

## 2011 Horse Days Commercial Rules and Regulations

**FINANCIAL OBLIGATIONS:** Every individual or company doing business on the Fairgrounds during Horse Days must have a written and signed contract. **\*\*One-half of the rent is due with return of signed contract by February 1, 2011. THE FINAL PAYMENT PLUS YOUR CERTIFICATE OF INSURANCE IS DUE NO LATER THAN July 1, 2011. \*\* If final payment is not received by July 1, 2011 your space will be re-rented\*\*.** All approved contracts and deposits will be deposited to our bank immediately upon receipt. A \$25.00 fee will be charged for contracts cancelled after July 1, 2010. If we are unable to re-rent the space there will be no refund. There will be a \$25.00 charge for all returned checks.

**DEFAULT:** If vendor is in default under any section of this contract agreement, or fails to adhere to the standards established by the Horse Days Board shall notify vendor of such default or failure and vendor shall have a reasonable time to remedy such default or failure, such reasonable time to require immediate action if Horse Days is in, or about to begin, production. In the event that the vendor does not remedy such conditions in a reasonable time, Horse Days may terminate contract agreement, expel vendor from the location and offer to rent the location to another vendor without any further liability or obligation to vendor.

**TICKETS: EVERY VENDOR will receive a VENDOR PACK.** Vendor packs consist of (6) six daily admissions and 10 VIP tickets for free admission for your clients. Regular price for a daily adult admission is \$\_\_7\_\_; Adult Season tickets are \$\_\_18\_\_ and Junior Season Pass is \$\_\_0\_\_ for children 6-12 years old. For your convenience this year you may order and pay for tickets in advance. **\*\*PLEASE NOTE\*\*** We will not be mailing the tickets out ahead of time, you must pick them up at the Fair Office during check in on August 18<sup>th</sup>. **TICKETS ARE NOT REFUNDABLE. TICKETS CAN BE LEFT AT ONLY THE VENDOR ADMISSION GATE FOR YOUR EMPLOYEES PICKUP. You must provide a pre-printed envelope with your business name at the Vendor Admission Gate along with the name of the employee the ticket is for.**

**THERE WILL BE A VIP ADMISSIONS LINE WITH NO WAITING FOR YOUR PREFERRED CUSTOMERS.**

**EXHIBIT SPACE:** Returning vendors will be placed in same location or as close as possible to previous years location **provided your contract is returned by or prior to the due date of February 1<sup>st</sup>. Contracts not paid in full by July 1<sup>st</sup> will be assessed a late fee of \$50.00.** The Horse Days Board reserves the right to change the layout of booths and assigned spaces as necessary. The Horse Days in connection with setting up your display will provide no special services. All vendors must provide their own lighting for outdoor displays and their own floors. It is also the vendor's responsibility to provide their own chairs, tables, furniture, lighting and any other display materials. Displays should not obstruct neighboring displays or project ahead of neighboring booths. **All aisles and pedestrian walkways on the Fairgrounds must not be obstructed in any way.** Demonstrating and distributing of material must be confined to the limits of your occupied exhibit space. Vendors will not be permitted to roam the grounds selling merchandise or distributing flyers/coupons/ads. P.A. systems or other machines making noise shall not be allowed without approval of Horse Days. These exhibits with approved noise-making devices may have their privilege revoked if the noise becomes too loud and/or too constant. Horse Days **RESERVES THE RIGHT TO SPOT-CHECK ANY CONCESSION/EXHIBIT SHOULD A QUESTION OR PROBLEM ARISE.** Concessionaires/exhibitors shall not exhibit or sell any product that has not been listed on the contract and approved by Horse Days. Any variation will result in forfeiting an invitation to return the following year. Food Concessionaires must submit a list of items to be sold. No item may be added without permission from Horse Days Board. Prizes, gifts or sale of any items deemed hazardous, unsafe or unsuitable by the Horse Days Board are prohibited. The Horse Days Board reserves the right to deny display and/or sale of any items, which in their judgment are inappropriate.

