



Dear Prospective Vendor:

Thank you for your interest in participating in a special event in the Teller County Association of Fairs And Shows (TCAFAS).

Teller County fairgrounds sit at an elevation of 9,494 feet above sea level. All vendors should be prepared for sudden changes in weather and temperatures, to include intense rain, hail, wind, cold and heat. It is recommended that vendors drink plenty of water and keep in mind that the effects of alcohol can be greatly intensified at this altitude. We want our participating vendors to be successful and safe.

Every year we strive to improve our events, both for our vendors as well as our event patrons. We work to produce a high-quality event that pleases our visitors, and we seek food and retail vendors that have quality merchandise and unique items that will make our event memorable. If you are a prospective food vendor, please provide a copy of your menu with your application. If you are a prospective retail vendor, please provide a thorough description of your merchandise, as well as photos of your booth/setup and/or a website address for your company.

We make a sincere and reasonable effort to accommodate the needs of our vendors, but must work within the confines of laws, regulations and time. Your professionalism in adhering to the requirements stated in this application is therefore greatly appreciated.

#### **ARRIVAL AND CHECK-IN, DEPARTURE**

- There will be no checking-in or departure during scheduled events. i.e. Rodeo, Demo Derby, etc.
- Your license must be displayed in your event vendor booth during the event.
- If you have a large vehicle or trailer to maneuver, please plan on arriving early.

#### **FEES/CANCELLATIONS**

- Full payment must accompany the signed application.
- Cancellations must be made no later than 20 days prior to the event. Please provide both a written notice as well as a courtesy phone call.
- THERE IS NO REFUND OR FEE TRANSFER FOR "NO-SHOWS."

#### **SPACE SPECIFICATIONS**

- Event spaces are limited. Applications are accepted and spaces are assigned on a first come first serve basis and two other criteria:
  - o Previous history with the TCAFAS events.
  - o No political or controversial booths will be accepted into the show.
- All space assignments are made at the discretion of the TCAFAS
- All spaces are 12' x 12' square. If you have displays, equipment, or products (to include a wagon or trailer tongues) that cannot fit into the confines of this space, you will need to purchase and/or will be charged for additional space(s).
- You will not be able to park your vehicle in or near your vendor space, nor is there designated vendor parking.
- You may not camp in your vendor space. Camping is allowed only in approved camping areas due to limited space availability. If you want to camp onsite please complete the attached camping application



## **SAFETY AND SECURITY**

- Tents and booths must be able to withstand extremely **inclement weather**. Safety is our number one concern, and we cannot stress enough the need for substantial weight/anchors on each of your tent poles/booth items (displays, tables, etc). While we do not require a specific weight requirement for each of your tent poles, we recommend a minimum of 75 lbs. per pole, with a minimum of 4 poles per 12' x 12' tent. A higher weight per pole is highly encouraged.
- Improper and/or inadequate tent weights could result in a loss of merchandise and equipment for our vendors, as well as potentially unsafe conditions for our vendors and event patrons. The TCAFAS Board reserves the right to ask any vendor that has what could potentially be an unsafe setup to leave if the vendor is unwilling to make necessary and immediate adjustments. Though the TCAFAS Board is not responsible for damages that arise during the event, please help us protect our visitors, our vendors, and our vendors' property.
- Booths may be left up overnight. Please secure merchandise, as the TCAFAS Board and their Volunteers will not be responsible for loss or damage. Please report any suspicious behavior to event staff immediately.
- Vendors will be asked to provide contact information (cell phone #, where you are staying, etc.) during check-in. This will be used for any afterhours emergency contact if needed.
- Again, please remember that safety is our number one concern.

## **SERVICES**

- Water is available on a limited basis and is to be shared in a neighborly fashion by all.
- Personal generators are permitted. Electricity is limited, and it is the responsibility of the vendor to indicate and purchase a vendor space that requires electricity.
- The TCAFAS Board does not provide equipment (including tents, tables, and chairs), please plan accordingly.
- All vendors are responsible for cleaning their area of trash, leftovers and waste. A dumpster is available for this purpose.

## **GENERAL**

- Please maintain an open and inviting atmosphere. Closing early or preparing to close may appear as though the event is closed for the evening, and event patrons may chose to leave early which can hurt the success of our vendors.
- Please have vendor spaces cleared and cleaned prior to leaving.
- All vendors are responsible for their own tax reporting and collecting.
- No items using the logos, slogans, or event references for this specific event, or TCAFAS can be sold by a vendor.

It is the intention of the TCAFAS Board that our vendors provide an attractive, interesting, professional, clean and well-maintained booth - and that they provide friendly, helpful, fun-loving personnel so that our visitors - your customers - enjoy the event and look forward to coming again next year! It is also our intention to produce an event that you - our vendors - will find exciting and profitable so that you, too, will look forward to coming again for the next event. We welcome your feedback and input. **Please mail completed application, payment, copy of insurance, appropriate licenses, menu (food vendors), photos and merchandise description, and a signed Hold Harmless agreement and Camping agreement.**