



2024 Commercial and Food Vendor
Application Packet



The 2024 Putnam County Fair is coming up! Fair dates are July 12 through July 20, 2024.

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 2024 Fair and we hope that you will join us!

Included with this letter is the 2024 Commercial and Food Vendor Application, Food Concession Regulations, Indemnification/Hold Harmless Agreement, and General Guidelines. As independent vendors you are responsible for determining if you need any of the following licenses or permits and obtaining them. West Virginia State Business License (304-558-8000), City of Eleanor Business License (304-586-2319), Health Department/Food Handlers Permits (304-757-2541). **Unlike in years past I only need you to return your application, Indemnification Agreement, Insurance Requirement Acknowledgement, and a copy of your insurance naming the Putnam County Fair as an additional insured returned to me.** All other licensing and permits are your responsibility and should be available on site for inspections by the respective agencies.

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, the weather is completely unpredictable. For those of you that are returning you know it ALWAYS rains at least 1 day. We have made substantial improvements to the drainage since last year; however, it would be beneficial for you to be prepared for a few wet and soggy days.

Listed below are the 2024 prices and specifications for the 3 types of commercial spaces available. These prices include sales tax on these vendor spots, if applicable.

25' x 15' Space - \$750 – Commercial Food Vendor

- This setup is for a Commercial food vendor and requires the booth to be staffed throughout the entire Fair schedule. These booths come with two (2) parking passes for the general parking area only and three gate passes for workers (*carnival rides not included.*) Additional gate passes (no carnival rides) may be purchased for \$30 per pass. Season tickets with rides included may be purchased for the sale price of \$68 online before May 2, 2024, at <https://putnamcountyFairwv.com/tickets/>. Tickets purchased on May 2, 2024 or later online or at the ticket gate will be the full price of \$78.
- NOTE- No vehicles will be allowed to enter the Fair area 30 minutes before opening or while the Fair is open and must be moved to the general parking 15 minutes before opening. If you have a vehicle for supplies only, after inspection by David or Tasha Bailey, a special Fairground parking pass will be issued for that one (1) vehicle to remain inside the Fairgrounds during operating hours. The pass must be displayed on the dash of the one vehicle it is registered to, and the vehicle is prohibited to operate on the Fairgrounds while the Fair is open. This vehicle must be in place 30 minutes before the Fair is set to open. **NO EXCEPTIONS TO THIS NEW RULE SO PLEASE DON'T ASK.**

25' x 15' Space - \$325– 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 two (2) parking passes for the general parking area only and three gate passes for workers (*carnival rides not included.*) Additional gate passes (no carnival rides) may be purchased for \$30 per pass. Season tickets with rides included may be purchased for the sale price of \$68 online before May 2, 2024, at <https://putnamcountyFairwv.com/tickets/>. Tickets purchased on May 2, 2024 or later online or at the ticket gate will be the full price of \$78.
- NOTE- No vehicles will be allowed in the Fair area 30 minutes before opening or while the Fair is open and must be moved to general parking 15 minutes before opening. If you have a vehicle for supplies, after inspection by David or Tasha Bailey, a special Fairground parking pass will be issued for that one vehicle to remain inside the

Fairgrounds during operating hours. The pass must be displayed on the dash of the one vehicle it is registered to, and the vehicle is prohibited to operate on the Fairgrounds while the Fair is open. This vehicle must be in place 30 minutes before the Fair is set to open. NO EXCEPTIONS TO THIS NEW RULE SO PLEASE DON'T ASK

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

- This booth is for educational/exhibit/literature booths. 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 purchased for the sale price of \$68 online before May 2, 2024, at <https://putnamcountyFairwv.com/tickets/> . Tickets purchased on May 2, 2024 or later online or at the ticket gate will be the full price of \$78.
- NOTE- No vehicles will be allowed in the Fair area 30 minutes before opening or while the Fair is open and must be moved to general parking 15 minutes before opening. If you have a vehicle for supplies, after inspection by David or Tasha Bailey, a special Fairground parking pass will be issued for that one vehicle to remain inside the Fairgrounds during operating hours. The pass must be displayed on the dash of the one vehicle it is registered to, and the vehicle is prohibited to operate on the Fairgrounds while the Fair is open. This vehicle must be in place 30 minutes before the Fair is set to open. NO EXCEPTIONS TO THIS NEW RULE SO PLEASE DON'T ASK

