



August 5<sup>th</sup> – August 9<sup>th</sup>

## 2022 Larimer County Fair Vendor Application

### Applications Close Sunday, July 10, 2022, at 4:30 pm

Thank you for your interest in becoming a vendor at the Larimer County Fair. Inside the North Hall of the First National Bank building or outside as part of the Main Fair layout, there are two options available.

Please complete the following form with your information. Once submitted, The Ranch's staff member will determine availability. Confirmation letters will be emailed within 5 business days of your application. Payment must be received no later than Friday, July 15 by 4:30pm or you will lose your spot to another vendor.

Completing and submitting this request does not guarantee you a space at the Fair and your specific location is at the discretion of the Ranch. Requests for specific spaces will be considered, but are not guaranteed.

Exhibit space will be assigned after applications are received and are subject to availability, special needs, and compatibility of exhibitors. All measurements and booth layouts are approximate and management reserves the right to make modifications and change booth assignments as necessary to meet the needs of the Fair.

The Ranch reserves the right to determine the eligibility of any company or product for inclusion in the Fair.

For any additional questions contact Catherine Couey at [coueyyc@larimer.org](mailto:coueyyc@larimer.org) or 970-619-4018.

## 2022 Commercial Booth Information

Please complete the Release from Liability Form and the Vendor Application below. Your completion of the application will confirm that you have read and understand all rules and regulations concerning commercial vendors at the 2022 Larimer County Fair. Reading the entire form will also help eliminate questions concerning parking, electrical needs, etc. A full information packet will be sent to all approved vendors including parking information, check-in date and time, and other details after payment is received.

**\*\*Returning indoor vendors please be aware that Gate 2 will be open to the public for the entire duration of the Fair. We will be encouraging guests to enter the building to shop through banners and signage, but the Fair will no longer be requiring guests to enter the Fair through the building. We will once again also have entertainment in the building to help draw people through the building and past booths.**

**I understand that Gate 2 will be open to the public** ☐

# Vendor Rules and Information

**Insurance** - All vendors are required to be covered by liability insurance and are required to supply a certificate of insurance with a minimum coverage of \$2 million general aggregate and \$1 million per occurrence; naming Larimer County and The Ranch Events Complex as additional insured for the full duration of the Fair. Certificates of insurance must be sent to The Ranch office no later than Friday, July 15, 2022. **There will be no exceptions, and late certificates may revoke your application and space.**

Those businesses who do not have their own insurance may purchase coverage through The Ranch—Email Catherine Couey at [coueyyc@larimer.org](mailto:coueyyc@larimer.org) for further information.

**Governmental Immunity** - No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, notice requirements or other provisions, of the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq. as applicable now or hereafter amended. There is no intent to waive or restrict governmental immunity.

**Set-up and Takedown** - Booths are to be set-up no later than **Friday, August 5, 3:00 pm**. Takedown will not be permitted until **Tuesday, August 9, 8:00 pm**. It is recommended that those exhibitors operating from trailers or other modes that require intricate set-up arrive early. Accessibility to indoor booths will take place one hour prior to opening to the public each day of the Fair.

## **Indoor Vendor open Hours for 2022**

Friday, August 5 <sup>th</sup> .....	4:00pm to 8:00pm
Saturday, August 6 <sup>th</sup> .....	10:00am to 8:00pm
Sunday, August 7 <sup>th</sup> .....	10:00am to 8:00pm
Monday, August 8 <sup>th</sup> .....	4:00pm to 8:00pm
Tuesday, August 9 <sup>th</sup> .....	4:00pm to 8:00pm

## **Outdoor Vendor open Hours for 2022**

Friday, August 5 <sup>th</sup> .....	4:00pm to 10:00pm
Saturday, August 6 <sup>th</sup> .....	10:00am to 10:00pm
Sunday, August 7 <sup>th</sup> .....	10:00am to 10:00pm
Monday, August 8 <sup>th</sup> .....	4:00pm to 10:00pm
Tuesday, August 9 <sup>th</sup> .....	4:00pm to 10:00pm

**Security** - The building will be locked down each night and every effort will be made to keep the grounds secure and your equipment safe. However, Larimer County Fair and its management are not responsible for any theft, damage, etc. that may occur during the Larimer County Fair. Vendors are required to have at least one attendant working at their designated booth space at all times during hours of operation. If you close your booth and leave early you will incur a penalty fee and may be asked not to return for the 2023 Fair.

**Parking** - All vehicles are to be parked in the designated vendor parking area – the back of Lot B. NOT behind the First National Bank Building. The spaces immediately behind the building is for vendor load-in and out only.

**Restricted Merchandise** - Vendors may NOT sell fireworks or other potentially dangerous or offensive merchandise. This includes “cap snappers.” No space, either indoor or outdoor, will be rented to serve food other than packaged nuts, candies, etc., without completing a Food Booth Application. To obtain a Food Booth Application, please contact Bob Krenzel at 970-619-4052 or Robert.Krenzel@spectrarp.com

**Cancellation** - A signed application contract and Payment in FULL must be made by **July 15** to guarantee your reserved space. “NO SHOWS” will not be refunded. **No refunds will be made after July 29, 2022.**

**Sales Tax** - Vendors selling items at the Larimer County Fair are required to have a Colorado State Sales Tax License or a Special Event Sales Tax number as assigned by the Colorado Department of Revenue. The amount of tax to be collected by retail booths is 6.7%. You can, and may, be contacted by local sales tax representatives during the Larimer County Fair. Contact your nearest Colorado Department of Revenue office for further information. Please contact the City of Loveland at (970) 962-2708 or (970) 962-2315 if you have any questions or need assistance with city sales tax policies.

