



RAVALLI COUNTY FAIRGROUNDS & ROCKIN' RC RODEO
 PHONE 1-406-363-3411 | FAX 1-406-375-9152
 100 OLD CORVALLIS ROAD
 HAMILTON, MONTANA 59840
 AUGUST 31—SEPTEMBER 3, 2022

2022 FAIR VENDOR BOOTH APPLICATION

PLEASE READ CAREFULLY AS SOME ITEMS HAVE CHANGED

Set up dates are starting Wednesday August 24-Saturday August 27

NO SET UPS ARE ALLOWED LATER THAN TUESDAY AUGUST 30 by 2 PM

All information must be completed and be legible or application will not be accepted

Company/Organization: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

RC FAIR SPACE SIZES - Please Check space needed below

- ____ Inside: Under Grandstand (9'x13') \$250
- ____ Inside: Commercial Bldg. (10'X10') \$250
- ____ Outside: 15'x20' – your canopy \$250--\$300
- ____ Outside: 10x10 – canopy provided \$200--\$225
- ____ Outside: 10x10 – your canopy \$175--\$225
- ____ Camping fee - per space \$20

BOOTH NEEDS ___ Electrical and/or ___ Water

_____ other

**** If you are bringing an enclosed trailer, please specify where you trailer doors open i.e. rear, left (driver), right (passenger) and dimensions.**

**** Only vested service animals are allowed on grounds. Please clean up after your animal. Waste stations are available throughout the grounds.**

TOTAL ENCLOSED: \$ _____

Please provide us with some information about your booth. We are working on increasing our social media outreach and would like to help you promote your business and/or service.

- What products or services will you be offering?

- Are you doing any activities or demonstrations in your booth? Promotions or raffles? What day/time? Please describe:

- Have you or any of your employees/volunteers attending the Fair been convicted of a felony and/or a registered offender? If yes, please explain.

**Please remit your signed application and FULL PAYMENT to: Ravalli County Fairgrounds,
100 Old Corvallis Road, Hamilton, MT 59840**

The Agreement MADE THIS DAY _____ BETWEEN Ravalli County, acting by & through the Ravalli County Fair Commission & the Fairgrounds Manager & authorized employees, hereinafter collectively referred to as RCF & _____ hereinafter referred to as PERMITTEE.

1. PERMITTEE shall use said space for the sole purpose of marketing product(s) at the following event(s).
RAVALLI COUNTY FAIR & ROCKIN' RC RODEO.
2. PERMITTEE shall submit full balance owed RCF at the time of submitting application. **NO EXCEPTIONS!**
3. PERMITTEE shall be responsible for trash removal from their booth area to the dumpsters.
4. **Liability:** RCF will not be responsible for fire, theft or destruction of commercial vendor's property. As a condition of the use of space on the fairgrounds, all vendors agree to the Indemnity & Hold Harmless Ravalli County Fair Commission & the RCF & their agents, employees, & all officials (collectively, "Indemnities") against any & all claims for loss, liability or damage, or injury or death to persons, caused by or in any way arising out of or in connection with: (i) the acts of omissions of the vendor or vendor's agents, servants, employees, invitees, contractors or guests, however caused, and/or (ii) in connection with or arising out of the use of any premises or materials of the vendor. Vendor agrees to use & occupy leased space at vendor's own risk & releases Indemnities from all claims for any damage, loss, or injury to persons or property to the full extent permitted by law occurring in or about the leased space, including, but not limited to, damages resulting from the acts of other vendors, theft, vandalism, fire & other casualty damage or damages arising out of any defects of the premises. In the event Indemnities incur liability for any such claims, vendor agrees to reimburse in connection with any such claim. Venue for purposes hereof shall lie in Ravalli County, Montana. Initial you have read & agree. _____
5. Insurance: all vendors who fall into the med/high exposure class must procure & maintain in full force during their lease term & throughout the Fair/Event, at vendor's expense, a policy or policies of insurance covering claims, demands or actions arising out of or in connection with vendor's use or occupancy of the leased space or arising out of condition of the leased space, the limits of such policy or policies to be not less than the \$1,000,000 combined single limit including product liability. Vendor must provide satisfactory Certificate(s) of Insurance, or a statement sufficient to show that activities at the Ravalli County Fairgrounds are covered, prior to taking occupancy of leased space.
5. There will be **NO REFUNDS** made after June 30, 2022 for vendor spaces. If vendor must cancel, the fair office must be notified in writing prior to June 30, 2022 for any refund. If no notification is made, there will be no refund. Payments may be carried over to the following year in the event of cancellation.
6. Ravalli County Fairgrounds reserves the right to terminate this agreement at any given time for any reason.

