

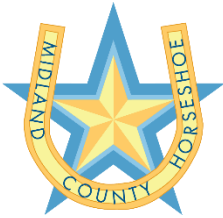
**Midland County Fair 2018**

**August 23-26, 2018**

**Roy Raney – Outside Vendor Chair 432-362-6620**

[texaslonghorn1977@hotmail.com](mailto:texaslonghorn1977@hotmail.com)

**Shelley Raney – Inside Vendor Chair [sbrmcfair17@gmail.com](mailto:sbrmcfair17@gmail.com)**



**ARENA, PAVILION  
& AMPHITHEATER**

2514 Arena Tr. Midland, TX 79701

PO Box 1660 Midland TX 79702

(432) 682-1300

[www.midlandhorseshoe.com](http://www.midlandhorseshoe.com)

## VENDOR/EXHIBITOR APPLICATION FORM AGREEMENT

Please Return Page 1 & 2, plus all other applicable documents

### Exhibitor/Vendor Applicant Information:

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

### VENDOR SPACE REQUIRED (Check Vendor Type. See Description below for Vendor Types)

____ FOOD & BEVERAGE VENDOR	\$450	OUTSIDE TRAILER SPOT
____ SPECIALTY SERVICE VENDOR	\$450	OUTSIDE TRAILER SPOT
____ COMMERCIAL VENDORS	\$400	INSIDE 10x10 BOOTH, 8FT. TABLE + 2 CHAIRS
____ SPECIALTY SERVICE VENDOR	\$400	INSIDE 10x10 BOOTH, 8FT. TABLE + 2 CHAIRS
____ HOME BUSINESS VENDORS	\$200	INSIDE 10x10 BOOTH, 8FT. TABLE + 2 CHAIRS
____ NON-PROFIT VENDOR	\$100	INSIDE 10x10 BOOTH, 8FT. TABLE + 2 CHAIRS
____ "STARTER BOOTH" VENDOR	\$150	8FT. TABLE + 2 CHAIRS

**Type of Product and Space Information**

Please enter your items to be sold. Any change from the approved items will need the approval of MCF Vendor Chairman. **NO LATER THAN AUGUST 1, 2018.** Items not disclosed, will not be allowed to be sold. **ABSOLUTELY NO FOOD OR BEVERAGES ARE ALLOWED TO BE SOLD IN NON-FOOD VENDOR BOOTHS.**

Please describe the type of booth structure that you will be setting up. Please note that pipe & drape back drop is provided for you and in some instances a wall may act as the backdrop of your booth. Space will be limited, therefore please be specific in dimensions and space required. Final placement will be made by the Vendor Chairman. Each booth space is approximately 10 x 10. PLEASE CONFIRM # OF 10X10's REQUIRED.  
 #\_\_\_\_\_. Description \_\_\_\_\_ of \_\_\_\_\_ Booth Structure\_\_\_\_\_

IF YOU ARE AN OUTSIDE TRAILER EXHIBITOR/VENDOR PLEASE INDICATE YOUR DEMINSIONS:

LENGTH
WIDTH

SPECIAL REQUIREMENTS:


**Electrical Requirements**

Power availability is based on a first come first serve basis. Electrical requirements may determine vendor location.

Please list **all** electrical requirements, including lighting. Site is equipped with **110V power, 20 Amp source only**. Power is included with your rental fee. Upgrades may be available upon request and additional cost.

Equipment Description	Qty.	Watts	Amps

**Total (not to exceed 20 Amps):** \_\_\_\_\_

*I have read the complete Exhibitor/Vendor Application, Rules & Regulations and by signing this agreement agree to all the information within.*

**X** \_\_\_\_\_

Signature

**X** \_\_\_\_\_

Date

Please return pages 1 & 2

## VENDOR HOURS

	INSIDE VENDORS	OUTSIDE VENDORS
THURSDAY	5:00PM-10PM	5PM-12M
FRIDAY	5PM-10PM	5PM-12M
SATURDAY	10AM-10PM	10AM-12M
SUNDAY	12N-8PM	12N-10PM (CARNIVAL MAY STAY OPEN LATER)

VENDORS ARE NOT PERMITTED TO SET UP DURING POSTED VENDOR HOURS, SET UP MUST BE COMPLETED PRIOR TO POSTED VENDOR HOURS. NO VENDOR MAY TEAR DOWN OR BREAKDOWN THEIR VENDOR BOOTH UNTIL AFTER POSTED HOURS LISTED ABOVE. ANY VENDOR WHO BREAKSDOWN OR LEAVES BEFORE POSTED HOURS WILL NOT BE ALLOWED TO PARTICIPATE NEXT YEAR. THIS ALLOWS FOR A FAIR-GOER TO HAVE THE BEST POSSIBLE EXPERIENCE AFTER PURCHASING A FAIR TICKET. IT IS ALSO A SAFETY ISSUE. ABSOLUTELY NO VENDOR TRAILERS/VEHICLES ALLOWED IN VENDOR PUBLIC AREAS DURING FAIR HOURS. SPECIAL VENDOR PARKING AREAS ARE AVAILABLE FOR ALL VENDORS.

