

Cattaraugus County Fair

501 Erie St.

Little Valley, NY 14755

716-938-9146

August 2-9, 2020!

Dear Vendor:

Welcome to all new vendors and welcome back to those of you returning! We look forward to sharing the 2020 Cattaraugus County Fair with you! This year's fair dates are August 2-9, 2020! We move back an entire week to be coordinated with the state fair dates and we added a day! Sunday, August 2 will now be an extra full day of fair!

We are celebrating our 178th 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!

*** Please be sure to review the revised code of conduct and information included with your contract.

If you made a deposit in 2019 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

AUGUST 2-9, 2020

501 Erie Street, Little Valley, NY 14755

Phone: 716-938-9146

Email: cflvs@hotmail.com

Website: www.cattarauguscofair.com

2020 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) \$200 up to 25' length \$250 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 - \$350 20x30 - \$450 20x40 - \$500 30x30 - \$550 \$ _____

If you need sides, please add \$1 per foot for each foot of side you need – Sides? _____ How much _____

TOTAL AMOUNT DUE	\$ _____
*** PRE-REGISTRATION: CONTRACT RECEIVED PRIOR TO APRIL 1	\$ _____ - \$25 credit
2020 DEPOSIT? (made in 2019)	\$ _____
DEPOSIT (at least 50% of total amount due, non refundable)	<input type="checkbox"/> cash <input type="checkbox"/> check (# _____) \$ _____
BALANCE DUE UPON ARRIVAL	<input type="checkbox"/> cash <input type="checkbox"/> 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)

The following items are prohibited: Confederate flags and items with the confederate flag on them, tobacco, cigarettes, vaping paraphernalia, alcohol and bringing guns on site (raffles are still permitted at the time of this contract mailing but the gun may not be present).

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 and your check is cashed, you have been accepted. A cancelled check will serve as a receipt.**

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 2020, please note on the contract and return the contract to reserve your space. We will stop accepting contracts when all spaces are full.

**READ
ME**

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

- I have noted the date change and the additional day, Sunday August 2
- 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 (if changed or new vendor)
- Copy of Certificate of Insurance
- Tax identification number listed
- Contract signed below
- Read through Code of Conduct and information enclosed

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

Kristina Charlesworth Golden

Printed name

Kristina Charlesworth – Golden, Treasurer

Date

2/24/20

Cattaraugus County Fair, Little Valley, NY August 2-9, 2020

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.
- Early removal of wares or arguing among vendors/with office staff over spaces may result in termination of contract.

INFORMATION AND RULES:

*****PLEASE READ – CHANGES HAVE BEEN MADE*****

Set up times:

- Inside set up is Friday and Saturday preceding the fair from 8 a.m. to 4 p.m. and Sunday morning prior to 10 a.m.
- Outside set up is Friday and Saturday anytime and Sunday 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:

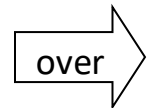
- Please pay 50% deposit with your contract and the remaining amount due prior to set up. This deposit is non-refundable. **Please return contract by APRIL 1.**
- The office is open throughout July to make payments or they can be mailed in to PO Box 182, Little Valley, NY. Please call the office before 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. Leaving early will forfeit your invitation to the following years 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 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
 - No sales of confederate flag items
 - No administering body piercing or permanent tattoos



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 \$15 vendor passes that you may purchase are transferrable 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 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.
- 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.
- 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:

- Free parking behind the grandstand
- 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.