



2023 Commercial and Food Vendor
Application Packet



The 2023 Putnam County Fair is coming up! Fair dates are July 7 through July 15, 2023.

Last year was a huge success with new vendors, a great turnout with many improvements made to our fair and fairgrounds. However, our goal is to be even better than last year. We are looking forward to partnering with you to promote your business. We are excited and expecting a fantastic 2023 Fair and we hope that you will join us!

Included with this letter is the 2023 Commercial and Food Vendor Application, Food Concession Regulations, Indemnification/Hold Harmless Agreement, General Guidelines, City of Eleanor Business Registration application and City of Eleanor B&O tax form.

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 2023 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 at the ticket gate or from David Bailey when you check in on July 7, 2023. The season ticket prices have not been set yet.

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 at the ticket gate or from David Bailey when you check in on July 7, 2023. The season ticket prices have not been set yet.

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 at the ticket gate or from David Bailey when you check in on July 7, 2023. The season ticket prices have not been set yet.

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 David Bailey at (304) 542-7408 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,

David Bailey, Commercial Vendor Chairman



2023 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 the application is for a food booth, please attach an itemized menu to this application.
- ❖ You are required to provide a copy of your liability insurance with the Putnam County Fair as an additional insured with this application.
- ❖ You are required to return the provided Indemnification/Hold Harmless Agreement with this application.
- ❖ You are required to provide a copy of your business license from the State of WV (online) and the City of Eleanor (attached, new this year) with your application.
- ❖ If you're a food vendor, you must submit an application to the Health Dept for a food permit. Also submit a copy of that application with your Putnam County Fair 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 (\$100 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. Cost to camp for the event will be \$100.00.

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 = \$ _____

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

Return the completed application by 7/1/2023 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 _____



2023 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 with a minimum amount of \$1,000,000 naming the Putnam County Fair Inc. as “additionally insured” with their application.
- ❖ Exhibitors/Vendors must submit with their application a completed Indemnification/Hold Harmless Agreement (provided).
- ❖ Exhibitors/Vendors must provide a copy of their State of WV (online) and City of Eleanor (attached, new this year) business licenses with their application.
- ❖ Food Vendors must submit an application for a temporary food permit to the health department and provide a copy with your Putnam County Fair application.
- ❖ Exhibitors/Vendors must adhere to all WV Department of Health and Fire Marshall regulations.
- ❖ Exhibitors/Vendors are responsible for the payment of sales taxes including the City of Eleanor B&O tax (new this year).
- ❖ 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 16th, 2023.
- ❖ All materials must be removed at the Fair closing on Sunday, July 17, 2023.



2023 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 of no less than \$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.*) Season tickets with rides included may be purchased at the ticket gate or from David Bailey when you check in on July 7, 2023. The season ticket prices have not been set yet. **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, unless approved by the vendor chairman. The concessionaire agrees to provide his/her own food booth.

Food vendors that will be camping on the Fairgrounds will be charged \$100 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.
- 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 and City 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 for sale of 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.



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



A 1930's
"NEW DEAL"

HOMESTEAD
COMMUNITY

TOWN
OF

Eleanor

401 ROOSEVELT BLVD.
P.O. BOX 185
ELEANOR, WV 25070

PHONE
304-586-2319

FAX
304-586-2828

MAYOR
C. CAM CLENDENIN

RECORDER
LYNDA S. CASTO

TOWN CLERK
KIM DEWEESE

TOWN COUNCIL
KEVIN L. CHILDERS
JACK R. MCLANE
TERESA HARMON
ADAM L. CHILDERS
TOM SHERIDAN

MUNICIPAL LICENSE APPLICATION

Trade Name: _____

Mailing Address: _____

Street Address: _____

Phone Number: _____

Federal Employer Identification Number: _____

State License Number: _____

Please check category that applies to your business:

- General Store \$15.00
- Specialty Store \$ 5.00
- Accountant \$ 5.00
- Attorney \$ 5.00
- Barber/Beautician \$15.00
- Catering \$15.00
- Construction \$15.00
- Dentist \$15.00
- Electrician \$15.00
- Insurance Agent \$15.00
- Laundering \$15.00
- Mechanic \$15.00
- Plumbing \$15.00
- Veterinarian \$ 5.00
- Beer \$150.00
- Wine \$150.00
- Other \$15.00



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MCLANE TERESA HARMON
ADAM L. CHILDERS TOM
SHERIDAN

Coin operated Merchandise, Services, Music, Amusement Devices or Vending Machines.

1 Cent Machines	2.00ea.	# _____	\$ _____
5 Cent Machines	5.00ea.	# _____	\$ _____
10 Cent Machines	10.00ea.	# _____	\$ _____
Over 10 Cents	12.50ea.	# _____	\$ _____

Other categories are licensed. If your business does not appear above or if you have any questions pertaining to this application, you may contact the Clerk at the Eleanor Town Hall @304-586-2319 or fax 304-586-2828.

