors agree to keep an attendant in their booth during all fair operating hours. No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed once in place.

14. All vendor booths are to be open by posted opening times and stay open until posted closing times Monday through Saturday.

VENDOR AGREEMENT (cont.)

- 15. All amplifying systems used by the vendor must be kept at moderate volume. Soliciting for business over amplifying system will be strictly prohibited.
- 16. Trailer or exhibit structures must be on grounds and in place by noon on Monday.
- 17. Fair management will have final say in any matter requiring arbitration.
- 18. **No refund; will be made for contracts; cancelled after June 30, 2011.**

Please list all items to be sold (attach additional sheet if necessary):

All items listed above are subject to approval by the fair board. If you are accepted and deletions are necessary, your copy of the application will be marked to show the deletions.

Indemnification

The vendor agrees to indemnify, hold harmless, and defend the sponsor (s), management or agents of the Cabell County Fair Board Inc. and the WV Pumpkin Festival Inc., collectively or individually, for any loss or injury, that may arise or occur, by or to the independent contractor, his employees or agents, his property or merchandise, from any causes or negligence, natural or otherwise, during or while conducting any business or any other related activities by himself or his agents, in connection with this contract or any other agreement or contract as authorized by the bylaws and or charter of the Cabell County Fair Board Inc and WV Pumpkin Festival.

Certificate of Insurance

A copy of a valid insurance policy or certificate of insurance (naming the Cabell County Fair as the "additional insured") will be requested by the Cabell County Fair Board. Vendors should have a current insurance policy (or homeowners policy) in effect.

Insurance Company:

Policy Number :

If you do not have insurance, please explain:

By submitting this application for a vendor space, I/We, having read the Vendor Agreement, accept and agree to be bound by the terms listed in them. I hereby release the Cabell County Fair Inc. from any and all claims arising from my participation in said fair:

Signed :

Title:

Date:

Upon acceptance, you will receive a signed copy of this agreement which then serves as a legal contract.

Committee Chairman:

Date:

PAYMENT TOTALS (To be used for tabulating payment amount)

Vendor space (s)	\$ _____
Additional daily passes @ \$ 5.00 each	\$ _____
Additional weekly passes @ \$ 33.00 each	\$ _____
Trash pick up	\$10.00
Application total	\$ _____

Make checks payable to: **Cabell County Fair Board Inc.**

P.O. Box 433

Milton, WV 25541

Application deadline is June 1, 2011.

For questions, please contact Thelma Stickler @ ccfb2004@gmail.com or call 304-778-3783 and leave a message.

Or you may call Chris Preston (daytime 304-743-8074 or evening 304-733-6078.)