**Concessionaires/Exhibitors are prohibited from assigning or subletting booth or space.**

**You must receive approval before using shavings.**

New vendors will be subject to a one (1) year probation during that year dealer must:

- Comply with the hours of operation
- Comply with all financial obligations
- Comply with all health and safety rules/regulation
- Comply with all established rules/regulations
- Provide Honest and Fair Service

**STATE REQUIREMENTS:** Those selling any type of merchandise must obtain an Illinois Sellers Permit. Contact the State Department of Revenue for additional information. Illinois State Sales Tax is 6.75% in Boone County.

All food vendors shall comply with state and local health regulations found in the "Temporary Restaurant Guidelines" booklet from the Department of Health and Social Services. Illinois Department of Agriculture, Trade & Consumer Protection, Food Division, Springfield, IL and Belvidere Department of Health & Social Services State Restaurant Inspector, Belvidere, IL will inspect all food and drink stands.

**MANDATORY RECYCLING:** Illinois Mandatory Recycling Law requires that we recycle glass, plastic, aluminum, tin and cardboard. Food vendors, not the fairgoers, must dispose of these items in designated containers. All vendors are responsible for breaking all cardboard flat before placing it in our dumpsters. **Dumpsters for all cardboard will be located in the alleyway between the restrooms and the Fair Office building.**

**TENTS:** Tents can be rented from the Berg Tent Company. **\*\*ALL TENTS USED ON THE BOONE COUNTY FAIRGROUNDS MUST BE FLAME RETARDANT.** They must be NFPA 701 Compliant. No tarping will be allowed per ordinance of the City of Belvidere Fire Department.

**Where tent pegs are used for securing tents, vendors must request additional frontage to accommodate the tent pegs.**

**ICE:** Ice must be purchased, on the grounds, thru Horse Days or it's appointed vendor.

**WATER SUPPLY:** A back flush valve will be provided for each water hook-up. If you have a soda machine, which requires a water hook-up for making carbonated water, you will need a second special back flush valve for that purpose. Per local and state health regulation, all vendors using water outlets/connections on the Fair Grounds shall FDA or NSF approved water hoses. Also, "gray water" shall be self contained (holding tank) and can be deposited only in specific designated areas. Any vendor draining "gray water" on the ground will be in default of their contract agreement.

**APPEARANCE:** Concessionaires/exhibitors must keep their space neat and sanitary. They shall pick up debris in and around their space and dispose of it in the appropriate containers. Grease barrels with lids will be provided. All cooking grease **MUST** be placed in the barrels and lids used at all times. Food concession personnel must wear clean clothing and aprons while serving.

**All food vendors are required to have a K type extinguisher in your food stand at all times. You must chain and secure any compressed gas tank in your food stand. Also, all vendors must have a 5 pound ABC Fire Extinguisher in your booth at all times. Food vendors you are required to have both types.**

**IDENTIFICATION AND SIGNS:** A price list of all items for sale must be displayed in a prominent location. Signs must be plain and neat. All exhibits must have a sign/banner identifying your business/organization in a prominent location. Distribution of handbills, fliers or heralds upon the grounds during Horse Days is prohibited. The posting of any advertisement, signs, posters, banners, etc. is only allowed within your contracted space.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE BOONE COUNTY FAIRGROUNDS.**

**VEHICLES:** Storage vehicles may be parked on your space or location designated by Superintendent of Privileges only if there is sufficient room. Vendors are encouraged to park storage vehicles in the designated area near the campground. There is no charge except for electric usage. **All Storage trailers/trucks must have contact name and working phone number on back door for emergencies and on file in the Show Office. This information must be filed at time of check-in. No vehicles will be allowed on the fairgrounds prior to Friday, August 18<sup>th</sup>. Set-up times of your booth will start at 8 a.m. on Thursday, August 18<sup>th</sup>. All booths must be in operation by 8:00 a.m. on Friday, August 19<sup>th</sup> – Opening Day of the Show.**

ALL VEHICLES MUST BE OFF THE MIDWAY ROADS BY 7:45 A.M. DAILY. DELIVERIES MADE AFTER THIS TIME MUST BE MADE BY HANDCARTS OR OTHER AUTHORIZED VEHICLES.