## VENDOR RATES

FOOD & BEVERAGE VENDOR	\$450	OUTSIDE TRAILER SPOT
SPECIALTY SERVICE VENDOR	\$450	OUTSIDE TRAILER SPOT
COMMERCIAL VENDORS	\$400	INSIDE 10x10 BOOTH, 8FT. TABLE + 2 CHAIRS
SPECIALTY SERVICE VENDOR	\$400	INSIDE 10x10 BOOTH, 8FT. TABLE + 2 CHAIRS
HOME BUSINESS VENDORS	\$200	INSIDE 10x10 BOOTH, 8FT. TABLE + 2 CHAIRS
NON-PROFIT VENDOR	\$100	INSIDE 10X10 BOOTH, 8FT. TABLE + 2 CHAIRS
“STARTER BOOTH” VENDOR	\$150	8FT. TABLE + 2 CHAIRS

TABLES DO NOT INCLUDE TABLE LINENS

VENDORS MUST PROVIDE THEIR OWN EXTENSION CORDS, POWER STRIPS, ETC.

## **VENDOR DEFINITIONS:**

**Food & Beverage Vendors** (any company selling food/bev, sampling food/bev, packaged food/bev, and internet orders food/bev are classified as Food & Beverage Vendors). Food & Beverage vendors are located at the food trailer area on the fair grounds. No inside food & beverage sales permitted.

**Specialty Services Vendors** (Face-painter, sketch artist, fortune tellers that sell their services) This may also include clowns, balloon artist, jugglers, etc.). No roaming service vendors are permitted within the fairgrounds. Specialty service vendors may utilize inside or outside spaces.

**Commercial Vendors** (includes company resale items, clothing, commercial booths such as, Mattress Firm, Verizon, Cutco, etc.). Also includes resort sales, marketing service companies and recruiting companies. Anyone who makes their living vending their products are considered commercial vendors. You may select vendor locations inside or outside, based on availability.

**Home Business Vendors** (includes businesses that are based from home. This includes businesses such as Lipsence, Mary Kay, Tupperware, etc.). Also includes crafters, jewelry, trinket vendors. You may select inside, or outside location based on availability.

**Non-Profit Vendors** (includes 501C3's, non-profit associations, political party information distribution, educational services, etc.)

**First Timer "Starter Vendor"** (Discounted rate for vendor just beginning in their business, wanting to test the market, has limited resources related to risk). This special rate and reduced vendor sized space is granted upon request and to be approved by the Vendor Chairperson. Based on availability.

## **VENDOR MOVE IN & MOVE OUT:**

**Outside Food Vendors** may move in Thursday, beginning at 10am. The Vendor Chair will place you in your designated spot. Please understand that based on electrical needs, trailer sizes, and direction may determine your location. DO NOT PARK IN AN "ASSUMED" SPOT, AS YOU MAY BE ASK TO MOVE. All Vendors must be set up completely upon opening at 5pm. Be prepared for all applicable inspections.

**Inside Vendors:** May move in beginning Thursday at 8am. Some special arrangements may be made for a Wednesday, after noon move-in.

**Not Responsible For:** The Midland County Horseshoe Arena, Midland County, Midland County Fair, Dooley Management Company are not responsible for theft or loss of property. Not responsible for accidents.

## **FOOD & BEVERAGE VENDOR RULES & REGULATIONS**

Leased space exclusively for the stated purpose on the Agreement/Application, and only the merchandise or services as described on the Agreement/Application may be exhibited, displayed and/or sold. Exhibitor must confine all exhibit activities to within the limits of space allotted to the booth. Sales personnel and

demonstrators are prohibited from operating in the aisles and extending their activities into areas other than the Exhibitor's booth space.

