

**VENDOR CONTRACT**  
**Wayne County 4-H Fair (www.wayneco4hfair.com)**  
**June 17-24, 2017**

**Lessor** - Wayne County 4-H Fair Committee, Richmond, IN 47374

**Lessee** - \_\_\_\_\_  
 Concession/Vendor Name Name(s) of Owner

Address City State Zip Code

Phone Number(s) (please provide 2) Website and/or E-mail Address

**List Items to be sold or exhibited (Be specific to avoid too much duplication) Attach List as needed – this will be listed on website, please be specific.**

**VENDOR NEEDS**

Please fill in appropriate spaces	Charges	Amount Paid
<b>Ground Space</b> -- \$12.00 Frontage Ft. Total Space Needed _____ by _____ Service _____ Front and/or _____ Side (include any seating space planned) (check location planned for service)		
<b>Electricity</b> 110V (25 Amp) \$60 -- Total Amps Needed _____ 220V (50 Amp) \$95 -- Total Amps Needed _____ Add'l hook up -- \$25 each Total Add'l Hookup _____ Amps		
<b>Water</b> Yes _____ No _____ No Charge		
<b>Tent Rental Charges</b> (Check size required - charges provided-Does not include ground space, add'l charge) _____ 10 x 10 (\$120) _____ 12 x 12 (\$130) _____ 14 x 14 (\$140) _____ 14 x 24 (\$200) _____ 20 x 20 (\$210) Additional Sizes Avail -- Call for Price		
<b>Camping</b> \$100.00 per unit/week - Elect & Water incl -- See above for add'l elec.		
<b><u>Deposit and Completed Contract by APRIL 01, 2017 to guarantee space -- Balance Due by June 17,2017 (may pay balance at set up) Note: If paying balance after June 01, 2017– Must pay balance in cash or money order. Space will not be held without deposit and no tent will be ordered without minimum deposit received of tent rental charges.</u></b>  <u>No Refunds of deposit. No guarantee of space after May 01, 2017 without confirmed contract and deposit (min deposit = 1/3 total charges or cost of Tent Rental)</u>  Service Charge of \$35.00 for NSF checks  <p align="center"><b>TOTAL DUE (Space/Tent/Elec/Camp)</b>  <b>DEPOSIT PD</b>  <b>BALANCE DUE</b></p>	_____	_____

**SPECIAL NOTE**

All vendors must have Liability Insurance in the amount of \$1,000,000. A copy of the insurance coverage must be sent to us along with your contract to avoid delays in set-up; a valid certificate must be received before set up and include a Hold Harmless Agreement releasing Wayne County 4H Fair Assn, Wayne County Government and Wayne County Commissioners from any and all claims. Hold Harmless: The Vendor agrees to release, defend, hold harmless and indemnify Wayne County 4H Fair Association against any and all injuries, damages, claims, demands, liabilities, losses, suits, actions or fees (including without limitation attorney's and paraprofessionals' fees, cost, expenses (collectively, "losses") which may arise (or which may be alleged to have risen) directly or indirectly out of or in connection with the Vendor's failure to perform it's obligations under the Contract, for the Vendor's work in connection with this Contract even though such Losses may be (or may be alleged to be) attributable in part to negligence or other fault on the part of the Wayne County 4H Fair Association or it's officers, agents or employees.

**Lessee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please see reverse for important set up, contact and general information.....**

## WAYNE COUNTY 4-H FAIR VENDOR and EXHIBITOR INFORMATION

**Location** -- The Wayne County 4-H Fair is held at the Wayne County Fairgrounds located at 861 North Salisbury Road, Richmond, IN 47374. Website: [www.wayneco4hfair.com](http://www.wayneco4hfair.com) Additional area information on hotel, banking and general information may be found by contacting the Wayne Co. Tourism Bureau at [www.visitrichmond.org](http://www.visitrichmond.org).

**Ground Space** -- Calculated by number of feet across front. ALL vendors should calculate ground space, if tent rented it's an addition to ground space.

**Electricity Hook-up by Designated Fair Electrician Only** -- Please provide amps required on contract in order to provide service needed and prevent delay during set up. Hook up cords should be a minimum of 125 ft long, not provided for trailers. Only 110V outlet extension cords provided with 110V service, and a strand of lights for rental tents only provided with 110V service requested.

**Water** -- Hook ups available (shared hydrants), please be prepared with a multiple adaptor to insure easy set up.

**Wastewater storage/dumping** -- There is **NO** wastewater sewage hook ups available; you will need to provide a Blueboy (or similar) wastewater holding container for dumping in designated sites.

**Grease traps** are not available during the week of the fair. However containers for waste grease will be provided at time of tear down. Storage containers for any waste grease during the week should be maintained by vendor.

