



27th Annual Gilpin County Fair

July 12-14, 2019

BOOTH INFORMATION

The 27th annual Gilpin County Fair will be kickoff the evening of Friday, July 12 and finish Sunday, July 14, 2019, located at the Gilpin County Fairgrounds, 230 Norton Drive, 7 miles north of Black Hawk. Come watch the arena shows including a rodeo event on Saturday, and enjoy free rides, booths and contests. Other exciting events will include Gilpin Gourmet Contest, ATV Rodeo, live entertainment, and the Saturday Night Bonfire complete with hot dogs and s'mores.

Come join us this summer and be a part of the 2019 Gilpin County Fair!

Booth space available for:

- Arts/crafts
- Exhibition of products
- Games
- Information/education
- Food sales (*Must be accompanied by Food Booth Application*)

Indoor or Outdoor Space	Fees cover both days of Fair
Regular booth	\$50.00
Food booth	\$100.00
Non-profit info. only booth	Free
Late fee	\$25.00 if received after 7/1
Electricity	\$15.00 per 110v outlet \$50.00 per 250v 3prong outlet

BOOTH APPLICATIONS DUE	July 1	By 5:00 p.m.
CHECK-IN/SETUP*	Friday, July 12 Saturday, July 13	1:00 p.m. to 6:00 p.m. 8:00 a.m. to 9:30 a.m.
BOOTH HOURS <i>No movement of vehicles on grounds</i>	Saturday, July 13 Sunday, July 14	10:00 a.m. to 6:00 p.m. 9:00 a.m. to 3:00 p.m.
LOAD-OUT	Sunday, July 14	3:00 p.m. to 5:00 p.m.
ONSITE SECURITY	Overnight security	7:00 p.m. to 9:00 a.m. Friday and Saturday night

Note: Confirmation Packets are sent via email. Please check your email.

* Must check-in either Friday or Saturday during the designated times.

BOOTH RULES & REGULATIONS

1. **Regular Booths:** Booth spaces may be juried by the Fair Coordinator and/or Fair Committee. Most booths will be located outside. Approximately 15 inside spaces are available inside the Barn; the Barn has a dirt floor and other activities will occur in the Barn. Booth size: 10'x10'.
2. **Food Booths:** For booths selling prepared, ready to consume foods and/or drinks. (Booths selling only packaged foods such as soup mixes are considered a Regular Booth.) If you intend to sell food and/or beverages, please make sure the Food Booth Application is submitted together with your Booth Application. Booths will be given at the discretion of the Fair Coordinator who will jury and limit the number of food booths. All food booths will be located outside. Applications are due March 1.

3. **Non-Profit Information Booths:** Non-profit organizations must submit proof of their non-profit status and can only distribute information; no products may be sold. If a non-profit organization wishes to sell products, they may apply for a Regular or Food Booth.
4. **Political Booths:** Booths representing a political party (and not selling food items) will be considered a Regular Booth. Political booth applicants must also sign the Gilpin County Fair Code of Conduct for Political Booths.
5. **Vendor Hours:** All vendors are required to check-in upon arrival. The Fair will be open to the public between the hours of 10:00 a.m. to 6:00 p.m. on Saturday and between the hours of 9:00 a.m. to 3:00 p.m. on Sunday. **Vendors must be open during these hours.**
The Fair is rain, shine or wind and vendors are expected to operate in all weather.
6. **Gilpin County requires that all exhibitors who are selling something, have a SPECIAL EVENTS SALES TAX LICENSE and collect sales tax (2.9%).** To apply for this license, please contact the COLORADO DEPT. OF REVENUE, 1375 SHERMAN ST., DENVER, CO 80261 or visit the website at <https://www.colorado.gov/pacific/sites/default/files/DR0589.pdf> . Are you a 501C3 organization? Simply submit the required documentation with your application.
7. **All booths:** All booth personnel **MUST** remain in their designated booth space while selling, campaigning, or otherwise representing their booth/organization.
8. **Keep clean:** All vendors must bring trash bags and **CLEAN UP** their areas before leaving each night. Any vendor found putting their booth trash in the public trash cans, or not cleaning their booth area, may be fined up to \$25 or denied space in the following year's fair; please take your trash to the dumpster.
9. **Wireless internet:** Free wireless internet is available in the Exhibit Barn; however, there is no guarantee on internet speeds.
10. **Confirmation:** When an application is accepted and booth space will be given, the vendor will be given notice with a Confirmation Packet via email.
11. Any issues or problems a renter encounters with their booth space, the public, or others should be immediately reported to the Fair Coordinator. The Coordinator will make every effort to resolve the issue to the satisfaction of both the renter and the Fair.
12. Failure to comply with any of the above stated rules may result in not being allowed to setup and run your booth and/or not being allowed to return in following years.
13. **NOTE:** All equipment and other items are the responsibility of the vendor. Although the Coordinator will make every effort to place in the location you as requested, no guarantee is implied or given that the location will be available. Some of the indoor spots along the wall and all of the outdoor spots have electricity available for a small fee.



2019 GILPIN COUNTY FAIR BOOTH APPLICATION

Complete the application and mail **with check payable to:**
Gilpin County Fair, 230 Norton Drive, Black Hawk, CO 80422 303-582-9106

BOOTH NAME: _____ CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE NUMBER: _____

EMAIL: _____ WEBSITE: _____

BOOTH DESCRIPTION (List **all** items/displays, clip attachments if needed): _____

I PLAN TO SET UP ON: Friday, July 12 Saturday, July 13

LOCATION: I wish my booth space to be **OUTSIDE**. I wish my booth space to be **INSIDE** the Exhibit Barn.
 NOTE: We cannot guarantee we will be able to accommodate every request made.

- I am going to need more than the allotted 10' x 10' space. How much larger? _____
IMPORTANT: Additional fees may be applied for a larger space. Booths that are larger than the space allotted will not be guaranteed that space unless **prior arrangements are made**. BE SURE to take into consideration your booth/canopy's size, along with anything that would take extra space when erected.
- Anything about your booth that the Fair Coordinator should be aware of? (i.e. – paint ball game, water splashing from dunk tank, need truck or special equipment located near spot, etc.) List here: _____
- Please check if you do not want your information shared with other shows and festivals looking for vendors.

REGULAR BOOTH	\$50.00/SPACE x # of spaces =	\$
FOOD BOOTH	\$100.00/SPACE	\$
NON-PROFIT*	\$0.00 (1 space only, include license/permit)	\$
ELECTRICAL FEE**	\$15.00 per 110v outlet	\$
	\$50.00/250v 3prong outlet	\$
LATE FEES	\$25.00 if postmarked after 7/1/19	\$
TOTAL DUE – Must accompany application		\$

* Non-profit organization distributing information only.

** Electrical fee includes 2-day usage of one 110V outlet or one 250v 3 prong twistlock outlet.

WAIVER AND RELEASE

I agree to abide by all the rules and regulations of the Gilpin County Fair as explained on the Booth Information Form. I understand that, should I not obey these rules, I may be required to leave the Fair immediately upon discovery of my violation, with no refund. I agree to release Gilpin County and the Fair representative(s) from all responsibility for damage or injury to my person or property during the Fair. I grant permission to Gilpin County Fair, its employees and representatives, to take and use photographs, videotapes, audio recordings and quoted remarks of me or prepared by me, for use in promotional materials. I have read and agree with the above information. The Gilpin County Fair Coordinators reserve the right to accept or reject any application received. **I understand booth fees are only refunded if the space is resold.**

APPLICANT'S SIGNATURE: _____ DATE: _____