



***Doddridge County Fair Commission, Inc.***  
*PO Box 38, West Union, WV 26456*

Welcome, I would personally like to welcome you to the 43<sup>rd</sup> Annual 2019 Doddridge County Fair which will be held August 20 – 24, 2019.

- Vendors must complete a Vendor Application, Liability Insurance Certificate, and Payment return to the Doddridge County Fair Commission.
- The application must be postmarked by June 1, 2018.
- All commercial vendors must provide the Doddridge County Fair Commission with a certificate of liability insurance list the “Doddridge County Fair Commission, Inc. as additional insured.
- **Concessions Vendors** – The lineup of Concessions Vendors will be the same as 2018 no changes are planned with lineup or vendors. We received much positive feedback, so again this year the tent will be placed behind the food vendors.
- **All Vendors:** The new campground (Lone Pine Campground at Doddridge County Park) will be finished in spring 2019. Starting with 2019 Fair all RV's / buses / or other camping vehicles will need to park in the campground area instead of on the fairgrounds per the Park Commission. If you have questions, please let me know.
- **Commercial Sales** – You will return to the baseball field in 2019.
- We will once again have an ATM on site to help drive your business...
- Mail this application, the signed lease-contract, **payment in full**, (Booth Photo) and certificate of Insurance to:

<b>Doddridge County Fair Commission</b> 2636 Miletus Rd Salem, WV 26426	<b>For Questions Contact Booths Chairman</b> <b>Ryan Sutton (304) 672-5286 (Cell)</b>
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<b>Organization/Business/Individual Name:</b>
<b>Contact Name:</b>
<b>Address:</b>
<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
<b>Phone:</b> _____ <b>Alternate Phone:</b> _____
<b>Email:</b>
<b>Brief Description of activity, items to be sold or displayed:</b>
<b>Electricity 50 Amp Included in space – Twist Lock Connection Required</b>
<b>Commercial Food / Concessions (Tues – Sat) \$300.00</b>
<b>Concessions Space 15' X 25' @ \$300.00</b> _____ \$
<b>Stock Truck Parking Additional \$100 Each – Do you need this space -</b> _____ \$
<b>Non-Profit Concessions Organization</b>
<b>Concessions Space 15' X 25' @ \$150.00</b> _____ \$
<b>Stock Truck Parking Additional \$100 Each – Do you need this space -</b> _____ \$
following are non-food Spaces
<b>Electricity Provided 40 AMP – Bright Colored 12 Gauge Extension Cord Required.</b>
<b>Commercial Vendors \$100 up to 20 Frontage Feet \$5/ Additional Foot</b> _____
<b>Total footage space requested: Approximately 10x20 (Tues – Sat)</b> _____ \$
<b>Electricity Additional \$10 per space</b> _____ \$
<b>Commercial Vendor 10 X 10 Canopy Space: \$50</b>
<b>Total Frontage Space requested Approximately 10x10 (Tues – Sat)</b> _____ \$
<b>Electricity Additional \$10 per space</b> _____
<b>Community / Non-Profit Organizations: \$35 Single Product</b>
<b>Number of booth spaces requested Approximately 10x10 (Tues – Sat)</b> _____ \$
<b>Electricity Additional \$10 per space (based on availability)</b> _____ \$
<b>FAIR PASSES REQUIRED!</b>
<b># of week – long non-riding passes @ 25 per person</b> _____ \$
<b># of week-long riding passes @ 35 per person</b> _____ \$
<b># of one day, fair passes: Tues – Thursday @ \$10.00 each / Fri &amp; Sat \$10</b> _____ \$
<b>TOTAL OF ALL FEES ENCLOSED</b> _____ \$



**Doddridge County Fair Commission, Inc.**

*PO Box 38, West Union, WV 26456*

This lease agreement, made this \_\_\_\_ day of \_\_\_\_, 2019 by and between the Doddridge County Fair Commission, Inc. (Lessor) and \_\_\_\_\_ (Lessee), for the total sum of \$\_\_\_\_\_ payable by lessee to lessor at the time of submitting the lease agreement, doe agree to abide by the following terms and conditions.

All leased space shall be for a term of five days beginning on August 20 and ending on August 24, 2019.

Lessee agrees that they are operating as an independent contractor and will identify themselves as such during all operations during the time of the lease.

Lessee shall submit with this application a copy of valid insurance policy or certificate of insurance.

All applications must also include a photo of your booth.

Lessee shall not move onto assigned premises until the assigned setup time.

Lessee will have their booth open on all days of the Fair during the Fair's normal operating hours (T-F 4:00 pm – 11:00 pm and Sat 12 noon – 11:00 pm) Exceptions will be made for Single Day Booths.

No vehicles campers or trailers may be parked in or behind assigned booth spaces. Additional stock, parking, or camping is located elsewhere on the grounds.

Lessee shall bring no motor on the fairgrounds property during the lease except for the period each morning (T-F 8:00 am - 12:00 noon; Sat. 8:00 – 10:00am) for the purpose of providing stock and materials to booth.

Absolutely No Operation of unapproved motorized vehicles will be allowed on park grounds during all operating hours. This includes all 4-wheelers, golf carts, etc.

Lessee may not change any items to be sold, activity to be offered or menu served from that listed on approved Vendor Application and may not solicit or conduct business outside assigned booth area.

Lessee is responsible for providing all connections and supplies for connecting their booth in to electric, water or other services.

Lessee is responsible for abiding by all copyright laws pertaining to all booth items during the lease.

Lessee shall keep the lease premises in a clean and sanitary condition at all times and properly dispose of all trash in designated area during the lease.

Lessee shall dispose of grease or oils used for cooking during the fair in assigned approved location or will need to take with them. If you do not abide by this policy you will not be invited back to future fairs.

Lessee shall comply with all State, Fair & local health and safety regulations.

Lessee, upon vacating the premises, shall completely clean the premises of all litter and dispose of the same in a designated area as directed by Lessor.

Lessee hereby releases Lessor and the Doddridge County Park from last claims demands, and damages what-so-ever in relation to personal injury and/or property damage sustained while operating their business on the leased premises.

Lessee acknowledges that if provisions of this agreement are not adhered to that they will forfeit the privilege of future patriation as a vendor at the Doddridge County Fair.

The Doddridge County Fair Commission reserves the right to change the terms of this lease at any time without prior notice.

NO Pets Allowed on Fairgrounds! Service animals specially trained to aid a person with a disability are welcome.

No refunds of any and all application fees.

There will be a \$35.00 charge for returned checks from the vendor's bank for nonpayment.

LESSEE:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner/Authorized Signature)

LESSOR

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Signature Commercial Booths Committee)

Please complete both sides of this application and Mail by June 1, 2019 to:  
Doddridge Co Fair Commission, 2636 Miletus Rd. Salem, WV 26426

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

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