



**August
1st**
through
**August
5th**

The 2012 Boulder County Fair

The Boulder County Fair Back for it's 143rd Year & Adding a SUNDAY!

Join us Wednesday, August 1st through Sunday, August 5th for 5 exciting, jam packed days filled with fun, food and fabulous attractions and activities! We still have **FREE** Gate Admission and **FREE** Parking, with plenty of **FREE** activities, making the Boulder County Fair the must attend event for every budget and every body!

Throughout the week, attendees will enjoy FREE concerts on our Fair Garden Stage and thrilling carnival rides brought to you by Crabtree Carnival. Family-favorite events like the Ballet on Horseback, the BCF Demolition Derby, Kids Rodeo and Pro-Team Bull Riding will be back for another exciting year. Daily entertainment, demonstrations and activities in our Exhibit Building will be accompanying exhibitions from local artisans, 4-H projects, agricultural and livestock shows. We will have special days celebrating Agriculture and Seniors and the public can even compete in our 4th Annual BCF Chili Cook-Off, Karaoke Competition, or Talent Show for prizes. And there's more...

Every Day is Kid's Day at the Boulder County Fair!

That's right! EVERY DAY throughout the week we'll offer events and activities just for the kids! Daily Scavenger Hunts, Stick Horse Building and Parade, Loads of Animals to See, Story-time, Coloring Corner, Kid's Pedal Pull, and Hands-On Activities in our Kid's Corner Corral!

All of this is a part of our mission...

To provide a resource to the community that celebrates both rural and urban heritage while cultivating an innovative future through education and leadership!

EXCITEMENT BY THE NUMBERS:

2011 Boulder County Fair Statistics

Despite the tough economy, Over 78,000 Attendees in just 5 Days were logged with our Electronic People Counters coming onto the grounds at 4 of our entrance

points. (The People Counter is a photo electric sensor that emits an invisible beam traveling between a sensor and a reflector. We then factor in for duplication.)

- ◆ 35% of attendees polled were attending the Fair for the very first time.
- ◆ 95% of attendees polled plan to attend next year's Fair.
- ◆ 60% of our visitors polled are married and own their home.
- ◆ Nearly half of our attendees polled have an income between \$60-90,000.

Should You be an Exhibitor?

We LOVE to offer foods as diverse and eclectic as our county...

Barbeque * Kettle Corn * Smoothies * Mexican * Island Drinks * Corn Dogs Mediterranean * South American * Ice Cream * Indian * Cotton Candy * Italian Ice * Pizza * Classic Subs * Tacos Shakes * Gnocchi * Breakfast Burritos *
—And You!

Boulder County Fair
9595 Nelson Road
Fairgrounds Office Bldg Suite
200

Longmont, CO 80501

720-864-6460

720-864-6461 Fax

info@bouldercountyfair.org

www.bouldercountyfair.org

Food Concessionaire Booth Rate Information-

See Floor Plans/Maps for additional information.

| | EAST PLAZA OUTDOOR FOOD VENDOR | SOUTH PLAZA / FAIR GARDEN OUTDOOR FOOD VENDOR | SOUTH MIDWAY OUTDOOR FOOD VENDOR |
|-----------------------|---|---|---|
| OFFICIAL DATES | Wednesday, Aug 1st – Sunday, Aug 5th | Wednesday, Aug 1st – Sunday, Aug 5th | Wednesday, Aug 1st – Sunday, Aug 5th |
| MOVE IN | Tuesday, July 31st, 8 a.m. –6 p.m. | Tuesday, July 31st, 8 a.m. –6 p.m. | Tuesday, July 31st, 8 a.m. –6 p.m. |
| DAILY HOURS | 10 - 10 Daily | 10 - 10 Daily | 10 - 10 Daily |
| MOVE OUT | Sunday, Aug 5th after 5 p.m. Monday, Aug 6th before noon | Sunday, Aug 5th after 5 p.m. Monday, Aug 6th before noon | Sunday, Aug 5th after 5 p.m. Monday, Aug 6th before noon |
| SIZE | 12 x 12 feet | 12 x 12 feet | 12 x 12 feet |
| COST | \$1100.00 + \$65.00 fee* | \$900.00 + \$65.00 fee* | \$600.00 + \$65.00 fee* |
| DETAILS | Limited Electricity** | Limited Electricity** | Limited Electricity** |

* \$65 fee per food vendor for Boulder County Health Department inspection fee.