**Booth Regulations** - All booths shall be considerate of their neighbors. Excessive sound levels are not acceptable, and vendors may be asked to reduce their volume at Ranch staff’s discretion. The exhibitor agrees to be responsible for the cleanliness of the assigned space. Storage of excess materials and fixtures is the responsibility of the exhibitor and any excess materials and/or fixtures brought onto exhibit/conference property must be confined to the interior of exhibitor’s booth.

Exhibitors or agents must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. Exhibitors are liable for any and all costs to return the space to its original condition.

Booths may not be sublet/shared without written permission from the Ranch. The Ranch has the right to have exhibitors removed and revoke future applications if spaces are sublet/shared. Vendors agree not to display or advertise goods other than those manufactured or carried by their company in the regular course of business.

Exhibitors may provide explanatory, technical or informational material concerning the products, services or issues; such material, however, may not be displayed outside of an exhibitor’s assigned area. Exhibitors shall restrict campaigning or distribution of product or information to within the confines of their booth without impeding traffic flow or interfering with other exhibits or exhibitors.

**COVID-19** – The Ranch Events Complex will be following the states recommendation at the time of Fair.

**I agree and have read all the regulations** ☐

# 2022 Larimer County Fair Vendor Application

Name of Organization:

Contact First Name:

Last Name:

Email Address:

Mailing Address:

City:

State:

Zip Code:

Primary Phone Number:

Please give a detailed description of product or service, along with space requirements, (i.e.: selling candles, clothing, home improvements, jewelry, etc.).

**\*PLEASE NOTE THAT ALL SPACES ARE AT THE SOLE DISCRETION OF RANCH STAFF TO CREATE THE BEST POSSIBLE MIX OF VENDORS FOR THE FAIR.**

**PLEASE SELECT IF YOU ARE AN INDOOR VENDOR OR OUTDOOR VENDOR**

Booth sizes start at 10x10 and go up to 10x20 for both Indoor and Outdoor

INDOOR ☐

OUTDOOR ☐

## INDOOR VENDOR

- Indoor Vendor 10x10.....\$400  
Includes: Black pipe and drape, One 8' table (no table cloth), 2 chairs & 110V Electricity
- Indoor Vendor 10 X 10 (CORNER).....\$500  
Includes: Black pipe and drape, One 8' table (no table cloth), 2 chairs & 110V Electricity
- Indoor Vendor 10x20.....\$600  
Includes: Black pipe and drape, One 8' table (no table cloth), 2 chairs & 110V Electricity
- Electrical Service – 220 Volt Electricity .....\$100

**Vendors please bring your own extension cords**

## OUTDOOR VENDOR

- Outdoor Vendor **10x10 Package by the Carnival** .....\$700  
Package Includes: Professional tent with 4 full walls & lights in the tent for the evening, 110 Volt Electricity – 20amp (Ex: 1 Crock Pot, 1 Blender, 1 Blow Dryer, Multiple Phones Charging, etc.), One eight-foot table (no table cloth) and 2 Chairs.
- Outdoor Vendor **10x20 Package by the Carnival** .....\$1,000  
Package Includes: Professional tent with 4 full walls & lights in the tent for the evening, 110 Volt Electricity – 20amp (Ex: 1 Crock Pot, 1 Blender, 1 Blow Dryer, Multiple Phones Charging, etc.), One eight-foot table (no table cloth) and 2 Chairs.
- Outdoor Vendor **10x10 Package by Courtyard Bowl** .....\$600  
Package Includes: Professional tent with 4 full walls & lights in the tent for the evening, 110 Volt Electricity – 20amp (Ex: 1 Crock Pot, 1 Blender, 1 Blow Dryer, Multiple Phones Charging, etc.), One eight-foot table (no table cloth) and 2 Chairs.
- Outdoor Vendor **10x20 Package by Courtyard Bowl** .....\$900  
Package Includes: Professional tent with 4 full walls & lights in the tent for the evening, 110 Volt Electricity – 20amp (Ex: 1 Crock Pot, 1 Blender, 1 Blow Dryer, Multiple Phones Charging, etc.), One eight-foot table (no table cloth) and 2 Chairs.
- Outdoor Vendor Non-Food 10x10 Booth (Supply your own tent) .....\$500
- Outdoor Vendor Non-Food 10x20 Booth (Supply your own tent).....\$600

**Vendors please bring your own extension cords**

## FOOD VENDOR

If you are an indoor or outdoor food vendor, Please contact Bob Krenzel at 970-619-4052 or  
QAugustRobert.Krenzel@spectraxy.com

## ADDITIONAL ITEMS AVAILABLE FOR HIRE

Chairs / \$3 each – Quantity

Tables / \$12 each – Quantity

\*All vendors must submit Certificate of Insurance to be accepted as a vendor in the Larimer County Fair and Rodeo.

If you are interested in being a sponsor with advertising opportunities, Please contact Dana Drake at 970-619-4102.

Please note 2022 State Tax is currently 2.9%, the County is 0.8%, and the City is 3.0% - A total of 6.7%

Total Amount Due: \$