



# *Doddridge County Fair Commission, Inc.*

Welcome, I would personally like to welcome you to the 48<sup>th</sup> Annual 2023 Doddridge County Fair which will be held August 15 – 19, 2023.

- Vendors must complete a Vendor Application, Liability Insurance Certificate, Payment is required before the application deadline July 1<sup>st</sup>, 2023. Make checks payable Doddridge County Fair Commission.
- 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** – We are making changes for this upcoming Fair. We have increased the booth fee but are wanting to try to keep the same as last year's vendor number. We are looking for some new variety booths as well to add to our Food Lineup. We try to honor line up like previous years but it up to the Booth Chairman. We just ask that you show up early on Setup Day.
- **All Vendors**: Lone Pine Campground at Doddridge County Park will be expanded into more RV slips available with water & electrical connections. All Vendors will need to park in the campground area instead of on the fairgrounds per the Park Commission.
- We will once again have an ATM on-site to help drive your business...
- The Doddridge County Park has upgraded the Wi-Fi at the Park so easier to take electronic payments for your business part of pool upgrade project.
- Mail this application, the signed lease-contract, (Booth Photo) and certificate of Insurance to:

<b>Doddridge County Fair Commission</b> <b>Ryan Sutton</b> <b>2636 Miletus Rd</b> <b>Salem, WV 26426</b>	<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) \$500.00 – 2 non-Riding passes included.</b>		
<b>Concessions Space 15’ X 25’ @ \$500.00</b>		<b>\$</b>
<b>Stock Truck Parking Additional \$100 Each – Do you need this space -</b>		<b>\$</b>
<b>Non-Profit Concessions Organization - 2 non-riding passes included.</b>		
<b>Concessions Space 15’ X 25’ @ \$300.00</b>		<b>\$</b>
<b>Stock Truck Parking Additional \$100 Each – Do you need this space -</b>		<b>\$</b>
<b>following are non-food Spaces</b>		
<b>Electricity Provided 40 AMP – Bright Colored 12 Gauge Extension Cord Required.</b>		
<b>Commercial Vendors \$150 up to 20 Frontage Feet</b>	<b>\$5/ Additional Foot</b>	
<b>Total footage space requested:</b>	<b>Approximately 10x20 (Tues – Sat)</b>	<b>\$</b>
		<b>\$</b>
<b>Commercial Vendor 10 X 10 Canopy Space: \$50</b>		
<b>Total Frontage Space requested</b>	<b>Approximately 10x10 (Tues – Sat)</b>	<b>\$</b>
		<b>\$</b>
<b>Community / Non-Profit Organizations: \$40 Single Product</b>		
<b>Number of booth spaces requested</b>	<b>Approximately 10x10 (Tues – Sat)</b>	<b>\$</b>
		<b>\$</b>
<b>FAIR PASSES REQUIRED!</b>		
<b># of week – long non-riding passes</b>	<b>@ 25 per person</b>	<b>\$</b>
<b># of week-long riding passes</b>	<b>@ 35 per person</b>	<b>\$</b>
<b># of one day, fair passes: Tues – Thursday</b>	<b>@ \$10.00 each / Fri &amp; Sat \$10</b>	<b>\$</b>
		<b>\$</b>
<b>TOTAL OF ALL FEES ENCLOSED</b>		<b>\$</b>



# Doddridge County Fair Commission, Inc.

This lease agreement, made this \_\_\_\_ day of \_\_\_\_, 2023 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 15 and ending on August 19, 2023.

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 a 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 vehicle 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 – 10:00 am) 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 the assigned booth area.

Lessee is responsible for providing all connections and supplies for connecting their booth into 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 this application:  
Doddridge Co Fair Commission, 2636 Miletus Rd. Salem, WV 26426