

## WEBER COUNTY FAIR GENERAL RULES AND REGULATIONS

The Fair leases space for the exhibition, sale and distribution of products, services, information and other items of business. Lease agreements are embodied in contracts (of which these Rules and Regulations are a part of) providing for the use and occupancy of certain small spaces of Fair's real property located on the Fairgrounds and referred to as "spaces." Any company, partnership, institution, or individual over 18 years of age, hereinafter referred to as "vendor," may apply for a space.

These rules and regulations define the conduct of the vendor and how the leased spaces are used. The Fair reserves the right to interpret, amend, revise and delete these rules and regulations as it deems fit, and its sole discretion in order to achieve the maximum benefit for the Fair, its patrons and exhibitors.

Should the actions of any vendor require the cancellation of the lease agreement during the time of the Fair, the vendor will be required to move everything immediately upon notification to vacate the premises and will forfeit any lease fees.

1. Non-conforming situations which exist at the time of a new rule may be allowed at the Fairs option but may be called into conformity in the future.
2. Booth spaces are designated by 10' x 10' booths. In no instance will anything (signs, chairs, posts, merchandise, personnel, etc.) extend forward of these markers.
3. Package alcoholic beverages, firearms, hunting knives, motorcycles, bicycles, roller blades or skateboards are not permitted on the fairgrounds. The Fair reserves the right to sell beer and wine in specific locations.
4. A prominent sign, professional in appearance, identifying vendors can be posted at vendors sole expense, within the confines of the leased space.
5. Vendors and their employees, agents and representatives will conduct themselves and their operations in a courteous and friendly manner. Vendors and their employees must not wear or sell any item that in any manner depicts poor taste. Any actions found offensive or obnoxious by the Fair will be immediately terminated upon notice without booth refund.
6. Vendors will be responsible for any damage or loss caused by the vendors, their agents, employees, or supplies to property in which Fair has an interest.
7. No persons may enter Fair property for the purpose of conducting business without first entering into a lease with the Fair. **Vendors must confine all transactions to the leased space and will not display signs, posters, brochures, advertisements, or solicit prospective customers in any location on the fairgrounds except within leased space.**
8. **NO FOOD OR DRINK** of any kind will be allowed to be distributed by commercial vendor, unless preauthorized through Weber County Fair's Food and Beverage Manager.
9. **THE FAIR DOES NOT PROVIDE TABLES, CHAIRS OR EXTENSION CORDS.**
10. **NO TAPE, OR ANYTHING STICKY, WILL BE ALLOWED TO BE USED ON THE FLOOR INSIDE THE RECREATION HALL. A LIQUIDATED DAMAGE FEE OF \$25.00 PER INFRACTION WILL BE CHARGED TO VENDOR UPON BOOTH INSPECTION. NO EXCEPTIONS!**
11. **The Fair reserves the right to refuse to lease space to any vendor who has previously been found by the Fair Board to have violated any provision of a previous lease agreement, Golden Spike Event Center Rules and Restrictions or Weber County Fair Rules and Regulations.**

**CHARACTER OF EXHIBITS:**

The Vendor Coordinator must approve in advance: (1) the installation of any exhibit and (2) distribution of any article, including printed matter and novelties. Items that are not allowed by the Weber County Fair Board are: knives or weapons of any sort, play or candy cigarettes, silly string (or spray), stink bombs, bumper stickers and cigarette lighters. Exhibits or articles not so approved may be removed by the Vendor Coordinator without refund, and the cost of removal will be borne by the vendor. Vendors must conduct his or her activities within their leased area.

**CARE OF EXHIBITS:**

Vendor booths must be maintained in clean and proper order at all times during the Fair by the vendor. Buildings and grounds will be open each morning at 10:00 a.m. after this time, all deliveries must be arranged through the Fair office.

