



Butler County Fair

P.O. Box 62
Poplar Bluff, MO, 63901

Food Vendor Application

July 1 – 4, 2020

Please print clearly:

Business Name: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Were you a vendor for the 2019 Butler County Fair? Yes No

Food Vendor Rules, Specifications and Regulations

1. Applications will be accepted starting January 1, 2020. Early Bird pricing (applications received by April 30) is \$150.00. After May 1, spaces will cost \$175. Applications will not be accepted after June 20, 2020
2. Payment must be included with application to reserve booth space(s). Vendor booths are 12 x 20. Any additional space will be charged extra. Booths will NOT be reserved without payment in full.
3. Vendor space is assigned on a first come first serve basis. The Fair Board will make every effort to assign vendors to their preferred location; however, we reserve the right to place vendors where space is available.
4. Returning vendors have until April 30, 2020 to reserve their booths from the previous year or they will be released.
5. All food vendors must submit a detailed and complete menu of food and drink items including pricing with this application. ONLY the products and prices specified in the application will be allowed to be represented and/or sold at your booth during the event. NO beverages shall be sold in glass containers.
6. All vendors must comply with all applicable health requirements, as well as apply for an official Butler County Health Dept. Temporary Vending Permit to operate as a food vendor. These permits will be issued upon inspection prior to the opening of the fair.
7. Booths require a simple overhead covering (umbrella, tarp, etc.) soap and water for hand washing and wearing of disposable gloves if hands come in contact with food when serving. A fire extinguisher must be in any booth where food is cooked, candles are lit, or any other burning or smoking items are present.
8. Tent, table and direct limited water hook-ups are not provided. All food tents must be fire retardant.
9. The vendor must provide a certificate of liability insurance in an amount no less than \$1,000,000.00 effective July 1, 2020, that lists Butler County Fair Board as an additional insured party with the application. Vendor agrees to indemnify BCFB from and against any and all expenses, claims, actions, liabilities, attorney's fees, damages and losses of any kind whatsoever during the event.
10. This is an outdoor event in Ray Clinton Park which may have sloped or uneven grounds. This event will proceed rain or shine. Vendors are responsible for their own booth's rain protection and are expected to secure their own booth. If weather becomes too severe; the Fair Board director will make the final decision. NO REFUNDS will be given for any reason.
11. BCFB reserves the final and absolute right to interpret rules and regulations and to settle and determine all matters, questions or difference in regard thereto, or otherwise arising out of, connected with or incidental to the Butler County Fair.
12. Vendors are responsible for collection and reporting sales tax on all transactions.
13. Vendors **MUST** dispose of trash in the dumpsters provided during the event and prior to leaving the event. The lined trashcans that are placed around the festival are for Butler County Fair patrons and customers only.
14. Generators are NOT allowed.

Booth Fees

Early Bird (by April 30): _____ @ \$150 = \$ _____
Regular registration: _____ @ \$175 = \$ _____
220 amp access required add \$25 \$ _____
Total Due: \$ _____

Please check one:

- _____ I have to have electricity.
- _____ I would like to have electricity, but will take a non-electrical booth if that is what is available.
- _____ I do not need electricity.

❖ Subleasing of all or any of the assigned booth space by the vendor is prohibited. Vendor cannot permit another party exhibit, promote, or take orders in the booth for any services or items not described in his contract.

Electrical:

1. All extension cords shall be a minimum of 12 gauge and UL rated for outdoor and wet locations. All cords shall be 3 prongs with a ground. Any cord without a ground prong will NOT be accepted. All power strips shall be surge protected with a breaker reset and rated UL for outdoor and wet locations. Multi-cube block extension cords will NOT be allowed.
2. Each vendor will have access to a total of 30 AMPS of power. Generators on-site are NOT allowed. No power hook-ups will be provided for storage vehicles on or off-site.
3. Please note that every vendor is responsible for covering all cables and wires with mats or covers. Any and all cable or wiring running into your booth must be covered at all times. Extension cords, splitters, etc. will NOT be provided.
4. All electrical connections to trailers shall meet the NEC 2005 edition, article 551- recreational vehicles and trailers. Each trailer will be inspected for electrical violations. Exterior lighting and lighted signs shall be UL rated for outdoor use.

Agreement

Set Up and Break Down Information:

Set-up begins Tuesday, June 30 at 8:00am. Vendors must be set-up and operational no later than Wednesday, July 1 at 1:00pm for Health Department Inspection. Breakdown can begin any time after midnight on Saturday, July 4.

Contract:

BCFB reserves the right to terminate the vendor contract at any time and reserves the right to cancel any vendor during the event for non-compliance of fair rules. By submitting this signed form, the vendor waives BCFB, and the City of Poplar Bluff, its officers, their agents, their assigns, their board and council members, their employees and event volunteers, sponsors and fellow participants from any liability due to personal injury, all risk of property (lost, stolen or damaged), as well as any bodily injury or death that might occur in connection to the event. BCFB will not be responsible for accidents, damages or theft during the event. Vendor must comply with any and all statutes and ordinances of the State, County, City and other governing authorities' rules and regulations which might apply, including but not limited to, rules and regulations affecting gambling, health & sanitation, building & electrical construction & maintenance, and fire safety. Any violation of these rules, regulations, statutes and/or ordinances shall result in immediate forfeiture of all rights of participation in the festival. Vendors may not sell raffle tickets or circulate petitions for signature without prior approval. No refunds will be given for inclement weather.

Signature: _____ Date: _____
(By signing, you understand and agree to the terms of this document.)

Return to:

Butler County Fair
P.O. Box 62
Poplar Bluff, MO 63902