** See Food Concessionaire Contract Application on page 7 for Electricity Sign Up

Boulder County Fair FYI

DEADLINES - The contract deadline for exhibiting at the Boulder County Fair is July 5, 2012. **At least 50% of Booth Fee is Due with Application** to constitute a valid contract and secure booth space. The remainder will be due by July 5, 2012, no exceptions. After July 5, if space is available, applicants must have 100% booth fee paid when submitting application. Exhibitors will be assigned on a first-come, first-served basis. Vendor approval will depend upon products/services, past fair history, and Boulder County Health Department approval. **Cancellation:** If your application is accepted and you withdraw it, your down-payment will not be refunded. If the application is not accepted, a full refund will be returned to you. Cancellations received after July 5, 2012 will be charged in full with no refunds. Request for cancellation must be received in writing. “No-Shows” will not be refunded.

ZERO WASTE - The BCF has made a commitment to be a Zero Waste Event! This means **ALL booth materials / handouts and concessions goods must be recyclable or compostable.** For more information contact the Boulder County Resource Conservation Division at 720-564-2220. Failure to comply with Zero Waste policies will at a minimum result in loss of Security/Damage Deposit and may result in immediate eviction from the Fair.

BOOTH CONFIRMATION - The Exhibitor will receive a confirmation email from the BCF office when signed contract and ALL appropriate paperwork and fees have been received. **The contract is not considered valid and booth space is not assigned until after receipt of ALL of the appropriate paperwork.** Please utilize the Food Concessionaires Contract Check List on page 8 to ensure all paperwork is included with the contract. The email confirmation will constitute an official contract between the Exhibitor and the BCF. A final confirmation of booth space assignment with any additional pertinent information will be emailed in late July.

CAMPING - No campers (living/sleeping quarters) will be allowed in the commercial booth area. Camping for a fee is available in the campgrounds on the East side of the fairgrounds. For reservations call (303) 678-1525. No vehicles can be parked in booth spaces on the BCF grounds. No camping or sleeping allowed within any area of an exhibitor’s booth/space.

The following general information and regulations apply to the 2012 Boulder County Fair (BCF) acting through the Fair Board, Committees and employees.

AUTHORITY: The BCF or it's delegate, is charged with complete responsibility and full authority to enforce all of the provisions of these Rules and Regulations for the benefit of all concerned. Any exception to or deviation from these rules may be made only by the BCF. No consent to any variation of any term or condition of the lease contract shall be valid unless in writing with the contract. Any notice by either party to the other shall be in writing. The BCF reserves the right to cancel a contract and retain the Exhibitor's Deposit in the event of Exhibitor violations of the Rules and Regulations described within this prospectus & contract. Signature of the contract assumes understanding and agreement with General Rules & Regulations.

PLACE AND DATES: The Food Concessionaires will be located on the East and South Plazas and along the South Midway at the Boulder County Fairgrounds located at 9595 Nelson Road, Longmont, CO 80501. BCF dates are Aug 1 - Aug 5, 2012.

BOOTH ASSIGNMENT & INFORMATION: The BCF will screen and assign applications on a first-come, first-served basis based upon the character and size of the proposed exhibit, individual needs, exhibitor's preference, and location of other exhibitors. Exhibitors should supply a photograph of their exhibit/display at time of application. Food concessionaires are required to submit a photograph of their unit/booth setup and a copy of all menu items and prices. The BCF reserves the right to change booth assignment at any time and deny anyone rental of a commercial booth. **No booth assignment will be made without payment in full.** Previous participation does not guarantee vendor priority. The BCF endeavors to avoid duplication of exhibit types, but more than one booth with the same type of merchandise is permitted.

