



Quinceañera Fair

Saturday, March 10, 2012
10:00am-4:00pm

Vendor Application

For Office Use Only—Do Not Write In This Space

Payment Received:

Check # _____ Amt Rec _____ Date Rec _____

Box Lunches: _____

Assigned Booth: _____ Samples: _____

Vendor Information

Company Name: _____ Contact Person: _____

Address: _____

Mailing Address

City

State

ZIP Code

Business Phone: () _____ Cellular Phone or Alternate: () _____

Fax: () _____ Email Address: _____

Company Website: _____

Vendor Agreement

Please complete, sign and submit this agreement, with registration fee, to:

Weld County Department of Public Health and Environment

ATTN: WeldWAITS

1555 North 17th Avenue, Greeley CO 80631

Or fax it to 970.304.6452

Deadline: Signed registration and payment must be returned by January 31st, 2012. The registration fee for each vendor booth is \$100.00. FULL PAYMENT MUST ACCOMPANY REGISTRATION!

Registration Includes:

- 12' booth space with one 8 foot table, table covering, and 2 chairs
- Business name and contact information in event guide

Options, mark the box that applies to your specific needs:

No table needed

Electricity needed

Providing samples, please list specifics: _____

Box lunch—How many? _____ (\$8 fee per box)

Booth Registration Fee = \$100.00

Box Lunches = x \$8.00 =

TOTAL amount due: _____

List a short description of your products or services: _____

List any special requirements: _____

By signing this agreement you are accepting the terms and conditions, rules and regulations stated on the reverse side.

Vendor Name

Vendor Signature

Date

General Information

Date and Time of Quinceañera Fair: Saturday, March 10th, 2012 (open to public from 10:00am-4:00pm)

Vendor Set-Up Time: 8:00am-9:30am

Vendor Tear Down Time: 4:15pm-5:00pm

Location: Island Grove Exhibition Building, 525 North 15th Avenue, Greeley, CO

Terms of Payment:

- The deadline for full payment and registration is January 31st 2012. Applications received after January 31st will not be accepted.
- Full payment MUST accompany registration.
- Booth space is not guaranteed until full payment is received.

Box Lunches:

- Box lunches will be provided for Vendors only if indicated on the registration form and paid for by January 31st.
- A ticket will be given to those who order a lunch. Redeem the ticket at the hospitality station between 11:30am and 1:00pm to receive your box lunch.
- No extra lunches will be ordered the day of the event. If a lunch isn't ordered and paid for by January 31st, it will be the Vendor's responsibility to make lunch arrangements.

Rules and Regulations

Event Standards

The Quinceañera Fair is a family friendly event. All promotional items, products, displays and services must be appropriate for all ages. Promotional items, products, displays and services that are deemed inappropriate by WeldWAITS, in its sole discretion, will be asked to be removed from the Quinceañera Fair.

Booth Space

- Vendors will not be allowed to set-up unless they are paid in full.
- Vendors must respect the designated space for their booth. Do not nail, screw, staple, pin, tack, tape, etc., any materials directly to the walls or floor.
- No special signs, partitions, apparatus, shelving, or merchandise may extend more than 2 feet in front of booth and 8 feet above the floor without the permission of WeldWAITS.
- All aisles must be kept clear. Demonstrations, distribution of literature, etc. must be made inside of the Vendor's space.
- No canvassing or solicitation of business outside booth area.
- SUBLEASING OF SPACE IS PROHIBITED. Only one Vendor/business per booth space.
- Food and merchandise sales are prohibited.
- Vendors providing food samples must have all necessary permits and licenses available at the event. For more information on temporary food permits, contact the Weld County Department of Public Health at 304-6415 extension 2206.
- All booths must remain intact and staffed until the close of the fair.
- It is expected that the booth space be returned in the same condition as it was received. If clean-up is not completed in the allotted time it will be billed to the vendor at \$50.00 an hour. WeldWAITS is not responsible for any goods or supplies that are left behind.
- WeldWAITS does not guarantee to anyone any particular results from participating in the Quinceañera Fair.
- WeldWAITS reserves the right to ask any vendor to leave at any time, with no refund, for violation of any of the rules and regulations or unprofessional conduct. If Vendor is asked to leave, Vendor agrees to leave without incident.
- All matters not covered in these conditions are subject to the decision of WeldWAITS.

Cancellation

In the event of cancellation, WeldWAITS must be notified in writing. Cancellations before February 17 will receive a 50% refund, after March 1 no refund will be granted. If WeldWAITS cancels the event due to unforeseen circumstances, all fees paid will be refunded to the vendor, but WeldWAITS is not liable for costs incurred by vendor due to cancellation.

Exclusion of Liability

It is understood that the Vendor agrees to indemnify and forever hold harmless WeldWAITS, the Weld County Department of Public Health and Environment and its coordinators, leaders, employees, volunteers, or agents and Weld County government, its officers, employees, and agents from and against any and all claims, liability, and expenses for personal damage and or/loss arising from participation in the Quinceañera Fair.

Please be sure to sign and date the bottom of the registration form stating that you agree with these rules and regulations.