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Fair Administrative Office  
[lcfair@logancountyco.gov](mailto:lcfair@logancountyco.gov)

315 Main Street | Sterling, CO 80751

970-522-0888 ext. 222

## 2024 Indoor Vendor Application

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

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

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

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

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Booth Size:	# of Booths:	Booth Fee	Cost:
10' X 10'	_____	X \$100.00	= _____

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

Describe proposed activity. Include handouts, information, displays, recruitments, etc. (use additional pages as needed):

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\*All booths now include the cost of electricity in the booth price.



# 2024 Indoor Vendor Application

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Please initial as acknowledgment:

\_\_\_\_\_ Application Page 1 included

\_\_\_\_\_ Application Page 2 included

\_\_\_\_\_ Booth Payment Check included

\_\_\_\_\_ Northeast Colorado Health Department Form included (if applicable)

\_\_\_\_\_ Certificate of Insurance included

\_\_\_\_\_ Special Event Sales Tax License (if applicable)

My signature below indicates that I have read and understand the rules and regulations for the 2024 Logan County Fair.

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

\_\_\_\_\_  
Date

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



## 2024 Indoor Vendor Rules & Regulations

### Hours of Operations:

#### Vendors

Monday, July 29<sup>th</sup>- Set up day at 8:00 a.m.  
Tuesday, July 30<sup>th</sup> – 4 p.m. to 10 p.m.  
Wednesday, July 31 – 4 p.m. to 10 p.m.  
Thursday, August 1 – 4 p.m. to 10 p.m.  
Friday, August 2 – 4 p.m. to 10 p.m.  
Saturday, August 3 – 11 a.m. to 10 p.m.  
Sunday, August 4 - 11 a.m. to 9 p.m.

All Vendors must be open for business on Tuesday, July 30 at 4 p.m. and shall remain open and operational during the hours identified above, until the conclusion of the fair on Sunday, August 4. If a vendor is unable to operate during the hours stated above, please contact the Fair Administrative Office at 970 -522-0888 Ext 222.

### Set-Up:

Vendors may begin setting up at 8 a.m. on Monday, July 29 and must be completed by Tuesday, July 30 by 10:00 a.m. All vehicles must be parked in the grass area and off the blacktop by 10:00 a.m. on Tuesday, August 1. This will be strictly enforced. Contact the office if you need directions or have unique set-up requirements.

### Tear Down:

All vendor booth spaces must remain intact and operational until 5 p.m. on Sunday, August 4. You may begin tearing down on August 5, 2024, at 12:01 a.m. All exhibitor materials must be removed by no later than 5 p.m. on Monday, August 5. Please make arrangements with the Fair office if you cannot be out by the specified time.

### Waste Disposal:

The dumpsters will be in a central location. Vendors will have tote(s) available for trash removal. These totes will be dumped prior to daily events by the disposal company. It is the vendors responsibility to dump the totes (as needed) for the remainder of the day.

### 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.

### Assignability or Subcontracting:

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



# 2024 Indoor Vendor Rules & Regulations

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## **Cancellations:**

Cancellations are without penalty until **June 26**. 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.

## **Contracts/Payments:**

Approved Vendors will receive information at the time of payment to the Logan County Fair Office. No changes to the Vendor 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 31, 2024**. 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 exception 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 our 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.

## **Inspection:**

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



# 2024 Indoor Vendor Rules & Regulations

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## **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 will review each application individually. The Logan County Fair strives to maintain a balance of exhibitors and to accept a diverse variety but exclusively 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, or additional employees/workers may park for free in the main parking lot.

## **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 governmental 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 and is required by law. For questions regarding sales tax licenses, call the City of Sterling Finance Department at 970-522-9700. Vendors are responsible for sending a special event sales tax application to the State of Colorado. You must provide a copy of your special event license or multiple event license before the fair.

## **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:**



## 2024 Indoor Vendor Rules & Regulations

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Contact the Logan County Fair Administrative Office at 970-522-0888 ext. 222 or [lcfair@logancountyco.gov](mailto:lcfair@logancountyco.gov) .

Kevin Wagner, Commercial Exhibit Chair, at 970-520-8168 or [kwaglcf@gmail.com](mailto:kwaglcf@gmail.com)