

Cattaraugus County Fair

501 Erie St.

Little Valley, NY 14755

716-938-9146

July 27 - August 3, 2024

A whole extra day to enjoy!

Dear Vendor:

Welcome to all new vendors and welcome back to those of you returning! We look forward to sharing the 2024 Cattaraugus County Fair with you! We will be running from Saturday to Saturday, July 27 - August 3, 2024!

Returning vendors: please note the changes to the contract. Please read thoroughly as many things have been reorganized. There is a new page YOU MUST complete to have your contract considered completed. Please be sure to review the revised code of conduct and information included with your contract.

You'll receive a \$25 discount if returned by April 15! 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 a schedule of events, our sponsorship partners and much more!

If you made a deposit in 2023 for this upcoming fair, please remember to mark it on your contract and mail it back. This helps with placement!

Contracts are reviewed as they are received. Unless you hear from us, consider your contract accepted. If you have any questions, please email us.

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

We look forward to seeing you this summer!

Kristina Charlesworth-Golden, Treasurer

Nell Fellows, Secretary

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 for outside vendors:

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, use of electricity and where each item best fits our layout.**

****COCA-COLA of New England has exclusive rights on the grounds. All vendors who sell beverages must sell 20 oz bottles distributed by Coca-Cola of New England. An account must be set up prior to fair.**

**** Vendors are taken on a first come, first serve basis. A vendor may be refused if too much of the same item has 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. Please return the contract by APRIL 15. . If you have already made a deposit for 2024, 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:

READ ME

- I have noted that the fair dates and tear down is Sunday, August 6
- Completed application with 50% deposit, remaining due prior to set up (non refundable)
- 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
- Contacted the health department regarding any necessary permits
- Review Code of Conduct and rules enclosed
- I have completed the new required electric/gray water form to make my contract complete**

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.

Vendor Signature



Printed name

Kristina Charlesworth - Golden

Date

3/5/24

Cattaraugus County Agricultural Society

Cattaraugus County Fair

PO Box 182, 501 Erie St.

Little Valley, NY 14755

This contract MUST be signed to make your vendor agreement valid!

As a vendor, I will respect the property of the fairgrounds and of the vendors/exhibitors near my vending/camping site by:



_____ **Not tampering with electrical boxes.** I understand an electrician is on the grounds to make any necessary adjustments. Any hardwiring MUST be done by the electrician. Furthermore, I understand that if I violate this rule, the *first offense will be a \$250 fine and my second offense will be an additional \$250 fine and removal from the fairgrounds, forfeiting my space and vendor/camping fee.*

_____ **Not disposing of gray-water in inappropriate areas.** I understand a dump station is provided in the back parking lot for vendor/camping use. Tri-R Services will also be on the grounds to pump tanks. Contact the office for this service. Furthermore, I understand that if I violate this rule, the *first offense will be a \$250 fine and my second offense will be an additional \$250 fine and removal from the fairgrounds, forfeiting my space and vendor/camping fee.*

By initialing these statements, I acknowledge I have read and understand the updated requirements.

Signature

Printed

Thank you for helping to keep the fairgrounds clean and orderly.

Inspection will be done daily and without notice.

Cattaraugus County Fair, Little Valley, NY July 27 - August 3, 2024

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

CODE OF CONDUCT:

- ➔ Vendors are a representative of the fair as well as the business renting the space. All individuals should portray professionalism which includes:
 - Appropriate, clean clothing and footwear
 - Hair should be neat. Hair nets are necessary during food service
 - No alcohol, drugs, or tobacco use at the vendor space or while wearing a vendor badge
 - Refraining from using vulgar language or heckling patrons to purchase/sign up
 - Following Health Dept regulations (hand-washing before returning, wearing gloves when handling food, proper disposal of trash and grease, etc.)
 - Have proper working papers for teens, be aware of the type of workers being around children/public
 - Being conscious and courteous of a family-friendly PUBLIC atmosphere.
- ➔ The Fair reserves the right to remove, decline or prohibit any Exhibitor, part or element of their display, based on suitability.
- ➔ **NO TENTS/CANOPIES MAY BE USED INSIDE WITHOUT PRIOR PERMISSION!**
- ➔ Early removal of wares or arguing among vendors/with office staff over spaces may result in termination of contract.
- ➔ NO SIDE by SIDES on the grounds after 10 a.m. Any golf cart used by concessionaires must be registered through the main office.

INFORMATION AND RULES:

*****PLEASE READ PRIOR TO SET UP AND SHARE WITH EMPLOYEES*****

Set up times:

- Inside set up is Thursday & Friday preceding the fair from 8 a.m. to 4 p.m. and Saturday morning prior to 10 a.m.
- Outside set up is Thursday and Friday anytime and Saturday by 11 a.m. 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 the contract ASAP.**
- The office is open throughout July to make payments or they can be mailed into 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 until Sunday.** The grounds and buildings will be open to remove your wares on Monday following the fair as well. Leaving early will forfeit your invitation to the following year's fair.

Prohibited items:

- The following are items that are prohibited from being sold on the fairgrounds. This list is not complete and may include other items as seen necessary. If you have any questions, please ask the office prior to signing your contract.
 - Weapons, tobacco, drug, or alcohol products, vaping, or drug paraphernalia, Chinese stars
 - Guns for raffles may not be displayed on Fair property
 - Nuisance items – pepper spray, lasers, hoverboards, stink bombs, firecrackers, poppers
 - No sales of confederate flag items
 - No administering body piercing or permanent tattoos

Vendors must complete the new required electric/gray water form to make the contract complete!

OVER 

Gate Passes and Parking:

- 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 \$20 vendor passes that you may purchase are transferable throughout the week. They are not assigned to one person.
- No one under the age of 16 may use the vendor badge, even if they are your children working the booth. Free Parking behind the grandstand

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 10 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. Necessary deliveries will be directed to the pit area of the infield and you will be responsible for getting your product to your vendor space by hand.
- NO SIDE by SIDES on the grounds after 10 a.m. Any golf cart used by concessionaires must be registered through the main office.
- 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- County, village, health, etc

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.
- Free samples and products given away must be approved by the Fair.

Signage:

- Exhibitors selling merchandise must have price signs posted for the public to see clearly. Please, no hand written signs when possible.

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.
- **NO TENTS/CANOPIES MAY BE USED INSIDE WITHOUT PRIOR PERMISSION!**
- Vendor space should be clean and orderly. No use of plastic tarps during selling hours.
- No subletting of your booth is permitted!!!
- No roving advertising or advertising away from your booth

Miscellaneous:

- Booths must be rented for the whole week. Partial weeks/weekends are not permitted.
- An electrician will be on the grounds starting Saturday prior to the 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.