

March 2, 2023



Dear Vendor,

The Archuleta County Fair Board invites you to participate in the 2023 Archuleta County Fair from **Thursday, August 3rd through Sunday, August 6th, 2023**, in beautiful Pagosa Springs, Colorado—our 72nd annual fair. We have hosted great fairs in the last few years and expect to continue the tradition this year. The Archuleta County Fair hosts many noteworthy events, including live entertainment, animal acts, rodeos, and popular audience participation contests. We strive to increase fair attendance each year by appealing to a broad audience of residents and visitors to our region. This year, we invite everyone to continue our *Timeless Tradition*, the theme of our 72nd annual Archuleta County Fair.

This document includes the *Booth Space Agreement Terms and Conditions* and the *Booth Space Request Form*. The options for rentals can be found on the attached form. If your booth content does not fit a 10'x10' space, don't hesitate to contact the ACFB for accommodations. Vendor tents will be placed per Fair Board discretion. Please list any accommodations that may be needed. The Vendor Tents will have limited access to electricity, but food vendors will receive priority. See the *Booth Space Request Form* to rent a space; options for electricity will be found there. If you require items to be locked up in the evenings, you **MUST** provide your tent. We are **NOT** responsible for any lost or stolen items.

Please note a few essential items as you complete your vendor registration.

- Sign up as soon as possible to ensure a booth space.
- Please include your security deposit in the form of a separate check. Unfortunately, we cannot accept cash. We will return your deposit check to you at the end of the fair.
- Contact us at 970-264-8424 or archuletacountyfair@gmail.com with any questions.
- Go to our website at <http://www.archuletacountyfair.com/> for more information and a fair schedule.

We look forward to working with you and having you at our excellent fair in beautiful Pagosa Springs. What better place to spend early August than in the San Juan Mountains of Southwest Colorado?

Sincerely,

Archuleta County Fair Board

Archuleta County Fair 2023

Booth Space Agreement August 3 - August 6, 2023

Terms and Conditions

1. Booths will be rented and reserved on a first-come, first-served basis. This will be based on the date that your full payment for your selected Tent Rental, Refundable Security Deposit of \$200.00, Booth Request, and signed Agreement are RECEIVED. Unfortunately, we cannot accept cash, so a separate deposit check is required. Deposits MUST be mailed in with the Booth Agreement Form.
2. Booth space will not be secure until the Booth Space Agreement, Request for Space, payment for the Space, and Security deposit are received by the ACFB.
3. All Vendors must be set up by 5:00 pm, Wednesday, August 2nd. All Vendors must check in and get their Vendor Packet at the Fair Board Office in the Exhibit Hall. NO EXCEPTIONS. You may begin set up on Wednesday, August 2, at 10:00 am. NO ONE WILL BE ALLOWED TO SET UP AFTER 5:00 pm unless special arrangements are made. The Fair Grounds will open to the public at 8:00 am on Thursday, August 3rd.
4. All Vendors must remain in place and open for business during the entire run of the Fair. The Fair dates are Thursday, August 3rd, through Sunday, August 6th, 2023. Vendor operating hours are Thursday, Friday, and Saturday running from 8:00 am to 6:00 pm, and Sunday from 8:00 am to 2:00 pm. Vendors may stay open later than 6:00 pm, except Sunday, August 6th, when the vendors must close at 2:00 pm. Live entertainment is planned for all evenings except Sunday. If you choose to close, pack, and leave during Fair Vendor hours, you will forfeit your deposit. Vendors still on site as of 2:00 pm on Sunday, August 6th, will receive their deposit back.
5. The ACFB shall maintain the right to review any booths and the associated content. The ACFB may make recommendations to the Vendor if booths, content, and actions are considered inappropriate. If a Vendor is refused a booth space, full payment and Security Deposit will be returned to the applicant. Please remember this is a FAMILY fair—keep booth and contents G-rated.
6. Vendors may cancel the agreement through July 15, 2023, and receive a full refund. No refunds will be given after July 16, 2023.
7. Vendors must limit the size of their vending area to the size reserved. Vendors using trailers or rugs need to rent space appropriate for their needs. Trailers must remain in place throughout the Fair. There will be an additional fee if the area is larger than the agreed-upon size.
8. Vendors using their own tents, booths, or trailers must ensure they are securely staked. If the wind picks up a booth or canopy, the ACFB is not responsible for any damages that may occur.
9. Side flaps and flaps on the ends will be provided for Vendors using ACFB tents. Vendors are responsible for putting up the flaps and taking down the flaps during the Fair.
10. Vendors **will not be allowed** to park on the Fair Grounds. Parking will be available in the regular parking lots. ALL drop-offs and deliveries must be made before the Fair opens each day **before 8:00 am**. All vehicles must be off the Fair Grounds before 8:00 am. If you need to restock after 8:00 am any day of the fair, please ask a Fair Board member to help you by shuttling your supplies. This will help us ensure safe Fair Grounds.
11. Each Vendor is responsible for collecting and paying state and Local taxes.
12. Each Vendor is responsible for keeping the booth area clean and trash-free. Trash receptacles will be provided. In addition, a wastewater dumping location will be available.

