



2024

**INDOOR VENDOR
CONTRACT**

**FAIR DATES
JULY 28TH - AUGUST 3RD**

**DEPOSIT DUE BY
MAY 23RD
FULL PAYMENT DUE BY
JUNE 20TH**

For any questions:

Scotts Bluff County Fair Office- (308)623-1828

Lanna Hubbard- manager@scottsbluffcountyfairgrounds.com

Casey Huckfeldt- sbfairgrounds@gmail.com

For more information:

www.scottsbluffcountyfairgrounds.com

This agreement was made and entered into this _____ day of _____ 2024. Between _____ and the Scotts Bluff County Agriculture Society.

Vendor Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Tax ID #: _____

Please provide copy of liability insurance with Scotts Bluff County Ag Society listed as additional insured and attach to contract

Additional insurance information to follow.

<p>2024: If you are an independent business some examples can include but not limited to (candles, crafts, art, personal care, health care, and home goods) you are required to provide copy of insurance, if you do not have insurance please refer to the links we are providing for event/vendor insurance when purchasing event insurance please add Scotts Bluff County Agriculture Society as and additional insured. We are sorry for any inconvenience this may cause but due to our insurance policy we are required to provide this to our insurance carrier. Our first and foremost concern is to protect all parties involved from any unforeseen circumstances that may arise through the possible liabilities of doing business. Please check with your primary insurance agent regarding special event or one time insurance policies, or we have listed some links online (but not limited to) that deal with these types of policies.</p> <p>https://www.theeventhelper.com/src/progressive</p> <p>https://www.actinsurance.com</p>	<p>The fairs intent is to maintain a variety of vendors, items, and merchandise as much as possible. No contractual changes will be allowed without the expressed or written approval of the Scotts Bluff County Ag Society. The Scotts Bluff County Agriculture Society will not guarantee that any vendor has exclusiveness of a product or products, we do our best to manage this area, but we also have a responsibility to have a variety of products for patrons.</p>
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Deposit Due: May 23rd, 2024- \$125

o Security deposit- Scotts Bluff County Ag Society requires a deposit to be made at the time the rental contract is signed. The signed rental contract agreement will guarantee/secure your space for fair. Return of the security deposit should be continued upon inspection by county fair personnel shall the vendor abide by all instructions and agreements stated in contract; however, shall the vendor cancel after June 7th, 2024, leave early, fails to properly clean-up area, damages property, or does not abide by all contract rules, deposit will NOT be returned. Please make a check out for the deposit separate from the booth payment, this check will not be deposited. Also let us know if you want us to shred the check after fair or send back.

*If we do not receive a yes or no for your vendor space by this date, we will fill it with another business. *

Final Payment Due: June 20th, 2024

Mark space that will be used

- BOOTH: \$185
- BOOTH & ELECTRIC: \$200
- NON-PROFIT BOOTHS (with letter of Declaration) \$30

DATE DEPOSIT RECEIVED: _____ 2024

Send Deposit Back____ Shred Deposit Check____

DATE PAYMENT RECEIVED: _____ 2024

SCOTTS BLUFF COUNTY AG SOCIETY RESERVES THE RIGHT TO DENY RENTAL OF A BOOTH SPACE TO ANY VENDOR.

<p>SET UP TIMES: Sunday, July 28th- 9 am-1:00pm Monday, July 29th- 2pm-4pm Tuesday, July 30th- 9:00am-12:00pm Date of Arrival: _____ Estimated Time of Arrival: _____ Best contact #: _____ If you know you will be attending the fair please let us know ASAP through email, or a phone call. Casey's Email: sbfairgrounds@gmail.com Office Phone: (308)623-1828 NO TEARING DOWN WILL TAKE PLACE BEFORE 8:30AM ON SUNDAY, AUGUST 4th. If you have items that can be carried out, you can tear your booth down after closing, Saturday August 3rd.</p>	<p align="center">BUSINESS HOURS:</p> <p align="center">Tuesday: 5:00PM-10:00PM</p> <p align="center">Wednesday: 10:00AM-10:00PM</p> <p align="center">Thursday: 10:00AM-10:00PM</p> <p align="center">Friday: 10:00AM-10:00PM</p> <p align="center">Saturday: 10:00AM-10:00PM</p>
	<p align="center">PLEASE READ THE FOLLOWING RULES AND REGULATIONS:</p>

