



**Commercial Exhibitor, Food Vendor, &
Attractions Rules & Regulations**



2020 Waller County Fair & Rodeo

Commercial Exhibitor & Food Vendor Rules & Regulations

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**WALLER COUNTY FAIR & RODEO
COMMERCIAL EXHIBITOR, FOOD VENDOR AND ATTRACTIONS
GENERAL RULES**

The Waller County Fair & Rodeo has established rules for Commercial Exhibitors and Food Vendors to allow for a safe and attractive environment for the fair going public's experience. The rules and regulations provided are intended to ensure a level playing field for all Commercial Exhibitors and Food Vendors while providing a quality and safe product for the public. Your success is the Waller County Fair & Rodeo's success, and to ensure such, everyone must understand these rules and regulations. **Please read the rules thoroughly as we will monitor all rules.**

- 1. Interpretation and Violation of Rules:** The Waller County Fair & Rodeo Management reserves the final and absolute right to interpret these rules, settle, and determine all matters. Questions and differences in regard thereto or otherwise arising out of or connected with, or incident to, and to amend or add to these rules as its judgment may determine. Any Commercial Exhibitor and Food Vendor who violates any of the rules will forfeit all privileges and is subject to such penalty as the Executive Committee may order. The Waller County Fair & Rodeo Executive Committee shall have the further right to delegate any or all the rights, authorities, and responsibilities which it has under these Rules as it deems appropriate.
- 2. Application and Deposit:** The application form is available for download at www.wallercountyfair.org. The Application deadline is **August 21, 2020**. **Commercial Exhibitors and Food Vendors will not be considered without a completed & signed application and photos of exhibit.** Applications must be submitted to Waller County Fair & Rodeo Office:

**Address: P.O. Box 911
Hempstead, TX 77445**

- If application is approved, we will notify applicant by email no later than **August 03, 2020**. If application is accepted, we will send a letter of confirmation, basic rules, lease agreement and insurance information via email. **A \$250 refundable deposit will be required within 30 days of acceptance with the balance due on or before August 31, 2020.**
 - **The deposit is refundable upon compliance with the terms and conditions of the Commercial Exhibitor lease agreement and rules and regulations. Vendors will be inspected during the fair to assure compliance. The violation of any of the terms hereof shall be the cause for immediate forfeiture of deposit/payment.**
- 3. Photo of Booth Requirement:** Each Commercial Exhibitor and Food Vendor must provide an exact photo of the booth they intend to bring to the event. Photo must be included with application. If the booth at the event does not represent the submitted photo, then the Waller County Fair & Rodeo has the right to remove the booth from the premises and revoke the application and any payments made to the Waller County Fair & Rodeo shall be forfeited.

4. Acceptable Items for Sale or Display: All items sold or displayed must be listed on the application when submitted to the Waller County Fair & Rodeo office. The Waller County Fair & Rodeo management will review the list and return a copy of the form to Commercial Exhibitors/Food Vendors/Attraction with a list of approved items for sale or display if the application is accepted. Once an application is issued, you may not display or sell any additional items without approval from the Exhibits Coordinator. Please be specific on the application. General words such as “handcrafts, t-shirts, sweatshirts, clothing, toys, hats, novelties, gift items, accessories, jewelry, imports,” etc. are not acceptable. You may use an additional sheet to describe your items if there is not enough room on the application. The Waller County Fair & Rodeo Management will periodically monitor Commercial Exhibitor and Food Vendor booths to ensure that only approved items are sold or displayed. Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

- **Offensive Items:** The Waller County Fair & Rodeo management reserves the right to prohibit the sale, rental or display of any item that the Waller County Fair & Rodeo management reasonably deems objectionable from the standpoint of taste, quality or compatibility with the Waller County Fair & Rodeo mission. Some items that will not be considered for sale, give away or rental without prior written approval include but are not limited to: weapons of any kind, lasers, high powered water guns, rubber band guns, toy guns, marshmallow guns, products made from any endangered animals, unsafe, obscene, and pornographic or drug related items.

5. Electricity: Under no circumstance should any person other than the Waller County Fair & Rodeo approved representatives be authorized to access utilities of any kind. Electricity is available at the discretion of Waller County Fair & Rodeo management. Microwaves and coffeepots are not allowed for any Commercial Exhibitors and electric heaters are not permitted for any Commercial Exhibitors and Food Vendors.