LIABILITY & INSURANCE:

All exhibitors must carry Comprehensive General Liability Insurance, with Broad Form Liability Endorsement, in an amount not less than \$600,000, and Automobile Liability Insurance for any vehicle which is used in conjunction with their operation at BCF. This certificate of insurance should be received in the BCF management offices no later than July 5, 2012. The Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled or terminated without 30 days written notice to the BCF. The BCF can provide coverage for vendors for an additional fee. See Contract for costs. BCF insurance only covers the BCF and does not cover personal property of the exhibitor. Exhibitors and their employees, volunteers or contractors working with/for the exhibitor, agree to indemnify and defend the Fair Board and its agents. Exhibitors should purchase their own insurance to cover all contingencies including, but not limited to, fire, theft, property damage, public and private liabilities, and workmen's compensation. No party to this contract shall be responsible for any injury, loss, or damage to any other party of this contract, or any third party, except in the event that the injury, loss or damage arises out of the gross negligence of such party. Exhibitors agree to notify BCF of any safety concerns immediately. BCF reserves the right to change the locations for the exhibition and will not be responsible for delays, damage, loss or other unfavorable conditions caused by circumstances beyond its control. BCF will provide early evening and overnight security on the grounds beginning Tuesday evening, July 31 through Sunday, August 5.

TAXES: State and City Sales tax is the Exhibitor's responsibility, along with all appropriate licenses and legal requirements to conduct business.

EARLY VACATING OF BOOTH:

Exhibitors must remain for the entire fair: Aug 1 - Aug 5. Early vacating of booth

will result in forfeiture of Security/Damage Deposit.

BOOTH STAFFING: The exhibitor is obligated, as terms of this contract, to have personnel in the booth during all published exhibit hours.

SUBLETTING OF SPACE: No exhibitor shall assign, sublet or apportion the whole or part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of BCF. Only one company is permitted to exhibit per booth.

BOOTH SETUP/DESIGN:

Outdoor Booth space is approximately 12 feet x 12 feet. Booth setup **will not** include tables, chairs, or canopies. Exhibitor space boundaries will be marked with chalk, flags, or signs and Exhibitor's entire set up must remain within those boundaries. **IMPORTANT NOTE:** Space requirements for trailers must include hitch, canopies/pop-outs. If needed, additional space may be available for an additional cost, but it must be requested in advance.

BOOTH SETUP RESTRICTIONS:

Demonstrations, video, or sound-making devices must be confined to the limits of the Exhibitor's booth. Please consider how sound levels may impact other exhibitor's business. Audio visual devices are subject to the approval of BCF. Attention attracting, noise-making devices and loud-speaker systems are not allowed. Booth design and setup must comply with the American Disabilities Act (Public Law 101-336). Exhibitor must comply with all laws and regulations of local, state and Federal governments, such as fire, consumer and public safety.

ELECTRICITY, WATER, & ICE:

All electrical, water, and ice requests must be included with this contract for its acceptance. Electrical and water outlets are limited on the plazas; be as self-sufficient as possible. Exhibitors are not allowed to exceed the limits of the electrical system. Access to gray water dump stations is limited and may require exhibitor to transport gray water to closest station. **Fair**

management reserves the right to decline electrical service, charge for excessive power usage, or require exhibitor to provide their own electrical power. NO power will be provided if it is not requested by the vendor in this contract. All food concessions must be self-contained.

SALES AND ADVERTISING PRIVILEGES:

No signage may be attached to anything outside of your booth, without approval of the BCF. No one may sell or advertise merchandise, food or services or post advertising bills, signs, cards or distribute similar materials or in any way solicit on the grounds, at any time, without the express written permission of the BCF.

HEALTH DEPT:

All Food Concessionaires are subject to the inspection of Boulder County Health Dept.. All Food Concessionaires are required to send copies of all licenses necessary to operate a temporary food concession to the BCF with their contract, for their contract to be accepted. It is the Food Concessionaire's exclusive responsibility to know the health department's rules and regulations and follow them. Please see the Boulder County Health Dept. for information and Temp Food License App: www.bouldercounty.org/health/environment/pdfs/foodTempEvent.pdf.