**SHIPMENTS/DELIVERIES:** All United Parcel deliveries should be directed to the vendor, in care of Boone County Fairgrounds, Hwy 76, Belvidere, IL. Positively no property will be accepted upon which there are charges of any kind. The Show **will not accept responsibility** at any time for materials received and stored. **UPS DELIVERIES WILL BE PICKED UP AT THE MAIN GATE. DELIVERY ARRIVALS WILL BE ANNOUNCED.**

All vendors, making deliveries on the grounds, must purchase a Vendors permit from the Fair Office. They will only be allowed to deliver 7-9 a.m. on the fairgrounds. If they do not purchase a permit you will have to make arrangements to meet them off the fairgrounds.

**All concessionaires/exhibitors must show their Season or Daily Vendor passes to enter the fairgrounds.** Parking permits do not substitute.

**GOLF CART OPERATION POLICY:** The safety of patrons of Horse Days is of the up most importance to the Horse Days Board and is the main purpose of this policy. This is our attempt to insure the safe operation of golf carts during Horse Days. Mini Motor Bikes will not be allowed. Maintenance, Office, Treasury, Rescue Squad, Fire Department, Security personnel, Vendors, Carnival employees and patrons, with written approval from the Horse Days Board, are the only people allowed to operate golf carts during Horse Days. Authorized personnel are allowed to operate golf carts during defined times and area only. Vendors may operate their golf carts in the normal course of their duties with only the intended number of passengers. Vendors have no restrictions on where they operate their golf carts. Vendors must use due care and speed when operating their golf carts or their permission will be revoked. **Vendors who plan to operate golf carts must provide proof of insurance coverage for their golf cart use and sign a disclaimer at the Fair Office in advance. A permit will be issued to you once the Fair Office receives your insurance certificate.**

**SMOKING POLICY: NO SMOKING IN ANY BUILDING. ALL FOOD EMPLOYEES MUST CONFINE THEIR SMOKING TO OUTSIDE AREAS OF THEIR STANDS.**

**ELECTRICAL REQUIREMENTS:** Electric charges are listed on your contract. All direct wiring, hook-ups and unhooks must be done by the fair electrician.

**\*\*THE HOURS THE ELECTRICIAN WILL BE AVAILABLE BEFORE THE FAIR:**

August 18<sup>th</sup> \_\_\_\_\_  
August 19<sup>th</sup> \_\_\_\_\_  
August 20<sup>th</sup> \_\_\_\_\_  
August 21<sup>st</sup> \_\_\_\_\_

Only rubber cords of good quality with copper conductors and ground wire in green are allowed. No aluminum wire or entrance cable with aluminum or copper will be allowed for hook-ups. All single pole cords of 110 to 120 volt users must provide 3-wire cord. All double poles direct wiring of 240-volt users must provide 4-wire cord. Cords provided for direct wiring should be as follows: (110-220 volt lead) Black on hot leg - White on neutral - Green on ground to ground stakes: (240 volt lead) Black on hot leg - Red on hot leg - White on neutral & Green on ground to ground stakes. Cord size requirement for breaker needs: #14 Cord-15 amp; #12 Cord -20 amp; #10 Cord-30 amp; #8 cord-40 amp; #6 Cord 50-60 amp; #4 Cord 60-80 amp & #2 Cord 81-125 amp. Only up to 125 amps will be available on 240 volts. All users of 110-120 volt direct plug in outdoor cords must have a 3-prong plug – 20 AMP camper style. You must leave a working space 3' in front and 1' on each side of all electrical panels. All direct wiring cords must be labeled with the stand's name at the end of cord just under the panel. The electrician may disconnect any amp overload or unbalanced electrical load.