Midland Fire Prevention has presented a Food Vendors Inspection and regulation page

**Any cooking under a tent will NOT be allowed.**

**Food Booths:** Booths authorized to sell food or beverage products must adhere to the following guidelines:

**Prices:** All product prices will be clearly posted. Deviation from posted prices will not be permitted. ITEMS SOLD MUST BE APPROVED AND MAY NOT BE DEVIATED FROM.

**ABSOLUTELY NO COLA PRODUCTS, BEER/WINE/ALCOHOL, BOTTLE WATER, etc.**

The Horseshoe Arena along with Dooley Management provides ALL beverages.

Some "SPECIALITY" beverages may be allowed to be sold with written advance approval. The Horseshoe Arena/DMC is a TABC Licensed Premises. All Texas Alcoholic Beverage Commission Rules Apply. No Alcohol may be brought onto the premises and may be purchased on property.

**REQUIRED PERMITS/DOCUMENTS FYI: NEW STATEWIDE FOOD HANDLERS' CERTIFICATION REQUIREMENTS WERE APPROVED BY THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES IN OCTOBER 2015. AS PART OF THE TEXAS FOOD ESTABLISHMENT RULES (TFER), ALL TEXAS FOOD HANDLERS MUST NOW SUCCESSFULLY COMPLETE AN ACCREDITED FOOD TRAINING COURSE TO HANDLE FOOD.**

Vendors must obtain a **Midland County Health Permit, Insurance and Food Handlers' Certificate** AND A **Midland County Inspection Permit**, obtained by the Midland County Fire Dept. Marshal Office

15000 W. Wall St.

Midland, TX 79701

Phone: 432-685-7333

All permits must be displayed in booth. Insurance and food handlers' certificates should be made available.

**INSURANCE: ALL EXHIBITOR'S (NON-FOOD & FOOD) MUST SUPPLY INSURANCE AT TIME OF BOOKING.**

**FOOD & BEVERAGE VENDORS PLEASE RETURN:**

**1. COMPLETED APPLICATION**

**2. COPY OF INSURANCE REQUIREMENTS** (Listing Midland County Fair, Midland County Horseshoe Arena and Dooley Management Company as Additionally Insured)

**3. MIDLAND COUNTY INSPECTION PERMIT**

**4. CHECK OR MONEY ORDER FOR SPACE RENTAL**

**5. FOOD HANDLER LICENSE**

## **ALL EXHIBITOR/VENDOR RULES & REGULATIONS**

**Fees:** All fees must be paid in full including any booth rental fee, late fee and/or insurance fee by August 1, 2018. No refund shall be paid to Vendor/Exhibitor for any deposit, payment, or prepayment of rental fee made to MCF.

**Exhibitor/Vendor is responsible for knowing and complying with all policies, rules, and regulations contained in these Rules & Regulations which are incorporated into Exhibitor's/Vendor Exhibit Booth Application/Agreement. MCF may immediately cancel Exhibitor's Application/Agreement if Exhibitor or any person employed by Exhibitor or under Exhibitor's control fails to comply with any Rules after being notified of the violation. Non-compliance with the Rules is also cause for MCF to refuse to allow Exhibitor to exhibit at future shows. MCF reserves the right to require modifications to Exhibitor's booth design and/or selling techniques, and Exhibitor shall immediately comply with any modifications requested by the MCF Vendor Chair.**

**Agreements:** Exhibitor/Vendor Booth Application/Contract ("Agreements") for booth space are for the contracted period only and do not carry over to the next year. MCF reserves the right to refuse to renew any Agreement.

**Conflicts:** Nothing shall be sold or given away or otherwise disposed of by Exhibitor which will in any way conflict with, or which is the subject matter of, any privilege or concession granted or sold by MCF. No product may be sold if not approved in advance and listed on this application. MCF may require photos of products to be sold, and/or vendor booth set up, trailer, decorations and/or signage.

**Exhibit Booth Space:** Subject to the conditions of the 2018 MCF Exhibit Booth Contract. The MCF leases to Exhibitor/Vendor a certain exhibit/vendor area described on the Application for the term of August 23-26, 2018. Exhibitor may use the leased space exclusively for the stated purpose on the Agreement Application, and only the merchandise or services as described on the Agreement/Application may be exhibited, displayed and/or sold. Exhibitor must confine all exhibit activities to within the limits of space allotted to the booth. Sales personnel and demonstrators are prohibited from operating in the aisles and extending their activities into areas other than the Exhibitor's booth space.