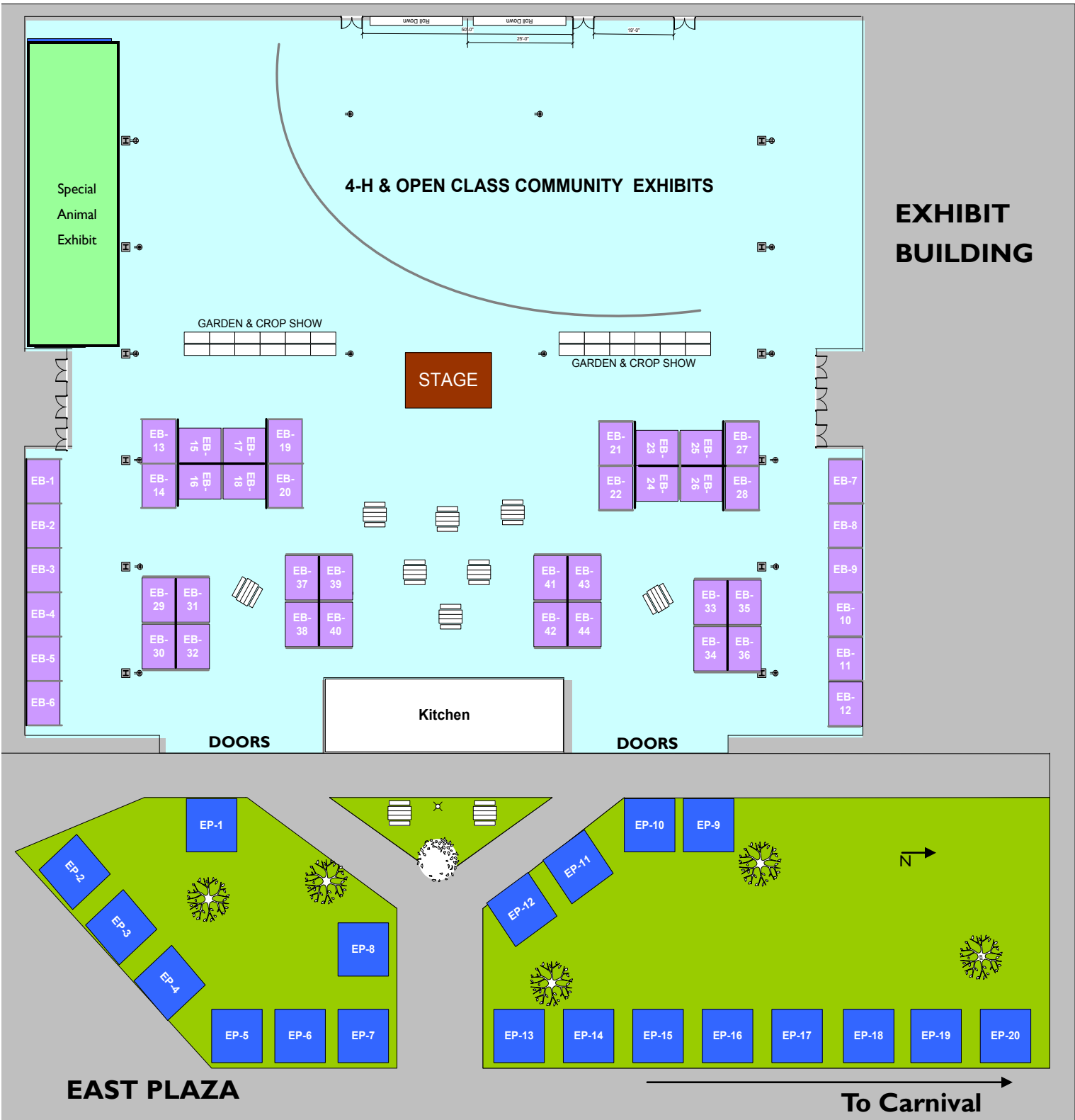
ZERO WASTE:

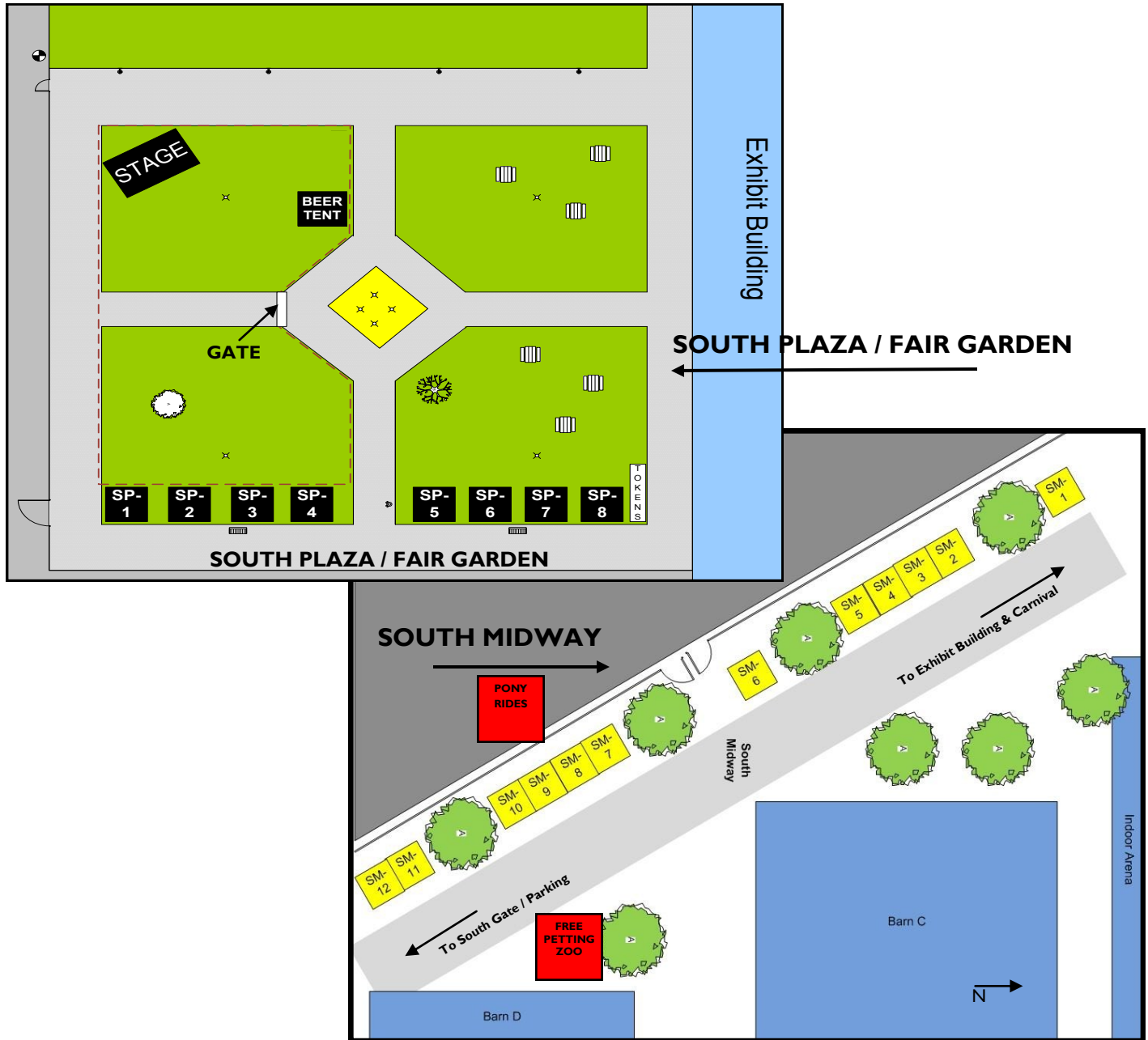
The BCF has made a commitment to be a Zero Waste Event.. All Food Concessionaires must abide by the Boulder County Zero Waste Guidelines, attached. Note that many recyclable plastic items are NOT acceptable. Compostable items are generally acceptable. During the Fair, Boulder County operates a store for vendors that sells acceptable items.

