



The 2021 Putnam County Fair is coming up! Fair dates are July 9 through July 17, 2021. The 2021 Board of Directors are looking forward to the opportunity to have a fair this year after having had to suspend operations in 2020.

With the community having missed out on so many events and activities last year we are planning for an event as close to normal as it can. We will be following COVID guidelines that are applicable at that. Our hope is that even additional restrictions are lifted as we near July. We are looking forward to partnering with you to promote your business in an effort to regain what was lost by so many last year. We are excited and expecting a fantastic 2021 Fair and we hope that you will join us!

Included with this letter is the 2021 Commercial and Food Exhibit Space Application, Food Concession Regulations, Indemnification/Hold Harmless Agreement, and General Guidelines including the WV Fairs and Festivals Commercial Booth COVID Guidelines as provided by Governor Jim Justice.

Listed below are the 2021 prices and specifications for the 3 types of spaces available:

20' x 15' Space - \$600 – Commercial Food Vendor

- This setup is for a Commercial food vendor and requires the booth be staffing throughout the entire Fair schedule. These booths come with a single parking pass and two gate passes (*carnival rides not included.*) Additional gate passes may be purchased for \$30 per pass. Season tickets with rides included may be purchases for \$50.

20' x 15' Space - \$300 – Commercial Non-food Vendor

- This setup is for Commercial non-food vendor and requires the booth be staffing throughout the entire Fair schedule. These booths come with a single parking pass and two gate passes (*carnival rides not included.*) Additional gate passes may be purchased for \$30 per pass. Season tickets with rides included may be purchases for \$50.

10' x 10' Space - \$250– Educational/Informational Booth (non-sales)

- This setup is for educational/exhibit/literature booths that are not able to be staffed throughout the entire Fair schedule. Exhibitors at this booth will not be selling any products. Booths must be set setup throughout the entire Fair schedule with staffing hours posted. These booths come with a single parking pass and two gate passes (*carnival rides not included.*) Additional gate passes may be purchased for \$30 per pass. Season tickets with rides included may be purchases for \$50.

We are looking forward to returning vendors that have been with us in the past as well as any new vendors. If you have any questions or require any additional information you may contact any vendor committee member: Tasha Bailey (304) 590-4237, Teresa Crawford (304) 282-2872 or Sara McClanahan (304) 539-5832 or email us at pcfvendorcommittee@gmail.com.

Thank you for your time and we look forward to seeing you at the Putnam County Fair this summer!

Sincerely,

Tasha Bailey

Commercial Vendor Committee Member



Space # _____
Pynt Method _____
Date Received _____
(Fair Use Only)

2021 Putnam County Fair Commercial and Food Exhibit Space Application

Note: All applicants will be vetted by the Fair Board for approval.

Organization/Business Name: _____

Address: _____

Organization/Business Contact (Individual responsible for the space): _____

Phone #: _____ Email: _____ Fax #: _____

Product to be featured/sold with exhibitor space: _____

❖ If application is for a food booth please provide an itemized menu with this application.

- Space(s) Required – Quantity ___ 10’x10’ \$250 ea. (Educational/Informational Booth – “non-sales”)
- ___ 20’x15’ \$300 ea. (Commercial Booth)
- ___ 20’x15’ \$600 ea. (Food Booth)

Describe your display set-up (e.g. trailer,tent,etc.) _____

This will help us ensure you are properly positioned within the vendor area to ensure ease of access and set-up.

Electric Service Required: Y / N If yes, 30amp / 50amp / Other _____ Water Required: Y / N

Camping Space Requested: Y / N If yes, size of Trailer: _____ (\$85 camping fee)

Additional Gate Passes (carnival rides NOT included) Qty _____ @ \$30 = \$ _____

or Season Tickets (w/rides) QTY _____ @ \$50 = \$ _____

Payment must be made by certified check, money order or cash.

Return the completed application by 6/25/2021 to pcfvendorcommittee@gmail.com or mail to

Putnam County Fair of WV

Attn: Vendor Committee

PO Box 955 Eleanor, WV 25070

Signature _____

Date _____

Printed Name _____

Date _____



Indemnification / Hold Harmless Agreement

The undersigned does hereby irrevocably covenant, promise and agree to indemnify _____ and to hold the Putnam County Fair, Inc., Putnam County Commission, and Town of Eleanor harmless from and against any and all losses, claims, expenses, suites, costs, demands, damages or liabilities, joint or several of whatever kind or nature which _____ may sustain or become subject arising out of or relating in any way to the sale of products, services, or anything while having a Putnam County Fair Commercial or Food Booth at the Eleanor Park Fair Grounds in Eleanor, WV, including without limitation in each case attorney’s fee, costs and expense actually incurred and defending against or enforcing any such losses, claims, expenses, suites, damages, or liabilities.

I, _____, have read and understand all the rules and regulations of the Putnam County Fair, Inc. for Commercial and Food Concession spaces. This form must be witnessed before submitting to the Putnam County Fair Board.

Signature: _____ Date: _____

Printed Name: _____

Witness: _____ Printed Name: _____

Witness: _____ Printed Name: _____

Signed: _____

Fair Board Chairman

A copy of this form will be returned to you for your records with approved menu items, if applicable, and designated booth space indicated.



2021 Putnam County Fair Commercial, Exhibit and Food Booth Guidelines

The following guidelines are applicable to all Commercial, Exhibit or Food Booth vendors.

