

# Ritchie County Fair & Exposition 2017

Location: Ritchie County 4-H Grounds

Web: [www.ritchiecountyfair.org](http://www.ritchiecountyfair.org)

Phone: 304.643.5200

Fair Dates: Aug. 9-12, 2017

## 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' x 10' sections.)

What are your electrical requirements? # Amps needed? \_\_\_\_\_ # Outlets needed? \_\_\_\_\_

Other Needs or Requirements? \_\_\_\_\_

### **FEES: \$100 per booth, which includes two (2) 4-day passes**

Food Vendors: \_\_\_\_\_

Commercial Vendors (Those selling non-food and not homemade items) \_\_\_\_\_

**Each additional 4-day pass= \$20** Number of additional passes: \_\_\_\_\_

### **Fees: \$20 per person for 4-day pass**

Craft booth: Hand-crafted items \_\_\_\_\_

Informational/Political Booth (not selling products, etc.) \_\_\_\_\_

### **Must read and sign terms and conditions on back of form**

SUBMIT APPLICATION, APPLICABLE FEE AND BUSINESS LICENSE TO:

Ritchie County Fair & Exposition

1608 E. Main Street

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 & Exposition assumes no responsibility for your products or supplies.*

If you have any questions, please contact the Ritchie County Fair & Exposition  
at 304.643.5200 or [www.ritchiecountyfair.org](http://www.ritchiecountyfair.org).

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

**\*\*Office Use Only Below Line\*\***

Date Registration Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Confirmation Mailed: \_\_\_\_\_ Space Assigned: \_\_\_\_\_

**WE RESERVE THE RIGHT TO REJECT ANY AND ALL APPLICATIONS FOR NO REASON AT ALL!!**

## **TERMS AND CONDITIONS**

**WE RESERVE THE RIGHT TO REJECT ANY AND ALL APPLIATINS FOR NO REASON AT ALL!!**

1. All Vendors must be set up and ready to sell by 2 p.m. the first day of the Ritchie County Fair & Exposition. Vendors may set up Tuesday, Aug. 8, 2017, 9 a.m.-2 p.m. or 4 p.m.-8 p.m. or Wednesday, Aug. 9, 2017, 9 a.m. -1 p.m.
2. Vendors must provide the Ritchie County Fair & Exposition a copy of a valid business license with the application and applicable fees.
3. 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 an 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.
4. 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 & Exposition Board (RCFEB).
5. Booths must remain staffed and intact until the show closes on Saturday, Aug. 12, 2017.
6. All vendor equipment and supplies must be removed by Sunday, Aug. 13, 2017, at NOON.
7. RCFEB reserves the right to decline any application for space if it deems such action to be in the best interest of the Fair.
8. Fee is for **each person** working **each booth space**. The full payment is due with the application and must be received by **June 9, 2017**.
9. 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.
10. 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.
11. 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.
12. Vendors must ensure that none of their display equipment extends beyond the space they have booked. This includes any rails, stands, or additional equipment.
13. Each Vendor must furnish his or her 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 unlevel ground. All tents and canopies must be secured to the ground using stakes or weights in case of windy weather.
14. 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.
15. Vendors must remove all rubbish, wrapping, and waste created at their booth at the end of the fair.
16. 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.
17. Application fees may be refunded if cancellation is received in writing to the Ritchie County Fair & Exposition by **July 14, 2017**. Anything received after this date will not be refunded.
  - A. The Ritchie County Fair & 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 14, 2017.
18. Vendor agrees to indemnify and hold harmless the Ritchie County Fair & 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 & Exposition.
19. **NO ALCOHOLIC BEVERAGES OR ILLIGAL SUBSTANCES PERMITTED ON FAIR GROUNDS AT ANY TIME.**

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

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_