FIRE & SAFETY:

All Food concessionaires must abide by all Boulder County Fire and Safety Regulations. All Food Concessionaires must have a fire extinguisher. For more info contact the Fire Marshall at Mountain View Fire District 303-772-0710.

Exhibit Building & East Plaza Booth Plans/Map





Payment In Full & Security/Damage Deposit

PAYMENT IN FULL & SECURITY / DAMAGE DEPOSIT:

Please Note: Payment must be made **in full** to constitute a valid contract and secure booth space.

All Exhibitors must pay a Security / Damage Deposit for their booth space rental in the form of a separate check made out to Boulder County Fair. The BCF will hold this check un-cashed until after the fair. If none of the violations listed below occur, the Security / Damage Deposit held by BCF will be destroyed by August 15th.

The Security / Damage Deposit will be forfeited in the following instances:

1. Cancellation of contract before July 5, 2012;
2. Non-Compliance to Zero Waste policies;
3. Damage to Boulder County Fairgrounds; loss or damage to the BCF property;
4. Vacating booth prior to official end of fair on evening of August 5th; or
5. Failure to move out by noon on August 6, 2012.

DIRECTIONS TO FAIRGROUNDS
Boulder County Fairgrounds
9595 Nelson Road
Longmont, CO 80501

From I-25:
Take I-25 to the Longmont or Highway 119 exit West into Longmont. Highway 119 turns into Ken Pratt Blvd. Take Ken Pratt past the railroad tracks. Turn right on Nelson Road right after the tracks. Go almost two blocks directly to the Fairgrounds, which will be on your right.

From Boulder via the Diagonal Highway:
Take the Diagonal Highway Northeast to Longmont turning left at Hover Road. Take Hover Road North directly to the Fairgrounds, which will be on your right.



North Entrance

**Exhibit Building
Indoor Booths**

**South Plaza
Fair Garden
Outdoor Booths**

South Entrance

**East Plaza
Outdoor Booths**

**South Midway
Outdoor Booths**

South Entrance

Business/Company _____ **Contact Name** _____
Title _____ **Email** _____ **Website** _____
Address _____ **City** _____ **State** _____ **Zip** _____
Phone (____) _____ - _____ **Fax** (____) _____ - _____ **Cell Phone** (____) _____ - _____
Name/Description of products/items to be sold or displayed: _____

FOOD BOOTH DETAILS

Size of Booth: *(must include canopy, trailer, hitch, etc. Make sure to order the appropriate number of booths to accommodate your set-up.)*

Electricity Usage: *(list all equipment and volts and amps usage of each. Attach additional sheet if needed. Vendor MUST include any electrical needs or no electricity will be provided.)*

| Electrical Item | Volts | Amps |
|-----------------|-------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

Total Electrical Request: _____
 Water Needs Request: _____
 Gray Water Needs Request: _____
 Ice Needs Request: _____

BOOTH FEES/PAYMENTS

Number of Booths _____
 Booth Fees \$ _____
 Our Insurance (\$75) \$ _____
 Health Dept. Fees (\$65) \$ _____
 Security/Damage Deposit* \$ _____
TOTAL FEES DUE \$ _____
 Amount Paid \$ _____
 Balance Due by July 5 \$ _____

BOOTH SPACE PREFERENCE

Location: (circle one)

East Plaza
 South Plaza / Fair Garden
 South Midway

Booth Space Preference:

1st Choice: _____
 2nd Choice: _____
 3rd Choice: _____

***Important—New This Year:**

At least 50% of Booth Fee is Due with Application to constitute a valid contract and secure booth space. The remainder will be due by July 5, 2012, no exceptions. If your application is accepted and you withdraw it, your down-payment will not be refunded. If the application is not accepted, a full refund will be returned to you. After July 5, applicants must have 100% booth fee paid when submitting application. Payment for booth space may be made by check/money order or by credit card via our website at www.bouldercountyfair.org/vendors.

A separate check for the Security/Damage Deposit of \$100 must accompany your application. The Security/Damage Deposit alone **will not** hold your space. **ONLY** Payment for at least 50% of your Booth Space Rental will hold your space. For more information on the Security Damage Deposit see page 3.

