

**2024 Chaffee Home & Garden Show  
Food Vendor Contract**

DATES OF SHOW: April 6 & April 7, 2024

HOURS: Saturday 9:00 AM to 5:00 PM  
Sunday 10:00 AM to 4:00 PM

LOCATIONS: Chaffee County Fairgrounds, 10165 County Road 120, Salida Colorado.

SHOW WEBSITE: [www.chaffeehomeandgardenshow.com](http://www.chaffeehomeandgardenshow.com)

CHECK PAYMENTS: Checks are to be made out to **Salida Sunrise Rotary Charitable Fund, Inc.** and should be mailed to P.O. Box 1044, Salida CO 81201.

Vendor Name: (as you want it to be included in our program guide and website):

\_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

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

\*The [www.chaffeehomeandgardenshow.com](http://www.chaffeehomeandgardenshow.com) website will link to your website and we expect you to link to our website from yours.

Please provide a 20-word explanation of the type of food/services your company will be offering at the show.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hook-up Fees: This year all outside food vendor hook-up fees will be \$150. These will be reserved on a first come, first-served basis with a paid and signed contract.

We will try very hard to accommodate a special request (if available). Do you have a special request? If so, please list here: \_\_\_\_\_

\_\_\_\_\_

Our sales team will review your request and the order that it was received and get back to you.

\*\*All Food vendors are required to submit (2) current certificates of insurance, one listing "Salida Sunrise Rotary - P.O. Box 1044, Salida CO 81201" and one listing "Sunrise Rotary Charitable Fund, Inc. - P.O. Box 1044, Salida CO 81201" as an additional insured on their general liability policy, prior to March 15<sup>th</sup>, 2024. You may submit a copy of your insurance certificate to Janet Franz: [jfranz0621@gmail.com](mailto:jfranz0621@gmail.com)

\_\_\_\_\_ Date \_\_\_\_\_

(Vendor Signature)

Company \_\_\_\_\_

BOOTH PAYMENT MAY BE MADE BY CASH, CHECK OR PAY PAL THROUGH THE WEBSITE.

HOW DID YOU LEARN ABOUT THE SHOW?

\_\_\_\_ Contacted by someone from the home show committee

\_\_\_\_ Contacted by a Rotarian

\_\_\_\_ Web search

\_\_\_\_ Email notification from whom \_\_\_\_\_

\_\_\_\_ Referred by \_\_\_\_\_ ( name of other vendor)

To get your business name and logo on our website and Facebook page ASAP, please send a color Vector file (60 dpi) or an EPS, TIF, JPG by email to jfranz0621@gmail.com. Please no PDF versions of your logo.

Other Important Information:

- Picnic tables and/or tables and chairs will be located in outside food areas where space is available.
- The printer for this year's show program insert is The Mountain Mail (O'Rourke Publishing) If you are a sponsor your ad is scheduled, a representative at the Mountain Mail will coordinate. If you are not a sponsor you may wish to contact the Mountain Mail (719-539-6691) to place an ad in this Chaffee Home & Garden Show program insert.

CONTRACT RESERVATION POLICY:

PLEASE ENCLOSE FULL PAYMENT WITH COMPLETED CONTRACT. No reservation is made without payment in full.

BOOTH LOCATION PREFERENCE IS DETERMINED BY THE ORDER IN WHICH CONTRACTS ARE RECEIVED.

CONTRACT SIGNED IN AGREEMENT WITH ALL RULES AND REGULATIONS

If you would like to be listed in the program guide, full payment must be in by February 15, 2024.

### **Rules and Regulations for Rental Reservation**

1. Set Up – All Food Vendors are allowed to set up Friday, April 5, 2024 3:00p.m.-7:00 p.m. Please check in at the South building first to find out your designated area. Food Vendors may also set-up the morning of the show, Saturday, April 6, 2024.
2. Take Down – Food Vendors must be dismantled Sunday beginning NO EARLIER than closing of the show to the general public at 4:00 p.m. Area must be completely dismantled and all property removed by 6:00 p.m. on Sunday. Any vendor not removed from the Fairgrounds by 6:00p.m. will be charged \$50 fee.
3. No signs or display materials may protrude beyond the boundaries of the rented designated area. All Vendor activities must be restricted to the rented display area, unless the Chaffee Home & Garden Management has granted permission. NO damage of any nature may be done to the premises. Vendors will be held responsible for damages. Use of sound equipment, such as microphones, televisions, and VCR's, will be permitted where appropriate to the display, provided sound is maintained at "conversational" level; Chaffee Home & Garden Show Management reserves the right to restrict Vendor's use of sound and other devices.

4. Food - Only Food Vendors may sell food and beverages for consumption at the Chaffee Home & Garden Show. Vendors may give away candies.
  5. Staffing –Food trucks must be staffed during show hours, unless otherwise agreed in writing by Chaffee Home & Garden Show. If your booth is not staffed you may be charged a \$50 fee and your rental area may be given to another Vendor.
  6. Indemnification by Vendor – Vendor agrees to hold Salida Sunrise Rotary Charitable Fund, Inc and Chaffee Home & Garden Show Management harmless from any liabilities incurred directly or indirectly by Vendor in any manner whatsoever involved with this Application Agreement. Further, Salida Sunrise Rotary Charitable Fund, Inc. and Chaffee Home & Garden Show Management shall not be liable to Vendor for any damages whatsoever or loss of any kind to their Exhibit or Products.
  7. Licenses/Permits – Vendor shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at the Chaffee Home & Garden Show.
  8. Subletting/Sharing rented Space – Subletting of contracted exhibit space is NOT permitted. Special arrangements must be made in advance for two or more Vendors to share the same booth space.
  9. Cancellation – Should any contingency prevent holding the show Salida Sunrise Rotary Charitable Fund, Inc. or Chaffee Home & Garden Show Management shall not be held liable for any expenses incurred by the Vendor other than the rental cost of the exhibit space.
  10. Booth Location and Pricing –a. Booth spaces will be determined/assigned by the Chaffee Home and Garden Show Management. Order in which applications, monies are received will factor into this decision, as will any stated preference shown above. b. Full payment of the booth fee must be enclosed with this Application.
- If Vendor must cancel its space for good and sufficient reasons, and written notice of such cancellation is delivered to Chaffee Home & Garden Show Management by March 22, 2024, Vendor shall receive a refund of any booth fees paid. If cancellation occurs after March 22, 2024 all booth fees will be kept as a donation.
11. Vendor Diversity – Salida Sunrise Rotary Charitable Fund, Inc. reserves the rights to limit the number of Vendors to ensure broad diversity amongst the Vendors.

Salida Sunrise Rotary Charitable Fund Inc. mailing address is: P.O. Box 1044, Salida CO 81201. Please make checks payable to “Salida Sunrise Rotary Charitable Fund Inc.”