

Y *Kalamazoo County* **Youth Fair**

2900 Lake Street, Kalamazoo MI, 49048
Fair Office: 269. 383. 8778
Email: Fairgen@kalcounty.com
DEADLINE: July 26, 2024

and Family Festival
August 10, 2024

Vendor Lease Agreement

Please Print

Business Information

Business Name: _____
Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Email: _____
Emergency Contact: _____ Phone: _____

Vendor Information

Spaces Required	Type of Vendor	Rate	Electrical Needed (amps)	Water Needed (Yes/No)
	Fairgrounds Outside Exhibit 10' x 10' (Commercial & Non Profit Groups)	\$75.00 – Saturday 8/10 ONLY		

Requirements for Commercial Exhibitors:

*Please provide a certificate of insurance naming Kalamazoo County as additionally insured.

*Commercial Vendors: Please attach a full list and description of all items that you will be exhibiting, selling, or demonstrating at the fair. Gifts, novelties, and craft items must be specifically and individually listed. If you are providing a service or handing out information, please explain exactly what you will offer:

I have read and agree to the attached Terms, Rules, and Conditions.

Signature _____ Date _____

Please return signed agreement and payment to the Fair Office at the address listed above.

Checks should be made out to "Kalamazoo County Treasurer".

Full payment is due by July 26, 2024 or space will be forfeited. No exceptions.

Terms, Rules, and Conditions of Vendor Lease

1. No other use than specified may be made of space, and no other products than those specified may be exhibited or sold without the consent of Fair Management.
2. Should the tenant fail to observe the terms of this contract, the Fair may, at their discretion, cancel all rights of the Vendor without refunding any money paid and may be escorted off the fairgrounds.
3. If the Vendor fail to use the assigned space, no refund will be made on any advance payment.
4. The Fair shall have a lien on any property of the tenant to secure any funds due the Fair for any reason.
5. Rights under this contract may not be assigned, sold, transferred, or sublet.
6. Vendor waives any claim of damages or liability against the Fair, Management, Fair Council or its agents and employees, and shall hold them harmless from loss or liability arising from this lease.
7. The Fair may at any time enter upon and inspect any portion of the premises.
8. The Vendor must take care of the premises during the lease term and leave premises in good condition.
9. Walkways, roadways, entries, passages and staircases shall not be obstructed or used for any other purposes. The Fair has full control of traffic. Vehicles will be admitted to the grounds for the purpose of servicing exhibits during the hours and under the conditions that the Fair prescribes.
10. No person shall mark, paint, drill or dig, or in any way deface the walls, ceiling, partitions, floors, or the lands of the Fair without first obtaining written permission from the Fair.
11. Vendor will do nothing on the premises that would in any way increase the rate of insurance for fire or conflict with public safety and sanitary regulations.
12. Methods of handling electricity, gas, and flammable or explosive substances shall be at all times subject to the power of the Fair to limit, prescribe, and prohibit.
13. The Vendor shall be subject to further and additional regulations or orders made by the Fair to prevent injury or damage to persons or premises or to promote the nature and reputation of the Fair as a family fair appropriate to visitors of all ages.
14. General illumination of the interior buildings and such electricity as may be needed in the demonstration of the exhibitor's products shall be furnished by the Fair without charge to the exhibitor. Vendor must furnish special and additional electrical connections for the operation of lamps, motors, signs, etc.
15. The Fair controls language, type, and placing of commercial signs and advertising.
16. **Stands and exhibits must be open to the public with a competent attendant in charge for the full period of the Fair, unless exception is specifically made in the individual case by the Fair. Future space allotment may be cancelled if the Vendor fails to occupy the premises with exhibits complete and ready for the public before the established opening time on the date of reservation. The premises must remain occupied and ready for the public for the entire period of the fair unless specific permission by the Fair is granted for early departure. The exhibitor must vacate the grounds and remove their goods, equipment and materials by 4:00pm on Sunday, August 11.**
17. No Vendors shall make such noise in connection with his place of business or exhibit that interferes with neighboring Vendors.
18. In the event of a dispute under these rules between the Fair and Vendor, or between Vendors, the Fair Management may make final binding decisions. In individual cases for adequate reason, the Fair Management shall have authority and discretion to release Vendor from any of these rules. The Fair Coordinator shall be the sole and final judge of questions and disputes that arise.
19. Tear Down Policy – Teardown will after the closing of the fair on Saturday with NO VEHICLE movement around the buildings until then. **All booths must be torn down by Sunday, August 11 at 4:00pm.**
20. **No refunds after July 26, 2024.**

Vendor Information

Payment

Full payment is due by **July 26, 2024** or space will be forfeited. No exceptions. Please make checks payable to "Kalamazoo County Treasurer".

Insurance

Kalamazoo County policy requires all VENDORS to provide a copy of their limited liability insurance, listing the "County of Kalamazoo" as "Additional Insured" for \$1,000,000. The certificate must be on file with Fair Office no later than July 26, 2024 or space will be forfeited.

Passes

Each Vendor Lease Agreement will include **two (2) complimentary** vehicle admission passes good for the days you're here. Vendor is responsible for distributing passes to workers in advance. The proper pass must be presented and is required each time you enter the Fair or the full gate fee must be paid. No refunds or exchanges of gate fees or tickets will be made. All Exhibitors and Vendors must enter through the main gate on Lake Street and park in the designated vendor parking area. If additional vehicle admission passes are needed, please contact the Fair Coordinator to make arrangements. **Vehicles must not be driven through the event area during operation hours. Goods must be moved to and from vendor spaces by cart during those hours.**

Commercial Exhibit Booth Setup

Stop at the Fair Information Tent before your booth is set up to pick up your passes and get information. Set up will be Friday, August 9 from 4:00pm-7:00pm or Saturday, August 10 from 7:30am-9:00am. **Set up will not be allowed during fair hours.** Vendor is responsible to make sure all employees/volunteers working at the booth are in possession of their passes before the fair opens each morning or he/she will be required to pay the gate entry fee.

Hours of Operation

Commercial Exhibit booths must be open to the public during the established days and hours. Exact hours will be confirmed by July 26, 2024. Terms of Vendor Lease Agreement state that a Vendor will remain open for the entire Fair. Anyone setting up late or leaving early will not be permitted to return the following year.

Camping

Please call 269-383-8778 to make a reservation and make sure to identify yourself as a vendor. Reservations begin May 1 and must be made by July 26.

***All booths must be torn down by Sunday, August 11 at 4:00pm.**