Vendor Signature: _____ **Date:** _____

OFFICE USE ONLY: INSURANCE _____ PACKET _____ PAID _____

Information Critical to a Fair Vendor at the Ravalli County Fairgrounds

1. **Set up** dates are starting Wednesday August 25-Saturday August 28. **NO SET UPS ARE ALLOWED LATER THAN TUESDAY AUGUST 30 by 2PM**; Teardown will be from close of the event (**Saturday, 10 pm**). Early Setup is available the week before the event starts. **NO SET UP SUNDAY OR MONDAY BEFORE EVENT AS WE EXPECT HEAVY TRAFFIC BOTH DAYS**. Traffic flow is enter through the west gate on Old Corvallis Road and exit through the north gate into our parking lot. *****NO VEHICLES WILL BE ALLOWED TO ENTER THE NORTH GATE. NORTH GATE IS EXIT ONLY*****
2. **Vendor hours** will run as follows: **10AM – 10PM**, Wednesday through Saturday. **There is live music on Tuesday, if you would like to vend, you may.**
3. Vendors must remain for the entire event: leaving the event or tearing down early will be cause for removal from our vendor list. Please come to the office for any questions or concerns.
4. If you have a **trailer**, which is your booth, please specify where the trailer doors open i.e. Rear, left (driver) or right (passenger) and dimensions. This will ensure your booth proper access.
5. **VENDOR PACKETS ARE TO BE PICKED UP PRIOR TO AUGUST 19th in the main office.**
6. **Driving on the fairgrounds is not permitted.** Vendors have the opportunity to “refresh” their booths 7:30 AM to 9:30 AM each day of Fair. You may drive your vehicle in through the west gate (with permit displayed) exiting the north gate. **NO VEHICLES ARE TO BE ON THE FAIRGROUNDS AFTER 9:30 AM. DO NOT BLOCK OTHER VENDOR BOOTHS AS YOU WILL BE TOWED AT YOUR EXPENSE.**
7. Each vendor will receive 3 (three) season **passes** which can be exchanged for 12 daily **tickets in the fair office before fair starts**. Once fair starts, tickets will not be sold OR EXCHANGED by the fair office.

Vendor Rules & Regulations

1. Every vendor doing business at the Ravalli County Fairgrounds must have a signed contract in the office prior to the event & have satisfied all conditions & requirements of the contract.
2. Vendor will be responsible to supply his/her own chairs, tables, props & canopy (unless vendor has purchased a space that includes a canopy)
3. All booth spaces are to be cleaned by vendor at the end of each event, including removal of all personal property, nails, thumbtacks, staples, pins, trash, etc. **ANY TRASH LEFT WILL RESULT IN A CLEANING FEE.**
4. No vendor may override or alter the electrical panels or alter the electrical power in any way. Fair Office is to be contacted if a problem occurs.
5. **Please no alcoholic beverages as RCF is a dry facility; also please be respectful to others when smoking and distance yourself from food vending and public.**
6. The use of gongs, bells or other noisy equipment for attracting attention is prohibited on the fairgrounds. If a PA system or other instrument is used, the volume must be kept low enough that neighboring vendors are not disturbed.
7. **Under no circumstances will merchandise or visual displays of obscene character or illegal items be sold or tolerated on the grounds or in any of the buildings. We are a family-friendly fair.**
8. Booth or any attachments must stay in the designated space. All aisles & walkways must be kept clear of any obstacles. All vendors will comply with the Montana state fire code.
9. Due to the underground electrical lines, please do not dig holes, pound stakes, or make any alterations to the ground without permission from the management.
10. All booths must be open & have personnel in attendance during posted event hours.
11. The fairgrounds management will assign location of the booth space & reserves the right to re-assign space as necessary.

I HAVE READ THE ABOVE INFORMATION, AND AGREE TO ABIDE AS SUCH: _____