**Tent Rental** is provided as a service to exhibitors and vendors for a fee. These tents include sides and will be set up and removed by the tent provider. The fair committee will permit you to provide your own tent; however, please note that we are not responsible for damage to personal tents during inclement weather. WE recommend renting a tent if you do not have a commercial style tent or canopy system. If a size is needed that is not listed on the front, please contact the vendor officer for additional sizes and prices.

**Camping** -- Camping is permitted in the designated Vendor Camping Section for a weekly charge of \$100.00 per unit (includes electric and water ). There should be **NO** tents for camping on any vendor sites, **ONLY** those tents, trailers and canopies for exhibits/service and supplies permitted. Equipment and supply trailers may be parked in vendor area with prior permission if space is available.

**Parking Passes** -- \$15.00/weekly and \$5.00 daily (4 weekly provided with paid contract) Passes will be mailed **ONLY** on request. Passes provided during set up. Passes required on Saturdays after 11 am and weekdays after 4 pm.

**Operating Hours** -- Please refer to the fair program on the website [www.wayneco4hfair.com](http://www.wayneco4hfair.com) for details of daily activities. Note, Friday, June 16 there will be a minimum number of events and activities 5-10 pm. We request **ALL** vendors and exhibitors to **open no later than 2 pm on weekends and 4 pm weekdays**; and remain open until 10 pm at a minimum. We encourage you to open for daily events and remain open until midway and track events conclude. Note: You are welcome to vend throughout the set up period once your permits have been obtained and concession inspected.

**Wayne Co. Health Department** -- Permits must be obtained prior to Friday, June 16, 2017 at 12 noon. Inspectors will be available on June 16 for inspections; call 765-973-9245 to set up earlier inspection. Please carefully read WCHD requirements on the website to insure compliance. Note: Indiana requires each vendor to have a Certified Safe Food Handler, contact the WCHD located at 201 East Main Street, Richmond, Indiana or phone 765-973-9245. Fees cannot be accepted on location, they must be paid at WCHD office. The 2017 temporary food service permit is \$15.00/day of operation; subject to change by WCHD. Permits and inspections **MUST** be completed prior to operation. [www.co.wayne.in.us/health/](http://www.co.wayne.in.us/health/)

**SET-UP** -- **Wednesday, June 14 thru Thursday, June 15, 2017 5:30 p.m. -- 8:00 p.m.; Friday, June 16 noon – 10pm**  
**Contact the Vendor Officer if you cannot complete set up within these times. NO early trailer drops permitted or set up outside of designated times without prior permission.**

**TEAR DOWN** -- **After 11:00 p.m. Saturday, June 24, 2017 Unless prior arrangements made with Vendor Officer. ALL vendor and exhibitor property MUST be removed no later than Monday, June 26, 2017. Any approved electric hook ups after this date may be assessed a fee. ALL RENTAL TENTS MUST be cleared of Vendor property no later than 6 am Sunday, June 25, 2017; tents will be removed and the Wayne Co. 4-H Fair committee will not be responsible for vendor property left in rented tents.**

**General fairground rules** -- No knives, guns, alcohol, or tobacco products allowed on the fairgrounds unless approved for contracted service. No animals other than 4-H fair projects or contracted events. No vendor sales or samples permitted of prohibited items or toy items representative of the prohibited items (exception being stuffed animals).

**Golf carts and utility vehicles** must be registered at the fair office prior to use on the grounds. Drivers must be at least 16 yrs old. NO MOTORIZED VEHICLES WILL BE PERMITTED IN VENDOR/EXHIBITOR AREA 4 -10 PM DAILY June 17-24.

**VERY IMPORTANT** -- Please mail signed contract (keep a copy for your records), a copy of insurance coverage must be provided prior to set up completion. A check or money order for payment should be made payable to Wayne County 4-H Fair Committee. **Mail signed contract and payment to: Annette Isaacs, Vendor Officer, 1619 E. Chester Road, Richmond, IN 47374**  
**For Information call** -- Annette Isaacs at (765) 744-4309 or email at [Grmakeith@aol.com](mailto:Grmakeith@aol.com)

SPECIAL NOTE FOOD VENDORS.....

All food vendors will have their equipment (used in connection with the concession) clean and presentable and subject at all times inspection and decisions of the vendor officer whose orders are final. All food vendors are responsible for obtaining county health permits; all food vendors must keep their prices posted in plain site to the public.

In the event of a mistake in space contracted, the Wayne county 4H Fair Committee reserves the right to make seeelment, which shall be final. No contract may be sub-leased. The Wayne County Fair assumes no liability for any loss or damage to property or by reason of any claim for personal injury, including death.

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

