



Dear Merchandise Vendor,

The Archuleta County Fair Board invites you to participate in the 2024 Archuleta County Fair from **Thursday, August 1st through Sunday, August 4th, 2024**, in beautiful Pagosa Springs, Colorado—our 73rd 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 you to join with us as we continue our ***Timeless Tradition***, the theme of our 73rd annual Archuleta County Fair.

This document includes the *Tent Space Agreement Terms and Conditions* and the *Tent Space Request Form*. The options for rentals can be found on the attached form. If your contents do not fit a 10'x10' tent, please be sure to contact the Fair Board and request specific accommodation. Vendor tents will be placed per Fair Board discretion. Please list any accommodation that may be needed and the Fair Board will try to assist, if possible. Our Merchandise Vendor tents will have limited access to electricity; it is necessary that Food Vendors receive priority. See the *Tent 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 and secure it. The Archuleta County Fair and its Fair Board 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 Tent space.
- Please include your security deposit in the form of a separate check. Unfortunately, we cannot accept cash. Your deposit check will be returned 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 hope you can join us 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 2024
Tent Space Agreement
August 1 - August 4, 2024

Terms and Conditions

1. Tent and tent space 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, Tent 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 Tent Agreement Form.
2. Tent space will not be secure until the Tent 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 6:00 pm, Wednesday, July 31st. All Vendors must check in and get their Vendor Packet at the Fair Board Office in the Exhibit Hall. NO EXCEPTIONS. You may begin to set up on Wednesday, July 31st, at 10:00 am. NO ONE WILL BE ALLOWED TO SET UP AFTER 6:00 pm unless special arrangements are made. The Fair Grounds will open to the public at 9:00 am on Thursday, August 1st.
4. All Vendors must remain in place and open for business during the entire run of the Fair. The Fair dates are Thursday, August 1st, through Sunday, August 4th, 2024. Vendor operating hours are Thursday, Friday, and Saturday running from 9:00 am to 6:00 pm, and Sunday from 9:00 am to 12:00 noon. Vendors may stay open later than 6:00 pm, except Sunday, August 4th, when the vendors must close at noon. 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 noon on Sunday, August 4th, will receive their deposit back.
5. The ACFB shall maintain the right to review any tents, displays, and the associated content. The ACFB may make recommendations to the Vendor if tents, content, and actions are considered inappropriate. If a Vendor is refused tent space, full payment, and Security Deposit will be returned to the applicant. Please remember this is a FAMILY Fair—keep tent displays and contents G-rated.
6. Vendors may cancel the agreement through July 12, 2024, and receive a full refund. No refunds will be given after July 15, 2024.
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 or trailers, or renting Fair tents, must ensure they are securely staked. If the wind picks up a tent or canopy, the ACFB is not responsible for any damage that may occur.
9. Side flaps and flaps on the ends will be provided for Vendors renting 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 fairgrounds by their concession space. Parking will be available in the regular parking lots. ALL drop-offs and deliveries must be made before the Fair gates open to the public at 9:00 am. All vehicles must be off the fairgrounds before 9:00 am. If you need to restock after 9:00am any day of the fair, please ask a Fair Board member to help shuttle your supplies from the parking lot to your concession space. This will help us ensure safe fairgrounds.
11. Each Vendor is responsible for collecting and paying state and Local taxes.
12. Each Vendor is responsible for keeping their tent area clean and trash-free. Trash receptacles will be provided.
13. **No alcoholic beverages will be allowed within the confines of the tent space.** Additionally, no alcohol may be brought onto the fairgrounds 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 merchandise may be done except at/on the tent 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. 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 or emailed to **archuletacountyfair@gmail.com**. Certificates must be received by **July 1, 2024**.

***** IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THE INSURANCE, PLEASE CONTACT THE ACFB AT archuletacountyfair@gmail.com. *****

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 Tent Space Agreement and agrees to comply with the terms and conditions.

Signed _____ Date _____

Printed Name: _____

Title: _____

Please return this signed sheet, the Tent and Concession Space Request, the security deposit, and full payment to The Archuleta County Fair Board at P.O Box 370, Pagosa Springs, Co, 81147, by **May 10th** to promote before the Fair.

**Archuleta County Fair
Tent and Concession Space Request**

Name of Organization or Business: _____

Type of Business or Organization: _____

Contact Person: _____

Product or Service: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Security Deposit \$200.00 (Vendors still on site as of noon Sunday, August 4th, will receive their deposit check back.)

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 to determine if accommodation can be arranged.

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 10, 2024 to:

**Archuleta County Fair
ATTN: Vendor Coordinator
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 _____		