



**Fair Date: October 20-22, 2017**

Office: (979) 821-1450

Fax: (979) 823-1912

[info@brazosvalleyfair.com](mailto:info@brazosvalleyfair.com)

## **Commercial Vendor Application**

Thank you for your interest in becoming a Commercial Vendor for the 2017 Brazos Valley Fair & Rodeo. Please review these instructions carefully. If you have any questions regarding the application, please call the Brazos Valley Fair & Rodeo office at (979) 821-1450.

Check One:  New Applicant  Returning Vendor

### **INSTRUCTIONS FOR COMPLETING APPLICATION**

1. Print and read the 2017 Commercial Exhibitor & Food Vendor Rules & Regulations that can be found on our website at [www.brazosvalleyfair.com](http://www.brazosvalleyfair.com)
2. This application is neither an offer nor a guarantee of space.
3. All questions must be answered completely. Be sure the information you give is accurate, as it will be the sole representation of your business for the selection process.
4. Please attach a list of proposed sale items including prices and a current photo of your proposed commercial booth in operational form
5. The proposed sale items you are requesting to sell/display/promote/give away must be specific, do not indicate "etc. or accessories". If a contract is issued, it will be assigned on the basis of this list only, so please be thorough. The Brazos Valley Fair & Rodeo reserves the right to select the items a vendor is allowed to sell. Only approved items will be listed on your contract.
6. If a contract is issued, the location of your commercial space will be determined by management; locations are subject to change year to year.
7. Make sure you sign the application where indicated.
8. A recent photo of your booth(s) is required. Photos will not be returned.

**\*Incomplete application will not be considered or returned.**

Submit application to the **Brazos Valley Fair & Rodeo**

Mailing Address:

P.O. Box 594

Bryan, TX 77806

Physical Address:

5827 Leonard Rd.

Bryan, TX 77807

### **Host Hotel:**

Hampton Inn by Hilton

320 South Texas Ave.

College Station, TX 77840

979-846-0184

[collegestation.hamptoninn.com](http://collegestation.hamptoninn.com)

OFFICE USE ONLY

Date Received: \_\_\_\_\_ Space Number: \_\_\_\_\_ Space Price: \_\_\_\_\_

**2017 Brazos Valley Fair & Rodeo  
Commercial Space Application**  
*Application Deadline: Friday, June 30, 2017*

**Contact Information**

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

Business Type:     Sole Proprietorship     Partnership     Corporation

Years in business: \_\_\_\_\_

- Have you ever participated in the Brazos Valley Fair & Rodeo?     Yes     No
- Will you be handing out edible samples to promote your product?     Yes     No
- Will you use a cash register with z-tape or other sales tracking software?     Yes     No
- Will you be using a microphone or sound equipment for demonstrations?     Yes     No

**Insurance Requirements**

Each vendor must provide the Brazos Valley Fair & Rodeo with proof of general liability insurance of no less than \$1,000,000. Please check the form of insurance you will provide during the Fair. ***Completing this form does not constitute proof of insurance. Proof of insurance will be required once a contract has been issued.***

- My own carrier    \*Carrier: \_\_\_\_\_  
\*Name of insured business must match business name on this application
- Purchase through Brazos Valley Fair & Rodeo    (You will be billed \$65, if accepted)

Insurance certificate should name as additional insured, **the Brazos Valley Fair & Rodeo, the Brazos County Expo Complex, and County of Brazos; and their officers, agents, employees and servants individually and collectively, as regards to all operations on or on behalf of name insured and all premises or property used by on or on behalf of named insured.** Insurance must be on file by September 1, 2017. **Vendors without current insurance on file will not be allowed to set up. NO EXCEPTIONS**

**Products**

Please list all product(s) to be sold, promoted, and or displayed. Fair Management reserves the right to determine which products a vendor is approved to sell. If you are a food vendor, please provide a full menu listing with prices.

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**Rates**

<u>LOCATION</u>	<u>SPACE TYPE</u>	<u>RATE</u>
<b>Exhibit Hall Commercial Vendors</b>	Indoor 10' x 10' Inline	\$350.00 (includes \$150 deposit)
	Indoor 10' x 10' Corner	\$400.00 (includes \$150 deposit)
<b>Fairway Food Vendors</b>	Outdoor 10' x 10'	\$200 + \$150 deposit
	Outdoor 20' x 10'	\$400 + \$150 deposit

What is your space location preference?  Indoor Exhibit Hall  Outdoor Fairway

What is your size preference?  10' x 10'  10' x 20'  10' x 30'  10'x 40'  Other\_\_\_\_\_

**Utility Requirements**

Electrical of 110 volts with 20 amps is included in the space rental. Any additional electric used will be billed on an individual basis. If your electrical needs are in excess of 110 volts, 20 amps please indicate:

Voltage: \_\_\_\_\_ Amps: \_\_\_\_\_

Does your display require:  Water Hook-up  Sewer Hook-up  Gray Water Tank

**Note:** Each vendor space includes (2) 20 amp electrical outlets. Vendors are responsible for providing any extension cords and surge protectors for their booth space. Excess electricity usage is subject to a surcharge unless pre-approved by management.

**References**

Please provide three references from other fairs, festivals or events in which you have participated. Please include a contact name and telephone number for all references.

Event #1: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Event #2: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Event #3: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

**Certification of Applicant**

I certify all information contained in this application to be true and accurate. I understand that this application in no way implies or guarantees that space will be offered. The Brazos Valley Fair & Rodeo reserves the right to refuse any application and may refuse to execute a contract without giving reason for same or to relocate a vendor at any time for the betterment of the Fair.

I understand that if awarded a contract, I will be required to participate and operate my Vendor booth in compliance with Fair hours of operation beginning Friday, October 20 through Sunday, October 22, 2017. If I fail to follow all required rules & regulations, I understand my deposit is subject to forfeiture. I have read and understand the instructions and additional information attached.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_