

Cattaraugus County Fair

501 Erie St.

Little Valley, NY 14755

716-938-9146

July 30 - August 5, 2018!

Dear Vendor:

Welcome to all new vendors and welcome back to those of you returning! We look forward to sharing the 2018 Cattaraugus County Fair with you! This year's fair dates are July 30 - August 5, 2018!

We are celebrating our 176th Fair! One of the best parts of the fair is you, the vendor! By attending the Cattaraugus County Fair, you take part in one of the top ten fairs in NYS in attendance!

Returning vendors: please note the changes to the contract. Please read thoroughly as many things have been reorganized. **Please return contract by APRIL 1.** If returned by April 1, you get a \$25 discount! If you know of someone who is interested in taking part in this year's fair, please direct them to our website for contracts. Here you will also find schedule of events, our sponsorship partners and much more!

If you made a deposit in 2017 for this upcoming fair, please remember to mark it on your contract and mail it back. This helps with placement!

If you have any questions, please contact the office at 716-938-9146 or by email at ccflvs@hotmail.com. **Please do not email your contract.**

We look forward to seeing you this summer!

Kristina Charlesworth-Golden, Treasurer

2018 CATTARAUGUS COUNTY FAIR

JULY 30 - AUGUST 5, 2018

501 Erie Street, Little Valley, NY 14755

Phone: 716-938-9146

Email: ccflvs@hotmail.com

Website: www.cattarauguscofair.com

2018 Non-Food Concessionaires Contract

Business Name _____ Contact _____

Address _____

Please include winter and summer addresses if different

City/State/Zip _____ Phone _____

Website _____ Email _____

Please complete the entire contract as it applies to you. Incomplete contracts may not be accepted.

Inside Grandstand Space

10'x10' space \$250.00

20'x10' space \$450.00 \$ _____

Corporate Bldg

10'x10' space \$150.00

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Outside Space East End, Infield, Other

Sales: \$23 per front footage _____ft x \$23.00 \$ _____

Display: \$15 per front footage _____ft x \$15.00 \$ _____

- 10 foot minimum

Check all that apply: Front Serve Side Serve Tables Trailer Tent

Required: Depth needed _____ft

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Please provide a Certificate of Insurance (\$1,000,000 policy) prior to set up:

Included Will Forward Purchase from fair - \$60.00 \$ _____

Camping (price for full week) \$175 up to 25' length \$200 25' and up \$ _____

Electric: Mandatory fee for all vendors \$ 50.00

Concessionaire passes: 2 included with contract, additional passes may be purchased for \$15.00 each (maximum 4 more) Gate only. No one under 16 yrs may use a concessionaire pass for entry. No exceptions.

Additional passes? _____ x \$15.00 \$ _____

Daily Presale Ticket (good for single day workers) _____ x \$ 8.00 \$ _____

Tent Rental through the fair Not required, price of tent is in addition to space rental

20x20 - \$320 20x30 - \$430 20x40 - \$480 30x30 - \$530 \$ _____

TOTAL AMOUNT DUE \$ _____
*** PRE-REGISTRATION: CONTRACT RECEIVED PRIOR TO APRIL 1 \$ -\$25 credit
2018 DEPOSIT? (made in 2017) \$ _____
DEPOSIT (at least 50% of total amount due, non refundable) cash check (# _____) \$ _____
BALANCE DUE UPON ARRIVAL cash check (# _____) \$ _____

Products:

List all products to be sold, promoted or given away. The fair reserves the right to select items that may not be sold. Please be thorough with this list as other products may be refused by the fair board upon arrival. By providing this list, you have a lesser risk of being placed by a similar vendor. Items to be sold: (attach a list or menu if needed)

Range of product price to the public: \$ _____ to \$ _____

Tax Identification Number _____

Please provide a photo of your booth. The design and appearance of the booth or trailer is important.

New vendors, please list one fair, festival or show you have attended as a reference:

Event _____ Contact _____ Phone _____

Choice of space – PLEASE BE SPECIFIC:

Choice #1 _____ Choice #2 _____

**Concession space is subject to relocation if deemed necessary by the Fair. The Fair meets the requests of the concessionaire as much as possible concerning space. Spaces are determined by number of years in attendance and product type.

** Vendors are taken on a first come, first serve basis. A vendor may be refused if too much of the same item is already been contracted. This is at the discretion of the vendor supervisor. If you do not hear from us about your contract, you have been accepted.

PRE-REGISTRATION DISCOUNT: \$25 if received by APRIL 1. Contact the office after this date for space availability. If you have already made a deposit for 2016, please note on the contract and return the contract to reserve your space. We will stop accepting contracts when all spaces are full.