- ❖ All spaces are outdoors.
- ❖ Exhibitors/Vendors must provide proof of insurance in the amount of \$1,000,000 naming the Putnam County Fair Inc. as “additionally insured.”
- ❖ Exhibitors/Vendors must adhere to all WV Department of Health and Fire Marshall regulations.
- ❖ Exhibitors/Vendors are responsible for the payment of sales taxes.
- ❖ Exhibitors/Vendors must provide their own tent or awning cover.
- ❖ All tents or awning must be properly secured with stakes for safety.
- ❖ No moving vehicles are permitted in the exhibitor area during Fair operational hours.
 - If your vehicle is not inside the Fair prior to opening (4pm) you must park outside the grounds. A shuttle service will be available to you at no charge to enter from the back gate.
- ❖ Food booths shall have at least 1 person at the booth 30 minutes prior to opening to receive drinks. Drinks will be delivered prior to opening. If drinks are unexpectedly depleted during operational hours additional drinks may be requested at the Fair office.
- ❖ No exhibits shall be removed prior to the Fair closing at 11pm on Saturday July 17th, 2021.
- ❖ All materials must be removed at fair closing on Sunday, July 18, 2021.
- ❖ All COVID guidelines in effect at the time of the Fair for WV Fairs and Festivals as provided by Governor Jim Justice or guidelines implemented by the Putnam County Health Department must be followed. All COVID related guidelines are subject to change at any time. The Putnam County Fair Board will be monitoring the guidelines daily up to an including the week of the Fair.

Current COVID Guidelines (as of the date of this document)

Commercial Vendors:

- ❖ Vendor must screen their own employees each day and before shift changes
- ❖ Vendors must provide PPE for their employees.
- ❖ Vendors must disinfect their space throughout the day and deep clean at the end of each day
- ❖ Vendors must turn in their cleaning and employee screening plans to the Putnam County Fair prior to the start of the Fair. No vendor will be permitted to open without this document having been provided.
- ❖ Vendors must keep a detailed log of employee screenings and daily cleaning.

In addition to the guidelines for all Commercial vendors, the following guidelines apply to **Food Vendors:**

- ❖ Must follow all guidelines developed by the State of WV Dept of Health and the Putnam County Health Department.
- ❖ No common touch points for condiments
- ❖ Silverware must be individually wrapped
- ❖ Mobile trailers must provide front service only
- ❖ Permanent food stands must clean seats after each person.



2021 Putnam County Fair Food Concessions Regulations

The Fair Board shall reserve the exclusive control of all drink products including cups and ice. A contracted provider will be chosen each year and no other drink product will be allowed. Delivery of all drink products will be signed for each day and tickets will be totaled and the product paid in full the last night of the Fair. Drinks will be delivered prior to gates opening each day. We ask that someone be at the food booth 30 minutes prior to gates opening to receive drinks. If drinks are unexpectedly depleted during operating hours you may come to the Fair office to request an additional delivery.

To ensure reasonable profits for all groups, the Food Committee shall limit the food concessions to 6 vendors other than those operated in the permanent concession building and the carnival. The Food Committee shall receive and review all food concession applications and grant approval based upon assurance of capability to deliver a quality operation, meeting all regulations, with priority being given to in-county non-profit organizations (a non-discriminatory civic organization that promotes community service and good will) agreeing to provide Fair goes a variety of specialty items that will enhance the total food service at the Fair. Proof of non-profit service is required with the application.

All food vendors must provide their own insurance as required by law; each exhibitor must provide an individual liability insurance policy in the amount of \$1,000,000 naming the Putnam County Fair Inc. as “additional insured.” The fee for operating a food booth will be \$600.

One weekly parking sticker for reserved area and 2 vendor/exhibitor gate passes will be provided with each contract. Additional gate passes may be purchased for \$30. (*Carnival rides not included.*) A season ticket which includes carnival rides may be purchased for \$50. **Everyone must have a ticket or pass to enter to the gate.** All food must be sold within the area of the space rented. No items can be sold other than those from the preapproved menu which must be included with the application. The concessionaire agrees to provide his/her own food booth.

Food vendors that will be camping on the Fairgrounds will be charged \$85 for 9 nights of camping beginning July 9 – July 17. To operate a food concession the organization must agree to the following:

- All food concessions must be operated in compliance with WV Food Service Regulations as supervised by the Putnam County Health Department and the WV State Board of Health.
- A mandatory Putnam County Health Department meeting must be attended prior to the opening of the Fair.
- All food booths must be ready for the Health Department inspection prior to the Fair opening to the public.
- All food must be from an approved source. All meat must be purchased from an approved commercial supplier.
- All donated meat must be USDA or WV State Department of Agriculture approved.
- All food must be prepared in an approved kitchen.
- To operate a concession the concessionaire agrees to be responsible for all State licenses and taxes, and liability insurance to protect themselves and the Fair Board.
- Concessionaires must adhere to all guides established by the WV Department of Health as well as the Fire Marshall.
- The Fair Board reserves the right to establish fair minimum and maximum prices that may be charged for food and drinks.
- Bids to sale drinks, bags of peanuts, Putnam County Fair memorabilia or other approved items will be taken prior to the opening of the Fair. First consideration will be given to Putnam County 4H clubs. Non-profit organizations will be given 2nd consideration. These items will be sold in the track event area, show ring area and the amphitheater. If no non-profit organization elects to do this the Putnam County Fair has the authority to accept other offers of participation.
- All food booths shall remain open for business until closing of the Fair each day.