- . **Electrical generators are not to be used in concession areas unless prior approval is received.**
- . **Storage vehicles using electricity will be charged 35 per day and assigned a space and pole.**

**HORSE DAYS AND/OR THE FAIR ELECTRICIAN WILL NOT BE HELD LIABLE FOR DAMAGES OR LOSS DUE TO ELECTRICAL PROBLEMS.**

**PLEASE NOTE: If you need any electrical work done while on our fairgrounds you must use our Fair Electricians. Please check with the Fair Office if you need to contact them.**

**HOURS OF OPERATION:** All Concessions/exhibits must be in place and operating by **8:00 a.m.** on opening day of Horse Days or space will be re-rented with no refund given. All concessions/exhibits must be open and in operation from 10 a.m. to the time listed in your zone. This is the minimum amount of hours of operation. If you choose to be open longer, please do so. **On Sunday, the last day of Horse Days, all vendors must stay until the close at 5:00 p.m.** **\*\*Please note the inside booths must remain open until 8:00 p.m.** During the hours of operation, all exhibits must be open and have a vendor representative in the booth. Unmanned booths will be subject to removal and will forfeit an invitation to the 2011 Fair. Early withdrawal will result in the vendor forfeiting an invitation to the 2012 Fair. **This rule will be strictly enforced. PLEASE REFER TO THE MAP FOR THE DESIGNATED RELEASE TIMES.**

**No vendor trucks will be allowed on the grounds Sunday, August 21<sup>st</sup> until 5:15 p.m.**

**Horse Days is open daily 8:00 a.m. – 11:30 p.m.**

**INSURANCE:** All vendors shall furnish Certificate of Insurance for general liability with limits of **\$1 million per each occurrence**, naming Horse Days, the Boone County Fair Association and The Boone County Pomona Grange as "**Additional Insured**" for the dates of the Show. All food vendors must provide Horse Days with proof of product liability as well. No vendor will be allowed to set up until the Certificate of Insurance has been filed. **Please provide the business name as listed on the vendor contract or accompanied by the business name for proper identification.**

A Certificate of Coverage must be sent to the Fair by August 1, 2010. If you desire, the Fair's Insurance Company will provide coverage for **\$70.00. If you decide to purchase insurance through the Fair please fill out the enclosed form – Horse Days Vendor Additional Insured Information form.** Please note on your contract or contact the Show Office by July 15, 2011 if you would like our insurance. Payment for purchased insurance is due on or before August 1, 2010. If you have liability insurance and have received any claims before the start of the fair you must inform the Fair Office of the amount.

**LIABILITY:** Horse Days and the Boone County Fair shall not be responsible for any negligence or unlawful acts of the lessee or lessee's agents or employees. They won't be responsible for any injuries, claims or liabilities suffered or incurred by lessee or lessee's agents or employees while on the fairgrounds and lessee must agree to hold Horse Days harmless there from. The lessee must indemnify Horse Days from any and all liability, loss or damage the Fair may suffer as a result of claims, demands, costs or judgment against it arising out of the actions of lessee or lessee's agents or employees.

**CAMPING:** Camping spaces are assigned. If you need a space please indicate on your contract. Horse Days will reserve a location for you. Camping spaces will be **available at Noon on Thursday, August 18<sup>th</sup>.**

Please check-in with the Campgrounds Superintendent before parking your vehicles. The cost for camping is \$\_\_\_\_\_ **per night per unit. You will however need to include with your contract this year your fee for camping. This will need to be paid by July 1, 2011.**

**PARKING:** **Parking outside the gates for attendees is Free at the Boone County Fair Grounds. Anyone wishing to park inside must display a parking pass.**

**SECURITY:** Horse Days will provide security from Thursday, August 18<sup>th</sup> until Monday, August 22<sup>nd</sup>. Security will be patrolling the grounds 24 hours a day during this time frame. Please be aware that it is not possible for security personnel to be everywhere at all times and consider carefully what you leave in your stand at night. We will not be held responsible or liable for any loss or theft. If there is a problem, please contact our Security department that is located near the Main Gate. All exhibits must be removed (1) day from the close of Show.