- **Electrical Reservation:** All power requirements must be ordered through the application process. Commercial exhibitors and Food Vendors electrical needs will be determined from the information provided on the application. **Electricity will be turned on at 5 p.m. on Thursday, September 24, 2020.** If, upon arrival, Commercial Exhibitors and Food Vendors electrical needs have changed or increased, an additional electrical fee will be charged. Electrical costs are as follows:

Boxes with description and cost shown below

Plugs with LIMITED AVAILABILTIY shown below

30amp and 50amp single phase

\$65



- Should Commercial Exhibitors and Food Vendors have additional electrical requirements; the Waller County Fair & Rodeo will provide specific quotes as needed. Changes or additions to electrical request after August 21, 2020 may not be granted and may incur additional charges. Additional extreme electrical requests should be scheduled in advance, before August 21, 2020, and will not be guaranteed. Commercial Exhibitors are strongly encouraged to use fluorescent lighting for their booth. **We will not provide no distribute extension cords to vendors; you must bring your own extension cords. All electrical equipment must be turned off at the end of the night except for equipment that contains perishable products.**

- 6. Application Execution: Upon receipt of the application and photos of booth the Waller County Fair & Rodeo will begin acceptance/denial of all applications.** If a Commercial Exhibitor's and Food Vendor's application is accepted, the Waller County Fair & Rodeo will send the Commercial Exhibitors and Food Vendors a notification by email. The Commercial Exhibitor and Food Vendor will have 15 days to sign and return the application along with the deposit and proof of liability insurance. The signed application must be received by the Waller County Fair & Rodeo within 15 days of receipt of application from the Commercial Exhibitor and Food Vendor. If an application is denied the entire contents including deposit will be returned to applicant no later than August 31, 2020. If space is available applications may be accepted after August 31, 2020 and must be paid in full upon receipt of signed application. Failure to respond by appropriate deadlines will result in cancellation of booth and forfeiture of any deposit.
- 7. General Liability Insurance:** Commercial Exhibitor and Food Vendor at his or her own expense shall provide and maintain insurance coverage in force during the term of this lease and from September 26 - October 3, 2020.
 - **Commercial Exhibitor and Food Vendor will provide insurance naming the Waller County Fair & Rodeo as Additional Insured and Commercial Exhibitor and Food Vendor shall provide a copy of the policy endorsement naming such additional insured's to the Waller County Fair & Rodeo on its policy by August 21, 2020.** This policy will be placed with a company that is satisfactory to the Waller County Fair & Rodeo and that is licensed as an insurance company to provide insurance in the state of Texas. The policy shall provide minimum coverage of One Million Dollars and No/100 (\$1,000,000.00) Combined Single Limits for Bodily Injury and Property Damage, per occurrence. The Waller County Fair & Rodeo reserve the exclusive right to reject such evidence of insurance for any reason. Insurance shall be in a form and substance satisfactory to the Waller County Fair & Rodeo. No Commercial Exhibitor/Food Vendor will be allowed to set-up on the grounds without approval and acceptance of the necessary insurance form by the Exhibits Department. **This proof of liability insurance must be submitted with the Commercial Exhibitor/Food Vendor Application.** Should these insurance obligations not be met by September 07, 2020, Waller County Fair & Rodeo will revoke the application and any payments made to the Waller County Fair & Rodeo shall be forfeited. Please see below for insurance requirements.

Certificate Holder:

The Certificate Holder on the insurance certificate provided to the Show by the exhibitor shall be listed as: Waller County Fair & Rodeo: P.O. Box 911, Hempstead, TX 77445

- 8. Booth Staffing Requirements:** It is the responsibility of the Commercial Exhibitor and Food Vendor to ensure that their booth is always staffed during the show's hours of operation, please see rule number 20. Booths that do not comply with rule number 20 will be subject to loss of deposit. The Waller County Fair & Rodeo has the right to revoke the application and remove the booth from the property, if hours are not complied with. These vendors will not be invited back to future shows.
- **Commercial Exhibitors and Food Vendors and their representatives must always wear their vendor wrist band/badge furnished by Waller County Fair & Rodeo Management.** It is also the Commercial Exhibitors and Food Vendors responsibility to make sure all employees are familiar with the Rules and Regulations, knowledgeable about the products or services sold in the booth, appropriate in appearance, and courteous to all show visitors, exhibitors, staff and volunteers.
- 9. Refunds:** Once application is accepted, there will be no refunds for any reason. The Waller County Fair & Rodeo requests all Commercial Exhibitors and Food Vendors have a reasonable return/refund/exchange policy for customers during the Fair. If refunds are not offered by exhibitors, signage must be clearly displayed in the exhibit booth/space stating that refunds are not offered.
- 10. Returned Checks:** If you write a check that is returned for any reason, your check writing privileges will be lost and a fee of \$50.00 will be charged. Any future payments to Waller County Fair & Rodeo must be done by money order, cashier's check, or credit card.
- 11. Alcohol:** Unless Commercial Exhibitor and Food Vendor has a current license authorizing the sale of alcohol and is approved in writing by the Waller County Fair & Rodeo to conduct limited sales, Commercial Exhibitor and Food Vendor cannot sell alcoholic beverages at any time. Commercial Exhibitors and Food Vendors are not allowed to consume alcoholic beverages or be under the influence of alcohol while working on the Waller County Fair & Rodeo property.
- 12. Advertising:** To retain consistency and "fairness at the fair," Commercial Exhibitors and Food Vendors are not allowed to advertise or promote their products in any Fairgrounds locations other than the ones designated within the agreement. All business dealings are to be conducted within the space designated within the agreement. The Waller County Fair & Rodeo and any other trademark or artwork used by the fair cannot be used on any products and/or marketing materials such as advertisements, promotions, other forms or materials without written consent from the Waller County Fair & Rodeo Marketing Department. **No shouting/loud or distracting music, voices or noise can attract visitors into your booth.**
- **Use of Name or Official Logo:** No Commercial Exhibitor or Food Vendor may use the official event name, Waller County Fair & Rodeo, its branded name, or its logo without prior written consent from the Waller County Fair & Rodeo Management. This includes the use of the name or logo for any marketing materials, media, or promotions.
 - **Marketing:** To promote each Commercial Exhibitor's and Food Vendor's success, we request you submit a high-resolution digital photo of your set-up/booth, logo, and website address. The Waller County Fair & Rodeo will have the right to publish your information on our website and any other promotional pieces or publications. If your application is accepted, we will ask for these materials when you return the signed application with your deposit.

