



2022 Commercial and Food Vendor  
Application Packet



The 2022 Putnam County Fair is coming up! Fair dates are July 8 through July 16, 2022.

Last year was a huge success with over a 30% increase in attendance from 2019. We recognize that much of that was likely due to having been the first event in over a year for the public to gather with a sense of normalcy. However, our goal is to be even better than last year. As you all know, we still don't know what COVID will bring, but West Virginia has remained "OPEN" for over a year now and it appears we are almost out of pandemic status. Thus, at this point, we are looking forward to another Fair with little to no restrictions related to the pandemic. However, should the need arise to implement additional guidelines we will notify you as soon as possible. We are looking forward to partnering with you to promote your business. We are excited and expecting a fantastic 2022 Fair and we hope that you will join us!

Included with this letter is the 2022 Commercial and Food Vendor Application, Food Concession Regulations, Indemnification/Hold Harmless Agreement, and General Guidelines

The Putnam County Fair is continuously working with the Town of Eleanor to make improvements to the grounds to ensure a positive experience for both exhibitors and attendees. However, weather is completely unpredictable. The grounds are flat with several low spots. For those of you that are returning you know it ALWAYS rains at least 1 day. Our plan is to make substantial improvements to drainage this year; however, it would be beneficial for you to be prepared for at least 1 wet and soggy day.

Listed below are the 2022 prices and specifications for the 3 types of commercial spaces available:

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

- This setup is for a Commercial food vendor and requires the booth be staffed 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 purchased for \$50.

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

- This setup is for Commercial non-food vendor and requires the booth be staffed 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 purchased 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 up 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 purchased for \$50.

We are looking forward to working with 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 or David Bailey (304) 542-7408 or email us at [pcfvendorcommittee@gmail.com](mailto: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



## 2022 Putnam County Fair Commercial and Food Vendor 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: \_\_\_\_\_

Product(s) to be featured/sold:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

❖ If application is for a food booth please attach an itemized menu to this application.

Space(s) Required – Quantity    \_\_\_    10'x10'    \$250 ea. (Educational/Informational Booth – “non-sales”)  
   \_\_\_    25'x15'    \$300 ea. (Commercial Booth)  
   \_\_\_    25'x15'    \$600 ea. (Food Booth)

Describe your display set-up (e.g. food truck, trailer, tent, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**Logistical Details for the Space**

Electric Required: No      110 (regular household plug)      30amp      50amp

Water Required: Y / N (Select YES only if you need a constant connection to the water supply.)

**Camping** (\$85 camping fee)

Space for vendor campers is limited. We will try to accommodate your request. However, we cannot guarantee that your camper will be near your booth. Campers will not have water or sewer hookup. Electric cannot be guaranteed.

Camping Space Requested: Y / N      Camper type and size \_\_\_\_\_

Electric Service for Camper:      110 (regular household plug)      30amp      50amp

**Additional Tickets/Passes for your Staff**

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 6/15/2022 to [pcfvendorcommittee@gmail.com](mailto: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 \_\_\_\_\_



## 2021 Putnam County Fair Commercial, Exhibit and Food Vendor Guidelines

The following guidelines are applicable to all Commercial, Exhibit or Food 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.
  - Your vehicle may be parked behind your exhibit as long as it does not impede the flow of Fair traffic or interfere with day to day operations of the Fair or fellow exhibitors.
- ❖ Food booths shall have at least 1 person at the booth 1 hour 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 16<sup>th</sup>, 2022.
- ❖ All materials must be removed at the Fair closing on Sunday, July 17, 2022.
- ❖ 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.



## 2022 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 1 hour prior to gates opening to receive drinks. It is preferred that orders for the following day be made by 11pm the previous day if possible. 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 may limit the food concessions. The 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 agreeing to provide Fair goers a variety of specialty items that will enhance the total food service at the Fair.

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 the reserved parking 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 8 – July 16. 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 2<sup>nd</sup> 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.



## Indemnification Agreement

The undersigned does hereby irrevocably covenant, promise and agree to indemnify defend and hold harmless the Putnam County Fair, Inc. and/or its respective officers, directors, employees, agents, and representatives, from and against any and all third-party claims, demands, actions, causes of action, fines, losses or damages whatsoever and any related costs and expense including reasonable attorney fees 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 Vendor spaces.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Fair Board Chairman



## Insurance Requirement Acknowledgement

Vendor will maintain throughout the term of the contract the following insurance against liability arising out of their activities related to this agreement and the event:

General Liability Insurance of no less than \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate. The policy shall name the Putnam County Fair, Inc., and their agents and/or employees' as Additional Insured. The policy must also name the Putnam County Fair, Inc. as the Certificate Holder. If the vendor is not required by local statute to maintain Worker's Compensation insurance coverage the Renter/Vendor explicitly agrees that it is the entire responsibility of the Vendor and not the Putnam County Fair, Inc. to assume any liabilities or related expenses in any way related to work related injuries of employees, vendors, subcontractors, partners or associates (not including Putnam County Fair, Inc.) of the Renter/Vendor unless such injury is due to the sole negligence of the Putnam County Fair, Inc. It is also agreed that in no circumstance are any employees, vendors, subcontractors, partners, or other associates of the Vendor ever to be deemed employees of Putnam County Fair, Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Fair Board Chairman