Please double check to confirm the following items are included with your contract:

- Completed application with 50% deposit, remaining due prior to set up (non refundable) by April 1
- Product(s) list of items to be sold, promoted, displayed or given away.
- Recent photo of booth
- Copy of Certificate of Insurance
- Tax identification number listed
- Contract signed below

The purchaser of this contract agrees to accept full responsibility for the conduct of their business on his or her rented space. This includes the actions of their employees.



Signature

K Charlesworth Golden

Treasurer

Printed name

Kristina Charlesworth - Golden

Date

2/14/18

Please keep this and a copy of your contract for reference!

What you need to know:

Set up times:

- Inside set up is Saturday and Sunday preceding the fair from 8 a.m. to 4 p.m. and Monday morning prior to 10 a.m.
- Outside set up is Saturday and Sunday preceding the fair anytime if you have made arrangements to know where your space is while the office is open.

Balance due:

- Please pay 50% deposit with your contract and the remaining amount due prior to set up. This deposit is non-refundable. **Please return contract by APRIL 1.**
- The office is open throughout July to make payments or they can be mailed in to PO Box 182, Little Valley, NY. Please call the office before coming to check the hours.

Tear down times:

- PLEASE do not tear down your space prior to 9 p.m. Sunday night (the last day of fair). The grounds and buildings will be open to remove your wares on the Monday following the fair as well.

Workers:

- All workers must have a pass to enter to work. Passes may not be transferred to another worker at the gate unless someone is leaving the grounds. The 2 vendor passes and the additional \$15 vendor passes that you may purchase are transferrable throughout the week. They are not assigned to one person.
- No alcohol, drugs or smoking may take place while working or while wearing the vendor badge.
- No one under the age of 16 may use the vendor badge, even if they are your children working the booth.
- Workers should be clean, orderly and polite as your booth is a representative of the fair. Please be conscious of the family oriented atmosphere.

Daily openings and hours:

- The fair opens daily at 9 a.m. and closes around 11 p.m. This does not mean your booth needs to be manned all those hours. We recommend trying different shifts but do ask that you have someone at your booth between 12 p.m. and 10 p.m. Those are the busiest times during the week. On the weekend, you will probably want to open earlier.

Deliveries and Shipping address:

- Deliveries should be made prior to 11 a.m. through the Tenth St. gate. After this time, deliveries may be refused due to the high volume of animals, exhibitors and fair goers on the grounds.
- Please remove your vehicle after it is unloaded and park in the free parking behind the grandstand.



- The UPS, USPS and FedEx shipping address is Cattaraugus County Fairgrounds, 501 Erie St, Little Valley, NY 14755. Please ship to a contact name within your business as well as the business name. Deliveries are made to the front office around 11a.m. each day.

Food Vendors:

- Coca-Cola has exclusive rights on our grounds. You must sell 20 oz. bottles of Coca-Cola purchased through Coca-Cola of Buffalo. This includes juices and water. Our distributor will be in contact with you in early July. A representative will be on the grounds throughout the week.
- If you are a lemonade vendor, please contact the fair office prior to mailing your contract if you have not sold lemonade here before. Space is limited.
- PLEASE ensure you have all necessary food and health permits prior to setup!

List of items to be sold:

- If a complete list of items to be sold is not included with your contract, the fair reserves the right to not permit you to sell anything they deem inappropriate, vulgar or in high volume on the grounds.
- If you have additional items, please contact the fair office to update your list.
- Spot checks throughout the fair will be made by fair personnel.
- Prices and menus must be clearly posted.

Booth:

- Vendors are fully responsible for installation, maintenance and disassembly of their exhibits. No Fairgrounds personnel, materials, tools, equipment, fixtures, etc., may be used. Tables, extension cords, hoses, etc will not be provided.
- Vendor space should be clean and orderly. No use of plastic tarps during selling hours.

Miscellaneous:

- Free parking behind the grandstand
- Early removal of wares or arguing among vendors/with office staff over spaces may result in termination of contract.
- An electrician will be on the grounds starting Saturday prior to fair. Please be considerate of others while sharing water and electric hookups. Please contact the front office if you have problems or questions.
- If you purchase camping, please get your assignment from the office prior to parking your vehicle as the spaces are assigned.
- Booths must be rented for the whole week. Partial weeks/weekends are not permitted.
- Have fun and good luck!

Cattaraugus County Fair, Little Valley, NY July 30 - August 5, 2018