

2011 TETON COUNTY FAIR VENDOR RULES AND REGULATIONS

Non-Refundable Rental Fee

Non-Profit: \$100 per booth for all four days. **Must provide a copy of 501(C)(3) certificate for non-profit status.**
Profit/Commercial: \$150 per booth for all four days.
Food/Beverage: \$200 per booth (regardless of status) for all four days.

Deposit

A deposit of \$150 total per vendor is required. The deposit will be returned at the end of the Teton County Fair, under these circumstances:

- 1) Booth must remain open during the required hours of operation. Booths will be checked periodically throughout the day to make sure they are open during the above hours.
- 2) There is no damage to the booth--no alterations are allowed to the booths.
- 3) The Vendor Loading Zone fifteen-minute time limit is not violated.
- 4) Food vendors are responsible for monitoring and wiping down tables.
- 5) No dogs are allowed in the booth area.

Please understand that you will forfeit your entire deposit if these rules are not followed.

Size

The size of each booth constructed by the Fair Board is 10' x 10' with three sides of plywood and a plastic covering over the top. You will be responsible for your own tables, chairs, lights and any other accessories you may need. Tents and trailers may be accommodated but that space is very limited, so please get your application in as soon as possible.

Electricity

Electricity is available upon PRIOR request. Please specify on the registration form your electric needs. You must supply your own extension cord, if needed. There is an additional charge of \$25.00 if a 220V electrical hook-up is requested.

Check in and Set up

Vendor check-in will take place from 9:00 a.m. to 12:00 noon on Wednesday, July 27 in the booth area by the Big Top. Your booth number will be assigned at that time. **You must be checked in by 12:00 noon on Wednesday**, or your space will be rented to someone else and your deposit forfeited. **If you move into your booth space before 9:00 a.m. on Wednesday, you will forfeit your deposit.** *You may have your booth open to the public on Wednesday at your discretion.* We do have activities and a night event on Wednesday.

Vendor Hours of Operation

Your booth must be open to the public 11:30 a.m. - 8:00 p.m. on Thursday, July 28, 11:00 a.m. – 8:30 p.m. on Friday, July 29, and Saturday, July 30 and 11:00 a.m. – 6:00 p.m. on Sunday, July 31, 2011. Any hours of operation over and above this time period are at your discretion. Security at night is limited. Each vendor is responsible for his own security.

Parking

A vendor-loading zone is available with a *15-minute time limit*. Violators of this loading zone will forfeit their deposit. Each vendor must purchase a \$35.00 weekly parking permit.

Insurance

Each vendor **MUST** carry \$1,000,000.00 Premises and Products Liability Insurance. Insurance may be purchased through the Teton County Fair Board's insurance carrier. The cost of this insurance is \$100 per booth. The Teton County Fair Board must be named as an additional insured. **A contract is not complete until certificate of insurance or the insurance fee is in the Fair Office. The Teton County Fair Board will not be responsible for lost, stolen or damaged articles.**

Wyoming Sales Tax

Each vendor is responsible for compliance and collection of Wyoming sales tax of 6%. If you have questions regarding Wyoming sales tax, you can contact Mr. Steve Simpson at (307) 883-2934.

Permits

Food vendors are required to obtain a temporary food service permit from the Teton County Environmental Health Department at (307) 732-8490. You must submit your application to Environmental Health **at least 14 (fourteen) days prior to the Fair**. The Environmental Health Department will be on-site to issue permits on Wednesday, July 27, 2011.

Products

The Fair Board must approve your product(s). The Fair Board reserves the right to refuse a sale of a specific product or duplicate products. The Fair Board also reserves the right to refuse anyone from vending. There are no "exclusives".

THE SALE OF ALCOHOLIC BEVERAGES IS PROHIBITED.