13. **No alcoholic beverages will be allowed within the confines of the booth space.** Additionally, no alcohol may be brought onto the Fair Grounds from the outside. Coolers are subject to inspection.
14. No Vendor will be allowed to distribute a free item in direct competition with other Vendors.
15. No advertising for a vendor's booth may be done except at/on the booth itself. No "mobile" advertising is allowed.
16. Limited electrical power is available. However, the Archuleta County Fair Board (ACFB) does not guarantee an uninterrupted power supply or power beyond 1-110V 20-amp service. No complex wire connections will be allowed. No 3 PH is available.
17. Electricity will be provided as per your application. However, you will be liable for extra charges if the voltage or number of plugs differs from what is requested.
18. Insurance Requirements: Liability insurance is required for all commercial vendors at the Archuleta County Fair. It is the vendor's responsibility to obtain, at its own cost and expense, said insurance(s) necessary. Archuleta County Fair's general requirements are listed below.
 - Commercial General Liability Minimum coverage \$1,000,000. Coverage as a combined single limit per occurrence for bodily injury, personal injury, and property damage.
 - Automobile Liability \$1,000,000. It is required for all commercial vehicles the vendor utilizes in fair production. In addition, automobile liability requires \$1,000,000 per accident for bodily injury and property damage.
 - Workers' Compensation Insurance is required within the scope and limits set as required by the laws of the State of Colorado.
 - An original Certificate of insurance demonstrating proof of general liability/automobile coverage and workers' compensation must be sent directly from your insurance carrier to Archuleta County Fairgrounds, PO Box 370, Pagosa Springs, CO 81147. Certificates can be emailed to info@archuletacounty.org. Certificates must be received by **July 1, 2023.**

The activities under this Agreement will be performed entirely at the Vendor's risk. Vendors shall be responsible for any injuries, claims, or damages that may result to themselves, their employees, agents, representatives, or customers as a result of the services performed hereunder.

The vendor agrees to indemnify and hold Archuleta County and the Archuleta County Fair Board, its officers, employees, and agents harmless from any liability claims, damages, costs, expenses, or attorney fees arising out of the Vendor's performance of services under this Agreement, including injuries to third parties or Vendor or Vendor's employees, customers, representatives or agents and any property damage that may occur to any property for inventory owned, leased, operated or in Vendor's possession.

By signing below, the Vendor acknowledges reading the Booth Space Agreement and agrees to comply with the terms and conditions.

Signed _____ Date _____

Printed Name _____

Title _____

Please return this signed sheet, the Booth Space Request, security deposit, and full payment to The Archuleta County Fair Board at P.O Box 370, Pagosa Springs, Co, 81147, by **May 15th** to promote before the Fair.

**2023 Archuleta County Fair
Booth and Concession Space Request**

August 3 – 6, 2023

Name of Organization or Business _____

Type of Business or Organization _____

Contact Person _____

Product or Service _____

Mailing Address _____

Telephone Number _____

E-mail: _____

Bring Your Own Tent Options

Space Rental (you provide your own 10’x10’ tent) - \$40.00

Space Rental with Electricity (you provide your own 10’x10’ tent) - \$65.00

Rent-a-Tent Options

Space Rental, 10’x 10’ Tent with sidewall - \$160.00

Space Rental, 10’x 10’ Tent with sidewall with Electricity - \$175.00

If a larger space or tent rental is needed, please contact the ACFB for pricing and accommodations.

I have read and agree to the Terms and Conditions.

Printed Name _____

Representative Signature _____

Date _____

Please sign and return this request with full payment and security deposit by May 15, 2023, to:

**Archuleta County Fair
ATTN: Vendors
P.O. Box 370
Pagosa Springs, CO, 81147**

<i>Office use only</i>				
Deposit Paid	Date _____	Amount _____	Ck # _____	
Deposit Returned	Date _____	Amount _____		
Fees Paid	Date _____	Amount _____	Ck # _____	
Insurance verified	Date _____			
Electricity Needed	Yes _____ No _____			
Water Needed	Yes _____ No _____			