

ORLEANS COUNTY CORNELL COOPERATIVE EXTENSION

2024 Orleans County 4-H Fair Vendor Application

One booth per form only



DATE/TIME RECEIVED _____ (Office Use Only)

Participation in the fair is first come first serve upon receipt of deposit and all paperwork. No exhibitor may set up without first completing all required vendor paperwork.

Business Name:	Contact Name:
	Phone:
Email:	Address:

1. SECURITY DEPOSIT:

- A \$150 deposit is REQUIRED in addition to all Rental and electric fees for all commercial exhibitors.
- Your spot is not guaranteed until the deposit, and all paperwork is received.
- Your deposit will be refunded within 30 days of the close of the event to the address listed above.
- Deposits and Full payment will be forfeited in the case of a no show.
- Release time for outdoor exhibits will be after 11:00pm on Saturday night. Indoor exhibits will be released at 8:00am Sunday. Teardown prior to designated time without prior approval will result in the forfeit of the deposit.

2. RENTAL FEE (Check appropriate level): If submitted after JUNE 1, include \$50 late fee:

Space:	Size:	Cost:
_____ Lartz Exhibits Building—single	10' x 11'	\$200 rental fee (includes electric)
_____ Lartz Exhibits Building—double	20' x 11'	\$300 rental fee (includes electric)
_____ Outside Small Space	12' x 12'	\$100.00 rental fee.
_____ Outside Medium Space	12' x 20'	\$150.00 rental fee.
_____ Outside Large Space	12' x 40'	\$200.00 rental fee.
_____ Food Concession Space	20' x 20'	\$400.00 rental fee
_____ Stock Trailer Hookups		\$150 (30amp) \$200 (50amp) for week per unit.
_____ Camping Hookups		\$150 (30amp) \$200 (50amp) for the week per unit.

Total # of Units Needed: (ONLY nine (9) 50-amp available--1st come 1st serve)

Stock Trailer: 30 amp _____ 50 amp _____ Camping: 30amp _____ 50amp _____

3. POWER REQUIREMENTS (outdoor and food vendors only): Please indicate electrical appliances and the number that will be used in your booth. State voltage and amp usage for each. Electric is 3 Phase at 208 Volts.

- You will need 50' of electrical cord. Extra charge if need it supplied.
- Will need standard, plug lock or an adaptor.

Number and type of outlets needed: _____ 110 _____ 220

Circuit breaker protection (in amps): _____ 110 _____ 220

Please include plug diagram for plugs over 31amps.

Electric Hook-Up Fees	
Fee for 1 to 30 amps	\$50
Fee for 31 to 50 amps	\$75
Fee for 51 to 75 amps	\$100
Fee for 76 and over amps	\$125

10. The Commercial Exhibitor agrees to abide by all rules and regulations set forth in this contract and the attached Concessions/Vendors Handbook. Violations of the rules and regulation in the handbook may result in fines up to \$500.

11. PAYMENT: All fees are due and payable upon return of this contract and are non-refundable. Checks must be made payable to Orleans County Cornell Cooperative Extension. Please mark on check that this is for Commercial Exhibits.

Mail to: Orleans County Cornell Cooperative Extension, C/O Commercial Exhibits
12690 NYS Route 31 Albion, NY 14411

Security Deposit- Required	\$150	Application checklist
Rental Fee	\$	<input type="checkbox"/> Deposit and payments
Electrical	\$	<input type="checkbox"/> Certificate of Insurance
Camping/ Stock Unit	\$	<input type="checkbox"/> Hold Harmless Form/Contract
Late Fee (after JUNE 1)	\$	<input type="checkbox"/> Insurance Requirements Form
Total Amount Due	\$	<input type="checkbox"/> Proof of Auto
		<input type="checkbox"/> Menu and pricelist for Food Concessions
		<input type="checkbox"/> Workers Compensation (proof of, or statement of exemption)

Orleans County 4-H Fair
Food Concession Vendor Menu

Food items that will remain exclusive to food stands operated by the Orleans County 4-H Program include: crinkle cut and curly fries, hamburgers, hot dogs and pie.

Item	Price

See vendor handbook for specific rules and regulations regarding menu, exclusives and all other concessions policies.