Camping Spots- \$100 for entire event

- Space for vendor campers is limited and will be first come first serve. We will try to accommodate everyone's request; however, we cannot guarantee that your camper will be near your booth. We will do our best to ensure all campers have electricity and water, but we are unable to guarantee either. A sewer hookup is not available, but a dump station is available if you bring your blue tank. I encourage everyone to bring adapters for all electric plugs (20 amp, 30 amp, and 50 amp) to adapt to your camper's needs. I also encourage everyone to bring a water "Y" with backflow preventors if you plan to run water to your camper.

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



2024 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 obtain your West Virginia Business License from the State of WV and the City of Eleanor Business License. This is your responsibility to obtain and have on file, I DO NOT NEED A COPY OF THESE.
- ❖ If you’re a food vendor, you must submit an application to the Health Dept for a food permit. This is your responsibility to obtain and have on file, I DO NOT NEED A COPY OF THIS PERMIT.

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

(prices include sales tax if applicable) ___ 25’x15’ \$325 ea. (Commercial Booth)

_____ 25’x15’ \$750 ea. (Food Booth) (Water back flow preventors are required)

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.) **(Backflow preventors are required so bring a “Y” and back flow preventor).** Backflow preventors are sold at Lowe’s for about \$7)

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 may have water, but a sewer hookup is not available. Electricity cannot be guaranteed. All campers should bring all electric adapters to adjust to different types of plugs or amps. All campers should bring water “Y’s” and backflow preventors (sold at Lowes for about \$7) are required.

The 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 7/1/2024 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 _____



2024 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 obtain their State of WV and City of Eleanor business licenses and have them on site for inspection.
- ❖ Food Vendors must obtain an application for a food permit from the health department and have a copy on site for inspection.
- ❖ 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. You can obtain the appropriate form from the Town of Eleanor.
- ❖ Exhibitors/Vendors must provide their own tent or awning cover.
- ❖ All tents or awnings must be properly secured with stakes for safety.
- ❖ No moving vehicles are permitted in the exhibitor area during Fair operational hours or 15 minutes prior.
 - No vehicles, other than the one (1) described below, are permitted inside the Fairgrounds 30 minutes before opening and must be moved to general parking 15 minutes before opening. **NO EXCEPTIONS**
 - Only one stock vehicle may be parked behind your exhibit if it does not impede the flow of Fair traffic or interfere with day to day operations of the Fair or fellow exhibitors. This vehicle must be pre-inspected as a stock vehicle and issued a special Fairground parking pass to remain inside the Fairgrounds 15 minutes prior to opening. This vehicle is prohibited from operating while the Fair is open. **NO EXCEPTIONS**
- ❖ Food booths shall have at least 1 person at the booth 1 hour prior to opening to receive drink orders. Drinks will be delivered prior to opening. If drinks are unexpectedly depleted during operational hours additional drinks may be requested by calling or texting Dave at 304-542-7408.
- ❖ No exhibits shall be removed prior to the Fair closing at 11pm on Saturday July 20th, 2024.
- ❖ All exhibits must be removed from the Fair on Sunday, July 21st, 2024, unless prior arrangements are made with David or Tasha Bailey.
- ❖ **ALL TRASH SHOULD BE PLACED IN THE DUMPSTER PRIOR TO LEAVING**



2024 Putnam County Fair Food Concessions Regulations

The Fair Board shall reserve the exclusive control of all soda and water products including ice. Pepsi is the contracted provider and no other soda or water 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 on the last night of the Fair. Drinks will be delivered prior to gate 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 call or text David at 304-542-7408 to place another order.

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 goes 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 \$750 including tax if applicable.

- Two parking passes for the general parking area and 3 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 for the sale price of \$68 online before May 2, 2024, at <https://putnamcountyFairwv.com/tickets/>. Tickets purchased on May 2, 2024 or later online or at the ticket gate will be full price at \$78. **Everyone must have a ticket or pass to enter 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. You are renting the space only.

Vendors that will be camping on the Fairgrounds will be charged \$100 for 9 nights beginning July 12 – July 20.

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.
- 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