Acceptance of this application by the Boulder County Fair (BCF) via confirmation email constitutes a contract.

As the Exhibitor, I have read and agree to abide by the Rules & Regulations of BCF printed in this entire brochure, which are deemed a part of this contract. All of our company employees will be informed of, and will abide by, the rules and regulations governing this event to which I am agreeing. I agree to abide by the Exhibitor Code of Conduct for the BCF (page 8). I agree to sell/represent only the items on the enclosed menu, unless otherwise authorized by the BCF. I agree to abide by all county health department rules and regulations, committing to use recyclable or compostable products, and abiding by all county fire and safety rules and regulations. _____ (initial) I agree to pay all applicable booth rental fees in full no later than July 5, 2012, to include all health dept. fees, BCF security/damage deposit, and insurance fees, if I request BCF insurance coverage. **I understand that cancellation prior to July 5, 2012 will be refunded in full, less the \$100 Security/Damage Deposit. I understand cancellations received after the deadline of July 5, 2012 will result in forfeiture of the entire booth rental fees. I understand that all cancellations must be received in writing. I understand that "no-shows" booth fees will not be reimbursed. I understand there is a \$25 service fee for returned checks.**

Signature _____ Print Name _____ Print Title _____ Date _____
 Make checks payable to Boulder County Fair. Please sign and return the completed application, items from check list above, and payment to: **Boulder County Fair, 9595 Nelson Rd, Longmont, CO 80501**



OFFICE USE ONLY Confirmation Phone Call Date: _____ Space Assigned: _____

Amount Received: _____ Check #: _____ Date: _____
 Amount Received: _____ Check #: _____ Date: _____

Food Concessionaire Contract Check List

- Signed and Initialed Food Concessionaire Contract Application
- Contract Application "Food Booth Details" filled out
- Boulder County Temporary Event Food License
- Boulder County Health Department Form *(Copy of the Temporary Event Food License Application - see pg. 3 "Health Department" section for more info)*
- Photo of Booth
- Copy of Menu with Prices
- Certificate of Insurance *(with BCF named as "Additional Insured")*, OR
- Payment for BCF Insurance (\$75)
- At Least 50% of Booth Fee

EXHIBITOR CODE OF CONDUCT



The Exhibitor shall conduct the operation of their exhibit, display, or concession in a respectful, quiet and orderly manner at all times. Exhibitors should maintain the contents of their displays, menus and prices according to the information submitted with the contract. The booth and aisle in front of, or beside of the booth, should be clean and free from trash at all times. All garbage should be secured before disposing of in recycle / waste receptacles.

Removal or Cause for Eviction - At any time, an exhibitor may be subjected to eviction from their booth and/or the BCF without refund of booth fees for misconduct, harassment or disrespect of the Health Department officials, fair officials, security, attendees or fellow exhibitors.



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 Longmont, CO 80501
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Zero Waste Guidelines for Boulder County

Zero Waste is a waste management strategy that is gaining acceptance across the United States and in many countries around the world. Zero Waste is a systems approach modeled on the waste-free and self-sustaining systems seen in nature. It advocates eliminating waste as much as possible and viewing the remaining "discards" as important resources to be returned to the market place through recycling, or to nature through composting.

In November 2005, the Boulder County Commissioners passed a resolution setting the county on a path to achieve a goal of "Zero Waste - or darn near" by the year 2025.

Zero Waste can be achieved through four basic concepts: reduce, reuse, recycle and compost.

Reduce & Reuse: The preferred method of waste management is to reduce the amount of waste generated in the first place. In addition, reusing materials keeps trash out of landfills and saves resources and energy.

Tips:

- Buy in bulk to reduce packaging.
- Purchase durable, long-lasting goods.
- Purchase products that use less raw material in production, have a longer life, or can be used again after its original use.

Zero Waste Guidelines for Boulder County

continued

Recycle (rules per Boulder County's program): When it is not possible to reuse a material, recycle it. Most aluminum, paper, glass, cardboard and plastics* may be recycled. Boulder County's Recycling Center collects, sorts, sells and ships these materials to companies that make them into new products.

