



Thank you for your interest in being a food vendor at the Rogers County Fair. The Fair takes place on the grounds of the Claremore Expo Center the second weekend after Labor Day every September. In 2018 we estimated 24,000 attendees visited over the course of four days and the event continues to grow each year.

The Expo Center is a great facility for the Fair. We provide a “food row” in a high traffic area between the carnival and exhibit buildings to maximize visibility. Electricity is provided, just please specify what your needs are for plug-in/amperage so we can accommodate appropriately.

We welcome a variety of food choices for fair-goers and strive to have different menu items from each concessionaire. When you complete the concession application please provide an itemized menu with pricing.

The Rogers County Fair is a great family-friendly event that we hope you will be a part of in 2019. If you have any questions please do not hesitate to contact me by email or via phone.

Sincerely,

Allison Burkhead
Fair Manager
aburkhead@claremorecity.com
(918) 342-5357



September 12-15, 2019

Set Up Wednesday, September 11 at 5-6 pm.

Carnival hours 6-10 pm Thursday & Friday, Saturday 1-10 pm, Sunday 1-6 pm.

**Not allowed to sell cotton candy, popcorn, snow-cones, caramel and candy apples, funnel cakes, and corn dogs with no exceptions.*

Any soft drinks sold must be Coca-Cola brand.

Itemized menu must be submitted with application and is subject to approval by Rogers County Fair.

Current sales tax permit and certificate of liability insurance with Rogers County Fair listed as additional insured must be submitted prior to the start of the Fair.

Concession Vendor Application

Company Name: _____ **Contact:** _____

Mailing address: _____

City: _____ **State:** _____ **Zip Code:** _____

Business Phone: _____ **Contact Cell Phone:** _____ **Fax:** _____

Email: _____ **Website:** _____

Concession Size: _____ ft x _____ ft

Attach an itemized menu with pricing. Booth photos and food item photos are encouraged. Booth rental includes: electricity and water hookups *Please specify power needs.

Vendor	Quantity	Amount	Total
Concession Trailer		\$300	

**Mail to: Rogers County Fair, 400 Veterans Parkway, Claremore, OK 74017
Credit card payment can be called into (918) 342-5357.**

Contract for Exhibitor Space

1. The Show committee reserves the right to make final decisions as to whom and what products may exhibit at the show. Committee also reserves the right to assign all exhibitor locations and exhibitors are required to exhibit during the show hours.
2. It is agreed that the exhibitor shall make no claim of any kind against the Rogers County Fair and shall indemnify and hold harmless the City of Claremore, Claremore Cultural Development Authority, Claremore Expo Center, and the Claremore Convention & Visitors Bureau, Sponsors, Board Members, officers, employees, committee members of any such organization, authorized subsidiaries, and/or authorized sub-contractors. Under no circumstances will these organizations be responsible for loss, damage, and destruction, theft of any merchandise, displays or goods of the exhibitors or injury to exhibitor or employee while attending the show. Also it is expressly understood there can be no claim for damage of any kind to the exhibitors business due to any circumstance that developed from the show.
3. All property of the exhibitor remains under the custody and control of the exhibitor, subject to the rules and regulations of the show. Exhibitors should not leave merchandise unattended during show hours and especially during move-in and move-out times. It is suggested that you contact your insurance agent regarding your coverage. Management is not responsible for loss. Building will generally be locked and secure until one hour before the show opens and half-hour after close. No one will be allowed in the building, unless pre-arranged and approved by Show Committee. All display units and supplies must be designed for indoors, on a concrete surface and must be contained within the dimensions as described. If your display is over 8' tall you must designate so, on your application.
4. Each exhibitor must know and comply with all laws, ordinances and regulations pertaining to health, fire and public safety while participating in the Show. All aisles and designated emergency exits must be kept clear at all times. Your area must remain neat and clean during the show. At the close of the show each day put your trash in proper receptacle or leave it in aisle just outside your booth. Cleaning personnel are not allowed to enter your space to clean or pick up trash.
5. In your registration packet there is an Oklahoma Tax Commission Sales Tax Report Form. By law everyone must fill out the report and return to show staff. If you have an Oklahoma Tax number, you may remit sales tax due. If you do not have an Oklahoma Tax Permit, the Show Committee is required to collect your sales tax accordingly. The Exhibitor is liable and responsible for all necessary permits, license, and taxes necessary to participate in the show.

6. NO REFUNDS

For additional information please call 918-342-5357

Upon booth space reservation, rules & regulations and payment of all exhibitor fees THIS AGREEMENT, made and entered into this ____ day of _____, 2019, by and between _____, LESSEE, hereafter referred to as "Rogers County Fair Exhibitor".

Return this contract and application by due date, to:

Rogers County Fair
400 Veterans Parkway
Claremore, OK 74017
918-342-5357

aburkhead@claremorecity.com