1. **SELLING AREA:** the fair leases to the vendor a reserved space to be assigned, each vendor must confine him/herself to the space assigned. The distribution of food, handbills, or any advertising material is strictly prohibited outside his/her booth or exhibit area. No tacking or posting of advertising of bills, cards, etc. will be permitted on any of the buildings or elsewhere.
2. **PURPOSE:** Vendor shall use said space or building for the following service and food items to be sold as listed. **NO SUBLEASING** of space is allowed.
3. **VENDORS** may advertise and distribute from their booth or exhibit only. Vendor agrees to stay within their assigned area to distribute samples or sales. Walk around solicitors are prohibited.
4. **NO PROFANE OR VULGAR** materials are allowed, no person working and/or representing a booth or stand shall wear clothing that makes mention of or reference to any obscenities and/or drugs.
5. **COUPONS:** Vendors shall honour coupons issued to Senior Citizens and volunteers issued by Scotts Bluff County Ag Society.
6. **ELECTRICAL SERVICE** will be furnished by fair only as specifically granted. The fair shall not be responsible to Vendor for loss of time or revenue owing to electrical power or any utility interruptions or failure. Vendor shall comply with all requirements and standards of the **ELECTRICAL INSPECTOR OF THE NEBRASKA STATE FIRE MARSHALL.**
 - If your booth causes any electrical issues and it requires the Scotts Bluff County Ag Society to hire an electrician, **YOU** will be held liable for any repair costs. So please check cords and any adapters you use to ensure they are in good condition.
7. **FAIR RESERVES** the right to locate any exhibit or display where it is in the best interest of the fair. The fair reserves the right to cancel any vendor, exhibit, or display that is not in the best interest of the fair.
8. **SOUND DEVICES:** vendor shall obtain permission from the fair for use in its exhibit or display to use sound devices.
9. **LIABILITY:** vendor understands that it is an Independent Contractor and is not covered by the Fair's Insurance, neither workman's compensation nor liability insurances. The vendor agrees to indemnify and defend the fair from all claims, causes of action and lawsuits resulting from vendors negligence.
10. **FOOD SERVICES:** Vendors may only sell packaged snacks in event centre. **NO** vendor will be allowed to sell hot dogs, hamburgers, or any foods inside the building. **All VENDORS MUS COMPLY WITH AUTHORIZED HEALTH REQUIREMENTS OF THE STATE OF NEBRASKA.**
11. **DELIVERIES:** All deliveries by vehicle for any exhibit, display or booth must be delivered before 9:30AM during any day of fair except in the case of an emergency. Management must authorize emergency deliveries.
12. **THE SCOTTS BLUFF COUNTY FAIR IS UNDER A PEPSI INC, EXCLUSIVE SPONSORSHIP, IF YOU ARE NOT PEPSI AFFILIATED YOU NEED TO CONTACT PEPSI AND ARRANGEMENTS WILL NEED TO BE MADE TO RECEIVE PRODUCT. IF NOT A PEPSI PRODUCT, YOU WILL BE ASKED TO REMOVE IT FROM THE FAIRGROUNDS.**
13. The Scotts Bluff County Ag Society would like to encourage each vendor to observe the times of service and the power hours (lunchtime 11A-1P /dinnertime 4:30P-closing). Please ensure your booth will be open and available for all patrons to enjoy at this time. We understand that manpower may be an issue, but please do your best at providing excellent service.

By signing this contract, you/vendor have read, understand, and agree to abide by the above regulations set forth by the Scotts Bluff County Agriculture Society/ Scotts Bluff County Fair, and that you/vendor understand that any violation of rules will be basis for expulsion from the fairgrounds and any or all future rental privileges may be forfeited.

_____ Date: _____
Vendor Signature

_____ Date: _____

Lanna Hubbard – Fair Manager & Casey Huckfeldt
Scottsbluff County Fair
P.O. Box 157
Mitchell NE 69357
Office: (308) 623-1828

**We appreciate your business, and we hope to see you at the 2024
Scotts Bluff County Fair!**