**FRAUD AND MISREPRESENTATION:** each of our vendors is expected to deal honestly and fairly with the public, and his/her employees. Any attempted fraud or misrepresentation will be considered cause for immediate dismissal from the show.

Please read all of the Rules. The **Horse Days** Board reserves the right to make changes to these Rules every year. Please read this book carefully and be aware of the changes in the rules of our Show. You will be held accountable for all rules listed.

**Horse Days 2011  
AUGUST 19-21, 2011  
Boone County Fair Grounds  
Belvidere, Illinois  
Vendor/Exhibitor Registration Form**

**All Vendors will receive up to six passes per 10 x 10 booth  
10 VIP passes for clients  
Free vendor parking nearby**

**1 Booth includes a 1/8<sup>th</sup> page ad in the Horse Days Program  
2 Booths includes a 1/4 page ad in the Horse Days Program  
3-4 Booths include a 1/2 page ad in the Horse Days Program  
5 or more Booths include a full page ad in the Horse Days Program**

**Any Vendor wanting to camp at the Fairgrounds will receive a 25% discount of  
the regular camping rates.**

**Tables, skirts, and Chairs may be rented from Valley Expo.  
The number is (877) 332-4292 to make arrangements**

**Each Vendor will receive 6 passes for our complimentary Pig Roast & Corn Boil  
Thursday evening starting 6:00 pm**

**BUSINESS/EXHIBIT Name**\_\_\_\_\_

**Contact Person**\_\_\_\_\_

**Address**\_\_\_\_\_

**City**\_\_\_\_\_ **State**\_\_\_\_\_ **Zip**\_\_\_\_\_

**Phone**\_\_\_\_\_ **Cell Phone**\_\_\_\_\_

**E Mail**\_\_\_\_\_ **Fax**\_\_\_\_\_

*Exhibit Hall Booths are 10x10*

*Includes Pipe & Drape with dividers  
15 amp Electricity where available is included*

Number of Booths Required \_\_\_\_\_ @ \$ 350.00 each..... \$ \_\_\_\_\_  
End cap or Island add \$ 50.00.....\$ \_\_\_\_\_  
Electricity needed ..... Y or N

*Open Outside Spaces are 10 x 10*

Number of Spaces Required \_\_\_\_\_ @ \$150.00 each.....\$ \_\_\_\_\_  
Bulk Space (> 6 spaces) \_\_\_\_\_ @\$600.00 each.....\$ \_\_\_\_\_

*Outside Spaces including Tents\**

10x10 @ \$ 275.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_  
12x12 @ \$ 325.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_  
12x19 @ \$ 500.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_  
14x24 @ \$ 600.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_  
20x30 @ \$ 750.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_  
20x40 @ \$1,000.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_  
40x60 @ \$1,500.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_  
60x210 @ \$5,000.00 Number Required \_\_\_\_\_ \$ \_\_\_\_\_

*Camping Fee.....\$ \_\_\_\_\_*  
*50% Deposit Due February 1, 2011.....\$ \_\_\_\_\_*  
*Balance Due July 1, 2011.....\$ \_\_\_\_\_*  
*Late Fees.....\$ \_\_\_\_\_*  
*Total Due.....\$ \_\_\_\_\_*

*I have read all of the rules established by Horse Days 2011. I understand and agree to comply with these rules.*

\_\_\_\_\_  
*Date*

*Vendor*

\_\_\_\_\_  
*Date*

*Horse Days*