

Ritchie County Fair and Exposition 2011

Location: Ritchie County 4-H Grounds

Web: www.ritchiecountyfair.com

Phone: 304-643-2164, ext. 5

Fair Dates: August 4-6, 2011

Vendor Application

Name: _____ Business

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Will your group or organization be providing a hands-on activity and if so, what?: _____

Do you offer items/products for sale? _____ If so, what? _____

Number of booths required: _____ (Space is allocated in 10'x10' sections).

What are your electrical requirements? #Amps Needed? _____ #Outlets Needed? _____

Other Needs or Requirements? _____

FEES: Per Booth, Per Person	\$20/3-Day Pass	\$30/2-Day Pass
<input type="checkbox"/> Informational or Craft Booth:	_____	_____
<input type="checkbox"/> Non-profits {501(c)3 organizations}:	_____	_____
<input type="checkbox"/> Commercial Vendors (sellers of non-food and not homemade items):	_____	_____
<input type="checkbox"/> Food Vendors:	_____	_____

Must read and sign Terms and Conditions on back of form and include copy of business license.

SUBMIT APPLICATION & APPLICABLE FEE TO: **Ritchie County Fair and Exposition**
115 E. Main St., Room 103
Harrisville, WV 26362

Service animals only permitted on the fairgrounds unless they are part of your presentation.

Motorized traffic will not be permitted during the open hours of the fair.

The Ritchie County Fair and Exposition assumes no responsibility for your products or supplies.

If you have any questions, please contact:
Ritchie County Extension Office at 304-643-2164, ext. 5

Ritchie County Fair and Exposition reserves the right to assign location and space.

Office use only below this line

Date Registration Received: _____ Check Number: _____

Date Confirmation Mailed: _____ Space Assigned: _____

Terms and Conditions

1. All Vendors must be set up and ready to sell by 9:45 a.m. the first day of the Ritchie County Fair and Exposition. Vendors may begin setting up at 7:00 a.m. the first day of the Fair.
2. Booths must remain staffed and intact until the show closes on Saturday.
3. Only one (1) business per booth; space may not be sublet or shared without prior approval of an authorized agent of the Ritchie County Fair and Exposition Board (RCFEB).
4. Tractors, trailers, vans and other vehicles must be parked in the designated area during fair hours. Vehicles will only be permitted in the show area one hour before the fair opens and after daily closing.
 - a. Due to the limited space we ask that all Vendors unload their vehicles, park, and then return to set up.
5. RCFEB reserves the right to decline any application for space if it deems such action to be in the best interest of the Fair.
6. Fee is for **each person working each booth space**. The full payment is due with the application and must be received by **July 1, 2011**.
7. Booths are reserved on a first-come, first-served basis. We will work with the Vendor on best placement; however, we cannot guarantee the same booth assignment from previous years.
 - a. The Ritchie County Fair and Exposition is a non-juried show.
8. Electricity will be available on a first-come, first-served basis as electricity is not available at all booths.
 - a. Outlets are NOT guaranteed. Only one electrical outlet is available per select booths.
 - b. Extension cords (heavy duty) must be provided by the Vendor.
9. Music within a Vendor's booth must be kept within a tolerable range from the front line of the booth space. Other parameters may be enforced if the audio is objectionable to adjacent Vendors.
10. Vendors must ensure that none of their display equipment extends beyond the space they have booked. This includes any rails, stands, or additional equipment.
11. Each Vendor must furnish their own chairs, tables, stands, tent or canopy. Since this is an outdoor show, it is advised to bring along shims or blocks of wood to level out the tables, since most of the show area is on flat, but un-level ground. All tents and canopies must be secured to the ground using stakes or weights in case of windy weather.
12. The fair will have ice available for sale.
13. Items for sale at the Vendor's booth must be appropriate for family viewing. RCFEB reserves the right to have items removed which are not considered appropriate.
14. Vendors must remove all rubbish, wrapping, and waste created at their booth at the end of the fair.
15. The Vendor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The RCFEB expressly disclaims any responsibility of the same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation.
16. Application fees may be refunded if cancellation is received **in writing** to the Ritchie County Fair and Exposition **by July 15, 2011**. Anything received after this date will not be refunded.
 - a. The Ritchie County Fair and Exposition and the RCFEB are not liable if weather or other conditions prevent the Vendor from attending and fulfilling the contractual obligation as a Vendor.
 - b. No refunds will be made for weather, accident, health or other causes for non-participation after July 15, 2011.
17. Vendor agrees to indemnify and hold harmless the Ritchie County Fair and Exposition and the RCFEB from and against any loss, expense, claims, damages, causes of action, injuries, suits for damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Vendors at the Ritchie County Fair and Exposition.
18. **NO ALCOHOLIC BEVERAGES PERMITTED.**

BY COMPLETING THIS APPLICATION, YOU ARE CERTIFYING THAT YOU HAVE READ THE TERMS AND CONDITIONS OF THIS APPLICATION AND WILL ADHERE TO ALL THE RULES AND POLICIES HEREIN.

Printed Name: _____ **Signature:** _____ **Date:** _____