Tips:

- Empty all containers before putting them in the recycling bin.
- Purchase cans instead of plastic bottles, when possible. Aluminum recycles much more efficiently than plastic, please do not flatten the cans before recycling as the machines will treat them as paper.
- Most paperboard with a plastic lining (regular hot cups, frozen food boxes, etc) cannot be recycled. Some food companies are beginning to make frozen food boxes without this plastic lining, which can be researched online, otherwise assume these items are trash.
- Do not place recyclables within plastic trash bags (plastic bags aren't recyclable!), place loose in bin or dumpster.

****Note: The Boulder County Recycling program can now accept some #1 –7 plastic items. Acceptable items are all bottles, jugs, tubs and screw-top containers. The Boulder County Recycling program CANNOT accept the following #1-7 items: Plastic bags, cups, clamshell to-go containers and plastic-lined paper cups. Please see the chart below for a more complete list.***

Compost : Composting is nature's ultimate recycling system where living or once-living materials break down into a rich soil-amendment. This process saves landfill space, decreases the amount of greenhouse gasses emitted from the breakdown of materials, and enhances the quality of our soils. Acceptable materials include low-grade paper, food scraps and yard trimmings and foodservice items made of bioplastic* or paper (without a plastic coating).

Tips:

- Compost paper when it cannot be recycled.
- Compost paper towels, napkins and tissues. They cannot be recycled due to the low grade of the paper fibers.
- Compost shredded paper.
- Compost food scraps: meat and dairy products, eggshells, fruit and vegetable scraps, coffee grounds, tea bags, pits, seeds, breads and sandwiches.
- Do not compost liquids, cooking oil or grease.
- Do not compost animal or human waste of any kind.

****Note: While traditional plastics are made from oil, manufacturers of disposable foodservice items have found a way to make new kinds of 'bioplastics' out of corn (called PLA plastic), potatoes and sugarcane. Because these are made of organic materials, they can be composted. When in doubt, look for "PLA" in addition to the chasing arrows on the bottom of cups.***

Foodservice Purchasing Guidelines

All foodservice items used at a Zero Waste event must be either recyclable or compostable. The Boulder County Recycling Center cannot accept all types of plastic, so please reference the table for guidelines on allowable [items](#):

| Foodservice Item | NOT Acceptable | Acceptable Replacements |
|-------------------------|--|---|
| Cups | | |
| | Styrofoam Plastic Solo cups or equivalent | Corn plastic cups Compostable paper cups |
| | Paper to-go cups (plastic lining) No plastic cups even if they are | |
| Plates and bowls | | |
| | Styrofoam | Corn plastic plates and bowls |
| | No plastic even if they are stamped with recycling #1-#7 | Plain paper plates and bowls (Chinet or equivalent) |
| To-go containers | | |
| | <ul style="list-style-type: none"> Styrofoam No plastic even if stamped | <ul style="list-style-type: none"> Corn plastic to-go containers Plain paper to-go containers |
| | <ul style="list-style-type: none"> Plastic-coated paper | |
| Utensils | | |
| | No plastic even if they are stamped with recycling #1-#7 | <ul style="list-style-type: none"> Starch utensils |
| Lids and straws | | |
| | No plastic even if they are stamped with recycling #1-#7 | <ul style="list-style-type: none"> Corn plastic lids and straws |
| Miscellaneous | | |
| | <ul style="list-style-type: none"> Clear plastic bags | <ul style="list-style-type: none"> Clear compostable bags |
| | <ul style="list-style-type: none"> Condiment packets | <ul style="list-style-type: none"> Compostable condiment cups with bulk condiment dispensers |
| | <ul style="list-style-type: none"> Foil packages | <ul style="list-style-type: none"> Purchase large bags and serve in portions on compostable serving trays or plates. |
| | <ul style="list-style-type: none"> Potato chip bags | <ul style="list-style-type: none"> Buy products in compostable packaging (Sun Chips, etc) |
| | <ul style="list-style-type: none"> Plastic wrap | <ul style="list-style-type: none"> Tissue/wax paper, if possible |