**Food Booths:** Booths authorized to sell or provide samples (1 oz. or less) of food products must adhere to the all Food & Beverage Rules & Regulations. *See Food & Beverage Vendor Rules & Regulations for more information.*

**Prices:** All product prices will be clearly posted. Deviation from posted prices will not be permitted.

**Food Permits:** Booths must obtain a **Midland County Permit** before event. Permit must be displayed in booth. **ALL food workers must obtain a food handler's certificate from Midland County Health Department.** *Permit and Food Handler Class Information can be obtained by contacting the Midland County Health Department at 432-681-7613.*

**ALL VENDORS REQUIRE INSURANCE: ALL EXHIBITOR'S (NON-FOOD & FOOD) MUST SUPPLY INSURANCE AT TIME OF BOOKING.**

**RV Spaces:** RV Spaces are available for rent/reservations. \$25 per night. Must be reserved by calling the Horseshoe Business Office M-F 8am-5pm. Closed 12n-1pm.

Directions to the Horseshoe Arena: visit [www.midlandhorseshoe.com](http://www.midlandhorseshoe.com)

**INSURANCE REQUIREMENTS:**

**ALL EXHIBITOR'S MUST SUPPLY INSURANCE AT TIME OF BOOKING) NAMING: MIDLAND COUNTY FAIR, MIDLAND COUNTY HORSESHOE ARENA, AND DOOLEY MANAGEMENT COMPANY AS ADDITIONALLY INSURED.**

**\*NO VENDOR WILL BE ALLOWED TO SET-UP WITHOUT PROOF OF INSURANCE PAPERWORK IN ADVANCE.**

**IF YOU NEED INSURANCE, YOU MAY CONTACT THE FAIR INSURANCE COMPANY, KALIFF INSURANCE FOR ASSISTANCE**

**Brettany Johnson  
Kaliff Insurance  
2009 N.W. Military Hwy  
San Antonio, TX 78213  
Phone: 210-829-7634  
Fax: 210-829-7636  
Email: [brettany@kaliff.com](mailto:brettany@kaliff.com)**

**NON-FOOD VENDORS PLEASE RETURN:**

- 1. COMPLETED APPLICATION**
- 2. COPY OF INSURANCE REQUIREMENTS**
- 3. CHECK OR MONEY ORDER FOR SPACE RENTAL**

**Mail Form (Pages 1 & 2):  
Attn: MCF Vendor Chair/Roy Raney  
P.O. Box 50431  
Midland, TX 79710-0431**

FREQUENTLY ASK QUESTIONS:

**Q: Why do All businesses have to have a sales tax permit and other applicable licenses and permits?**

A: One of the main reasons any business owner is required to carry a license is so that revenue can be tracked for taxation purposes. Businesses that sell taxable goods or services also need a sales tax license or permit. Licenses and permits are also used to protect the public and are required in federally regulated industries (aviation, firearms, alcohol businesses, etc.).

Other industry licenses signify specific expertise. For example, if you run an in-home hair styling business, you'll need the same professional license that you'd need if you had a main street salon.

**Q: What are General Business License and Permit Guidelines**

A. Sales Tax Permit - If you sell taxable goods or services (online or offline), you are required to collect state and local sales taxes from your customers. The State of Texas frequently checks vendors at vendor related events. This permit is mandatory for all MCF Vendors.

Health and Safety Permits – Depending on your location and industry, you may need either a permit or an inspection from your local fire department, especially if your business requires the use of flammable materials or will likely involve the assembly of several people in one location, such as a child care business. See MCF requirements in Vendor Agreement.

**Q: Why can't I bring in/and or sell water, cola products or alcoholic beverages?**

A: The Midland County Horseshoe Arena is a TABC Licensed facility. All Texas Alcoholic Beverage Commission laws apply. The In-house Management Company, Dooley Management Company is a TABC Licensed company and provides all beverage services (including alcoholic beverages) in the venue and on the venue grounds. The carnival is pre-approved to sell cola/water products in their designated footprint only. Vendors may sell specialty beverage products, such as lemonade, frozen non-alcoholic drinks. Any specialty drinks sold must be pre-approved by the Midland County Fair.

**Q: Is Ice Available on the Grounds**

A: Currently, we do not provide an Ice Station. Vendors are responsible for bringing in their own ice and products.

**Q: Trash**

A: Trash receptacles are provided for the fair-goers convenience and your convenience. Trash is picked up periodically throughout the day. Dumpsters are also available for large quantity trash. Please secure any loose trash and dispose of frequently. The MCF works to keep the vendor area as clean as possible for the fair experience.