

**WEBER COUNTY FAIR
GENERAL RULES AND REGULATIONS**

The Fair leases space for the exhibition, sale, and distribution of products, services, information, and other items of business. Lease agreements are embodied in contracts (of which these rules and regulations are a part of) providing for the use and occupancy of certain small spaces of the Fair's property located on the Fairgrounds and referred to as "spaces." Any company, partnership, institution, or individual over 18 years of age, hereinafter referred to as "vendor," may apply for a space.

These rules and regulations define the conduct of the vendor and how the leased spaces are used. The Fair reserves the right to interpret, amend, revise, and delete these rules and regulations as it deems fit and its sole discretion in order to achieve the maximum benefit for the Fair, its patrons, and exhibitors.

Should the actions of any vendor require the cancellation of the lease agreement during the time of the Fair, the vendor will be required to move everything immediately upon notification to vacate the premises and will forfeit any lease fees.

- 1. ALL VENDORS MUST PROVIDE A CARD ON FILE TO BE CHARGED IF ANY RULE INFRACTIONS TAKE PLACE, LATE SETUP, OR PROPERTY IS DAMAGED.**
2. Non-conforming situations which exist at the time of a new rule may be allowed at the Fairs option, but may be called into conformity in the future.
3. Booth spaces are designated 10' X 10' booths. In no instance will anything (signs, chairs, posts, merchandise, personnel, etc.) extend forward of these markers.
4. Motorcycles, bicycles, roller blades, and skateboards are not permitted on the Fairgrounds. The Fair reserves the right to sell beer in specific locations.
5. A prominent sign, professional in appearance, identifying vendors can be posted at vendor's sole expense, within the confines of the leased space.
6. Vendors and their employees, agents, and representatives will conduct themselves and their operations in a courteous and friendly manner. Vendors and their employees must not wear or sell any item that in any manner depicts poor taste. Any actions found offensive or obnoxious by the Fair will be immediately terminated upon notice without booth refund.
7. Vendors will be responsible for any damage or loss caused by the vendors, their agents, employees, or supplies to property in which the Fair has an interest.
8. No persons may enter Fair property for the purpose of conducting business without first entering into a lease with the Fair. **Vendors must confine all transactions to the leased space and will not display signs, posters, brochures, advertisements, or solicit prospective customers in any location on the Fairgrounds except within leased space.**
9. **NO FOOD OR DRINK** of any kind will be allowed to be distributed by commercial vendor, unless preauthorized through Weber County Fair's Food and Beverage Manager.
10. **THE FAIR DOES NOT PROVIDE TABLES, CHAIRS, LADDERS, EXTENSION CORDS, ETC.**
10. Gaffers tape is the only tape allowed on the Rec Hall floor. It is available for purchase in the GSEC Box Office. A liquidated damage fee of \$25 per infraction will be charged to vendor upon booth inspection. No exceptions!
11. The Fair reserves the right to refuse to lease space to any vendor who has previously been found by the Fair Board to have violated any provision of a previous lease agreement, Golden Spike Event Center/Weber County Fair Rules and Regulations.

CHARACTER OF EXHIBITS:

The vendor coordinator(s) must approve in advance: (1) the installation of any exhibit and (2) distribution of any article, including printed matter and novelties. Items that are not allowed by the Weber County Fair Board are: play or candy cigarettes, cigarette lighters, *tobacco or tobacco related products, e-cigarettes, any non-FDA approved nicotine product*, silly string (or spray), stink bombs, and bumper stickers. *The Fair Board reserves the right to deny vendor request for any reason that may not be appropriate for Fair goers.* Exhibits or articles not so approved may be removed by the vendor coordinator(s) without refund, and the cost of removal will be borne by the vendor. Vendors must conduct his or her activities within their leased area.

CARE OF EXHIBITS:

Vendor booths must be maintained in clean and proper order at all times during the Fair by the vendor. The grounds will be open each morning at 10 am. After this time, all deliveries must be arranged through the vendor coordinators.

PLANS:

Any alterations or changes to the exhibit booths in any way whatsoever must have prior approval of the vendor coordinator. Any approved changes shall be done by the vendor at no cost to the Fair. The vendor must restore the booth to its original form before vacating premises. Draped booths will be furnished for all inside exhibit areas and are not to be changed without prior approval of the vendor coordinator. Outside booths will be 10' X 10' canopies with four sides and a top. Inside booths will be a 10' X 10' space made of pipe and drape frame.

