

Belknap County 4H Fair Concession Contract 2017

Saturday August 12 and Sunday August 13

Please be sure to read this contract in its entirety, as several changes have been made.

**Contact: Fran Wendelboe 238 Lower OxBow Road New Hampton, NH 03256
phone (603) 968-7988 email: mattwenfran@myfairpoint.net**

Set Up: Thursday and Friday: 10:00-4:00 pm *All locations will be marked prior to arrival.*
(set up time prior to Thursday contact Fran Wendelboe)

Hours of Fair: Friday 5pm-9pm Saturday 9am-7pm Sunday 9 am- 5pm

We are opening Friday evening for some evening entertainment on the stage. It is your option if you want to be open for Friday evening. The exhibit hall will not be open.

The Concession Manager reserves the right to screen all concessions for suitability. Applications are accepted on a first come, first serve basis. We have limited space and electrical services available. We cannot accept responsibility for incomplete forms.

Concession passes will be available at set up.

Please remember to file your application soon to reserve your space. If your application is not approved or there are already numerous vendors selling the same items, your application and any fees will be promptly refunded in full. We suggest you email notification when you mail your application as a back up.

Rules and Regulations

1. Concessions must furnish a Certificate of Insurance indicating evidence of Comprehensive General Liability in an amount no less than \$1,000,000. Vendors who have not submitted proof of insurance by Friday, the day before the fair opens, will **NOT** be allowed to set up their booth on the fairgrounds.
2. **The attached contract must be returned on or before July 1, 2016 with payment in full AND a Certificate of Insurance. *Bear in mind if you wait too late, there may not be a spot in your category.*** After July 1, any opening will be filled strictly on a first come, first served basis--no matter how many years you have been with us.
3. If the Fair is notified of a cancellation **prior** to July 21st, 50% of your payment will be returned. (50% is non refundable) Cancellations made on or after July 21st will forfeit all funds paid.
4. Each vendor must check in with Fran Wendelboe before set-up. **All exhibits must remain in place and open until 5 pm on Sunday. All exhibits must remain open during fair hours (only exception is if you have sold out of ALL merchandise--this includes all 4H booths)** Any trailers or vehicles arriving and needing electrical hookups prior to Thursday will be subject to an additional electric fee per day.
5. No raffles are allowed, unless approved by the Fair Board and Town of Belmont, if required.

6. No vendor's activities may interfere with the display or activities of any other vendor and/or entertainment.
7. Food concessions must have an approved fire extinguisher mounted in their booth.
8. LPG Tanks must be securely attached on a firm base and the valve area protected.
9. Concessions using electricity must have properly rounded, "UL" approved devices and wiring. Concessions must supply their own electrical materials to reach an approved assigned fairground electrical system. No electric cords or wires are to run across roadways or walkways. a 3-wire supply cord is required on 110 volt connections. Any concession found tampering with electric boxes or violating electrical policies will be asked to leave the fairgrounds, forfeit all fees paid and may be excluded from future fairs.
10. **Vendors are allowed ONE vehicle per booth on the grounds PRIOR to 8 am, there is no vehicle movement after 8 am.** (no coming and going throughout the day, you will be asked to park in the gen parking area. **No vehicles** on fairgrounds on Sunday BEFORE 5pm for breakdown.
11. Campers must be in the designated camping area. Any vendor wishing to camp at the fairground must complete a camping registration and pay the camping fee.
12. Only exhibition animals and animals assisting handicap accessibility are allowed on the fairgrounds. Any other animals must be kept in the camping area. (see camping agreement for details)
13. No vendor may sell any of the following items: guns, knives, swords, weapons of any kind, drug paraphernalia, smoke/stink bombs, laser pointers, silly string or snap caps, alcoholic beverages, tobacco products, illegal drugs, distasteful items and unauthorized firearms are prohibited from the fairgrounds.
14. There will be no consumption of alcohol or use of profane language.
15. All concessionaires serving food and/or beverages must comply with the Town of Belmont and State of NH Department of Health regulations, including but not limited to the State of NH Dept of Safety, Technical Bulletin 2011-01 and any updates which covers tents and membrane structures, plumbing, cooking and electrical.
16. Violations of these policies may result in expulsion from the Fair and forfeiture of fees paid.
17. By signing the application, you agree that all individuals (you and your employees) are not employees of the fair. You are solely responsible for supplying current Workers' Compensation insurance for yourself and your employees.

Belknap County Fair - Vendor Application

Please return this signed agreement with payment, made out to the Belknap County 4H Fair

Mailing Address: Fran Wendelboe 238 Lower OxBow Rd New Hampton, NH 03256
phone: 603 968-7988 email: mattwenfran@myfairpoint.net website: www.BC4Hfair.org

Name: _____

Business Name: _____

Street: _____ City/State/Zip _____

Phone: _____ Cell: _____ Fax: _____

NH Meals & Rentals License #: _____ Email: _____

Products Offered (list **ALL** products to be offered- use back of form if needed-be specific)

Signature: _____ Date: _____
by signing this application, you agree to all terms and conditions mentioned in the Rules and Regulations)

Area Needed (incl. tongue & awnings)(A) width _____(B) _____ depth (measure in feet)
use greater of 2 figures used in calculations below

Outside Space (you supply your own booth-min 10 feet)- does not include electric:

\$7 per running foot (greatest of width or depth listed above) \$7 X ___ ft =\$ _____

Outside Space (covered tent - you supply tables/chairs - min 10 ft) does not include electric:

\$9 per running foot (greatest of width or depth listed above) \$9 X ___ ft =\$ _____

Electrical

\$35 per 20 amp (one duplex receptacle) - # of amps needed _____ =\$ _____

\$65 per 220 volt-one(1) 220 plug-plug configuration (code on plug) _____ = \$ _____

Need electricity before Thursday (\$15/\$30 for 20/220 per day) _____ =\$ _____

Add'l Vendor Passes (2 passes per day provided with your application & payment):

\$7 per day per person \$7 X _____ # days X _____ # of passes = \$ _____

GRAND TOTAL DUE by 7/01/2017= _____ (space, electric, passes)