If you have vending machines at your location, who is the....

Owner: _____

Address: _____

Phone Number(s): _____

Attach your remittance made payable to the Town of Eleanor, and return this completed form to:

*Town of Eleanor
P.O. Box 185
Eleanor, WV 25070*

_____	_____	_____
<i>Applicants Signature</i>	<i>Title</i>	<i>Date</i>

Please return this entire form with your payment. Thank You!

(Office Use Only)

Date Received: _____ *Date Paid:* _____

Amount Paid: _____ *Cash/Check:* _____

Receipt # _____

FORM 1-B B&O TAX this to be forwarded to TOWN TREASURER, P.O. 185 Eleanor, West Virginia 25070
Town of Eleanor- Business, Privilege and Occupation (Gross Sales) Tax - Quarterly (Estimated) Return

PERIOD _____

- (1) Books or Account Are Kept at (Post Office) _____
 (2) Principal Place of Business _____
 (3) Kind of Business Engaged in _____

RETAIN THIS COPY FOR YOUR FILES

Individual		(4) When business begun? _____
Corporation		(5) Did you sell or otherwise dispose of your property, or quit business, during period covered by this return? _____
Partnership		
Association		(6) If so, when? _____
Trust		(7) If business sold, to whom? _____

THIS RETURN WITH CHECK TO COVER TAXES DUE MUST BE RECEIVED WITHIN 30 DAYS FROM END OF PERIOD COVERED THEREBY

COMPUTATION OF TAX (ESTIMATED)

CLASSIFICATION	GROSS AMOUNT	EXEMPTIONS	TAXABLE AMOUNT	RATE PER \$100	AMOUNT
Coal				\$1.00	
Sand & gravel (not mined or quarried)				3.00	
Natural gas in excess of \$5,000				6.00	
Limestone or sandstone quarried or mined				1.50	
Timber				1.50	
Other natural resource products				2.00	
Manufacturing				.30	
Retailers				.50	
Wholesalers				.15	
Electric light & power co. sales/dem.				4.00	
Water companies				4.00	
Natural gas companies, toll bridges				3.00	
All other pub. serv. or utility business				2.00	
Contracting				2.00	
Amusements				.50	
Service business or calling				1.00	
Rentals, royalties, fees, or otherwise				1.00	
Small loan & ind. loan business				1.00	
Banking & other financial business				1.00	

L. TOTAL AMOUNT OF TAX DUE	\$ _____
Less Exemption at rate of \$50.00 Annually or \$12.50 each Quarter	\$ _____
Penalties (5% for first month, or fraction thereof, and 1% for each succeeding)	\$ _____
M. PRIOR BALANCE	\$ _____
	\$ _____

PERSONS REQUIRED TO FILE QUARTERLY (ESTIMATED) RETURNS- All persons doing in the Corporate limits of the town of Eleanor, are required to file Quarterly (Estimated) Returns.
DATES FOR THE FILING OF QUARTERLY (ESTIMATED) RETURNS- Quarterly (Estimated) returns are to be filed within 30 days from the end of March, June and September to cover the first, second and third quarters, respectively.

I, _____, do certify that the above estimate to tax due was made from the records of the taxpayer, and is believed to be a close approximation of the actual tax due.

 (Name of Taxpayer)

 (Official title, if return is made on behalf of a corporation, President, Vice-President, Secretary or Treasurer, as the case may be.)



TEMPORARY FOOD PERMIT APPLICATION

1. NAME OF THE TEMPORARY FOOD ESTABLISHMENT(S):

2. DATE OF APPLICATION: _____

3. NAME OF ORGANIZATION:

4. NAME OF PERSON IN CHARGE: _____

5. MAILING ADDRESS (INCLUDE CITY AND ZIP CODE):

6. TELEPHONE NUMBER: (HOME/CELL) (WORK) _____

7. NAME OF EVENT:

8. DATE(S) AND TIME(S) OF EVENT:

9. LOCATION OF EVENT: _____

10. HOW WILL FOOD BE KEPT HOT OR COLD?

PLEASE LIST MENU ON THE BACK OF THIS FORM

(If claiming exemption or nonprofit status please complete the nonprofit temporary food form with the tax-exempt ID number)

STATEMENT: I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

DATE: AUTHORIZED SIGNATURE:

PRINT NAME: _____

OFFICE USE ONLY

EXEMPT: () YES () NO

APPLICATION APPROVED: () YES () NO

BY: _____

SIGNED DATE: _____

Phone: 304-757-2541

Fax: 304-757-7287

Physical Address: 11878 Winfield Rd, Winfield, WV 25213

Mailing Address: P.O. Box 892 Winfield, WV 25213