LIMITATIONS AND SIGHT LINES (indoor booths only):

Each vendor is entitled to a reasonable sight line from the aisle, regardless of booth size. No part of your display shall extend forward of the booth front. Indoor exhibits may be displayed to a height of 8' in the rear 4' of your booth. In the front 6' of your booth, display must be kept below 3'.

ALL EXHIBIT CONSTRUCTION:

All exhibit construction must be completed no later than 10 pm on the Tuesday before the Fair starts. A late fee of \$50 per day will be charged to any vendor whose exhibit is not in place and ready at the time the Fair officially opens. A \$50 fee will be charged to any vendor who removes items of exhibit earlier than 11 pm the final night of the Fair.

EXHIBIT HOURS:

All booths must be open from 11 am to 11 pm, as well as staffed. NO EXCEPTIONS. Vendor who do not have their booth staffed during those times will be charged a \$50 fee. Please do not start any demonstrations after 10 pm.

WHAT THE FAIR PROVIDES: The Fair provides 10' X 10' pipe and drape (inside) or 10' x 10' canvas (outside) booth, 32 Fair tickets, and 110 volts of electricity (in specific areas). **ONE POWER CORD PER BOOTH.**

WHAT THE VENDOR PROVIDES: The vendor must provide all merchandise in booth(s), **all tables, chairs, extension cords, equipment needed, and personnel to operate booth(s) for the said hours of the Fair.**

FAIR ADMISSION TICKETS:

Admission tickets will be required for all vendors and attendants. 32 Fair Tickets (8 tickets per day) will be issued for each contract, NOT for each booth space. Additional tickets may be purchased at regular price. You are responsible to give your employees/helpers their tickets to enter the Fair each day. If an employee shows up without their ticket, they will not be allowed to enter through the gates into the Fair without purchasing a ticket. NO EXCEPTIONS!

REMOVAL OF GOODS DURING FAIR:

No exhibit, or portion thereof, may be removed or brought in from the building or grounds during the operating hours of the Fair without prior written consent of the vendor coordinator(s).

REMOVAL OF GOODS AFTER THE FAIR:

Exhibits must not be removed before 11 pm on closing day, Saturday, August 12, 2023. No vehicles will be allowed on the grounds until it is deemed safe by fair management. Do not leave valuable articles in booths on last night of Fair. If removal is not handled Saturday evening, vendors will have access the following day on SUNDAY between 10 am and 12 pm. **Any goods not removed by 12 pm on Sunday will be charged a \$50 fee per day until goods are removed.**

TAXING AND LICENSING:

The Utah State Tax Commission requires vendors who engage in direct sales at the Weber County Fair to pay sales tax to the state. You will need to obtain a temporary sales tax ID# (specifically for this event). BUSINESS LICENSING in Ogden City for participation in a public event will require a business license fee for the special event. **This fee is not included in the booth cost and is to be paid to Ogden City Business License. Contact Ogden City for the current fees.** All vendors are required by Ogden City to pay this even if they already have an Ogden City business license. Since the Temporary Sales Tax ID# is required for a Special Event Business License, you must first contact the State Tax Commission. Arrangements will be made to have a representative from each office here on set up day to make things more convenient.

Ogden City Business License
2549 Washington Blvd Suite #240
Ogden, UT 84401
Phone: 629-8962

Utah State Tax Commission
Special Events Unit
210 North 1950 West
Salt Lake City, UT 84134
(801) 297-6303 or (800) 662-4335

SHIPMENT:

All shipments directed to the Fairgrounds must be prepaid or the vendor must be available to accept the shipment. Under no circumstances will Fair personnel be responsible for damage or loss of shipments.

PARKING VEHICLES:

There will be no overnight parking on the Fairgrounds. Parking is available in the west dirt parking lot.

INSURANCE:

The Fair is not responsible for loss of exhibits during the Fair. The Fair will have door security during the day and will be locked at night. **The vendor is responsible for insurance to cover any loss. Certain exhibits also require liability insurance.** Even though security is provided, vendors are urged not to leave valuable merchandise in your booth (especially outside booths) overnight.

NOISES:

No loudspeaker, amplifier, or sound device shall be used in the exhibit space without prior approval. Excessive noise from any source, including T.V.'s, stereos, organs, microphones, chain saws, etc., need to have prior approval from the vendor coordinator(s).

INSPECTION:

The vendor, by executing this instrument, grants the Fair, without power of revocation, the right to inspect all exhibits, their officers, agents, and employees, and all facilities or conveyances controlled by them when entering or leaving the Fairgrounds.

**LAW OF THE CITY, COUNTY, AND THE STATE OF UTAH WILL BE STRICTLY ADHERED TO,
INCLUDING THE FIRE CODE.**