**PLANS:**

Any alterations or changes to the exhibit booths in any way whatsoever, shall have prior approval of the Vendor Coordinator. Any approved changes shall be done by the vendor at no cost to the Fair. The vendor must restore the booth to its original form before vacating premises. Draped booths will be furnished for all inside exhibit areas and are not to be changed without prior approval of the Vendor Coordinator. Outside booths will be 10' x 10' canopies with four sides and a top. Inside booths will be a 10' x 10' space made of pipe and drape frame.

**\*\*LIMITATIONS AND SIGHT LINES (indoor booths only):**

Each vendor is entitled to a reasonable sight line from the aisle, regardless of booth size. No part of your display shall extend forward of the booth front. Indoor exhibits may be displayed to a height of 8' in the rear 4' of your booth. In the front 6' of your booth, display must be kept below 3'.

**ALL EXHIBIT CONSTRUCTION:**

All exhibit construction must be completed no later than 10:00 a.m. on opening day of the fair. A late fee of \$25.00 per day may be charged to any vendor whose exhibit is not in place and ready at the time the Fair officially opens. A \$25.00 fine may be charged to any vendor who removes items of exhibit earlier than 10:00 p.m. the final night of the Fair.

**EXHIBIT HOURS:**

All buildings close at 10:00 p.m., therefore, all indoor exhibits will be open to the public between 11:00 a.m.-10:00 p.m.

**\*\*PLEASE DO NOT START ANY DEMONSTRATIONS AFTER 9:00 P.M.** Outdoor exhibits must stay open from 11:00 a.m. to 11:00 p.m. **NO EXCEPTIONS!!!**

**WHAT THE FAIR PROVIDES:** The Fair provides a 10' x 10' pipe and drape (inside) or 10' x 10' canvas (outside) booth, 110-volts of electricity (in specific areas), 32 fair tickets and 2 parking passes (subject to change depending on parking limitations).

**WHAT THE VENDOR PROVIDES:** The vendor must provide all merchandise to be put in booth(s), **all tables and chairs, extension cords, and personnel to man booth(s) for the said hours of the Fair.**

**ELECTRICAL AND PHONE REQUIREMENTS:**

Any special electrical wiring or connections to utilities will need to have prior approval of the Vendor Coordinator. An additional charge of \$100.00 for electrical will be assessed for 220-volt hook-up and service. Any phone lines needed will also be an additional charge of \$100.00. Both 220 volt hook-up service and phone lines are only available in certain areas.

**FAIR ADMISSION TICKETS:**

Admission tickets will be required for all vendors and attendants. 32 Fair Tickets (8 tickets per day) will be issued for **each contract**, not for each booth space. Additional tickets may be purchased at *regular price*. **You are responsible to give your employees/helpers their tickets to enter the Fair each day. If an employee shows up without their ticket they will not be allowed to enter through the gates into the Fair without purchasing a ticket. NO EXCEPTIONS!!!**

**REMOVAL OF GOODS DURING FAIR:**

No exhibit or portion thereof, may be removed or brought in from the building or grounds during the operating hours of the Fair without prior written consent of the Vendor Coordinator.

**REMOVAL OF GOODS AFTER THE FAIR:**

Exhibits must not be removed before 10:00 p.m.(indoor booths) or 11:00 p.m. (outdoor booths) on closing day, Saturday, August 14, 2010. No vehicles will be allowed on the grounds until it is deemed safe by Fair Management. Do not leave valuable articles in booths on last night of Fair. Other times & dates for removal will be the following day on SUNDAY between 10:00 a.m. and 12:00 noon or MONDAY between 8:00 a.m. and 5:00 p.m.

**TAXING AND LICENSING:**

The Utah State Tax Commission requires vendors who engage in direct sales at the Weber County Fair to pay sales tax to the state. You will need to obtain a temporary sales tax ID# (specifically for this event). BUSINESS LICENSING in Ogden City for participation in a public event will require a business license fee for the special event. ***This fee is not included in the booth cost and is to be paid to Ogden City Business License. Contact Ogden City for the current fees.*** All vendors are required by Ogden City to pay this even if they already have an Ogden City business license. Since the Temporary Sales Tax ID# is required for a Special Event Business License, you must first contact the State Tax Commission. Arrangements will be made to have a representative from each office here on set up day to make things more convenient.

Ogden City Business License  
2549 Washington Blvd Suite #240  
Ogden, UT 84401  
Phone: 629-8962

Utah State Tax Commission  
Special Events Unit  
210 North 1950 West  
Salt Lake City, UT 84134  
(801) 297-6303 or (800) 662-4335

**SHIPMENT:**

All shipments directed to the Fairgrounds must be prepaid or the vendor must be available to accept the shipment. Under no circumstances will Fair personnel be responsible for damage or loss of shipments.

**PARKING VEHICLES:**

There will be no overnight parking on the Fairgrounds. Each booth will be issued two (2) parking passes. Designated vendor parking will be North of the Commercial Exhibit Building.

**INSURANCE:**

The Fair is not responsible for loss of exhibits during the Fair. The Fair will have door security during the day and will be locked at night. The vendor is responsible for insurance to cover any loss. Certain exhibits also require liability insurance. Even though security is provided, vendors are urged not to leave valuable merchandise in your booth (especially outside booths) overnight.

**NOISES:**

No loudspeaker, amplifier, or sound device shall be used in the exhibit space without prior approval. Excessive noise from any source, including T.V.'s, stereos, organs, microphones, chain saws, etc., need to have prior approval from Vendor Coordinator.

**INSPECTION:**

The vendor, by executing this instrument, grants the Fair, without power of revocation, the right to inspect all exhibits, their officers, agents and employees, and all facilities or conveyances controlled by them when entering or leaving the Fairgrounds.

**LAW OF THE CITY, COUNTY AND THE STATE OF UTAH WILL BE STRICTLY ADHERED TO INCLUDING THE FIRE CODE.**



## **Commercial Vendor RULES & Restrictions**

- Vendor is responsible to comply with all Fire Safety regulations.
- Vendor is responsible to comply with all state & local tax regulations.
- Vendor is responsible to obtain any / all state & local event permits.
- No tape on floor.
- No marking on the tables. Tables must be left clean and free of tape, signs, and/or table coverings. **(Tables are not provided during the Weber County Fair.)**
- All electrical cords **MUST** be covered or secured (not with tape) to floor to prevent tripping.
- GSEC Food & Beverage policy as follows:
  - GSEC allows no outside food or beverage to be brought into any event. This is clearly posted on all entries into facility. Concessions stand is open for those needs.
  - If a vendor chooses to give away candy in vending space, candy must be individually wrapped **AND** can be no larger than 2oz by weight.
  - If a vendor is selling a food product, prior approval must be granted by GSEC Food & Beverage Department. All samples can be no larger than 2oz by weight.
  - If a vendor is going to be onsite all day, our Food & Beverage offers the following incentive for drinks. Once you purchase a drink the vendor may receive free refills in that cup throughout the day the drink was purchased.
- All noise ordinance must be adhered to. Vendor will be responsible for any / all fines or penalties for violating ordinance.
- Any / all gas operated items **MUST** have less than a quarter tank of fuel **AND** the battery **MUST** be disconnected. **NO PROPANE APPLIANCES OF ANY KIND MAY BE USED IN THE BUILDING.**
- Vendor is responsible to replace / repair any / all GSEC equipment, floor damage, wall damage that the vendor caused. Any / All Vendors using the Courtyard are responsible to replace / repair any / all damage to lawn sprinkler system and electrical boxes that the vendor caused.
- GSEC will not be responsible to receive any merchandise shipped direct or delivered prior to event without prior approval of Event Coordinator.
- GSEC is not responsible for vendor's merchandise left following scheduled event load out time.
- Vendor may be charged for excessive disposal of paper, boxes, & packing material.
- Wi Fi connections are available for a charge and must be paid for at the Business office prior to or first day of the event.
- RV Space may be available for event. Current rates will apply and must be paid in the Business office prior to parking vehicle. **(Not available during the Weber County Fair.)**
- Vehicle parking in the courtyard **MAY BE** permissible with **PRIOR APPROVAL FROM EVENT COORDINATOR.**