- 13. Third Party Relationships:** Commercial Exhibitors and Food Vendors may not endorse, display, promote or sell any third-party relationships. Any violation of this will result in immediate removal of the conflicting booth from the grounds and the Waller County Fair & Rodeo will revoke the application and any payments made to the Waller County Fair & Rodeo shall be forfeited.
- 14. Pets:** No pets allowed on grounds other than servicedogs.
- 15. Prohibited Items:** No weapons of any sort, illegal substances, bicycles, motorized bicycles, Segway's, skateboards, hover boards, selfie sticks, drones, golf carts, roller skates or pets are allowed within the Fairgrounds. No video cameras or recording devices of any kind are allowed in the Rodeo Arena. No loud music is allowed in booths; overhead music will be provided by the Waller County Fair & Rodeo Management.
- 16. Security:** There will be 24-hour grounds security throughout the event. According to the terms of the application the Waller County Fair & Rodeo assumes no responsibility for any items during show hours, any items left before or after show hours, or claims suffered by any loss or theft. Each Commercial Exhibitor and Food Vendor is responsible for their merchandise.

OPERATIONAL RULES

- 17. Check-in:** The following are guidelines put in place to make the arrival/set-up of your space accommodating:
 - **All Commercial Exhibitors and Food Vendors must check-in at the Waller County Fair office, located inside the 359 gates prior to move-in or unloading exhibits/trailers.**
 - Insurance clearance
 - Show packet provided
 - **each Commercial Exhibitor and Food Vendor will not receive the Show packet or be able to set-up the space without meeting the requirements listed above.**
 - Exhibits Staff will escort you to your purchased location

Food Vendor Move-In Dates: Food Vendors may set-up their booths 5 p.m. – 8 p.m. on Thursday, September 24, 2020 and 3 p.m. – 8 p.m. on Friday, September 25, 2020. Please do not arrive on the Fairgrounds prior to 5 p.m. on Thursday and 3 p.m. on Friday. Violation of this privilege may result in cancellation of application and forfeiture of deposit/fees paid. Food Vendors must be completely set-up and have their booth approved no later than Friday, September 25, 2020 at 8 p.m.

Food Vendor set-up times:

Thursday, September 24	5 p.m. – 8 p.m.
Friday, September 25	3 p.m. – 8 p.m.

Commercial Exhibitor/Attraction Move-In Dates: Commercial Exhibitors/Attractions may set-up their booths 5 p.m. – 8 p.m. on Thursday, September 24, 2020 and 3 p.m. – 8 p.m. on Friday, September 25, 2020. Please do not arrive on the Fairgrounds prior to 5 p.m. on Thursday and 3 p.m. on Friday. Violation of this privilege may result in cancellation of application and forfeiture of deposit/fees paid. Commercial Exhibitors/Attractions must be completely set-up and have their booth approved no later than Friday, September 25, 2020 at 8 p.m.

Commercial Exhibitor/Attraction set-up times:

Thursday, September 24	5 p.m. – 8 p.m.
Friday, September 25	3 p.m. – 8 p.m.

- **Everyone MUST be completely set-up and approved by 8 p.m. Friday, September 25, 2020. There will be no additional set-up after this time. Any commercial exhibitor not yet finished with set-up may result in forfeiture of deposit.**

18. Golf Carts, Scooters, Hover Boards, and other Motorized Vehicles: No motorized vehicle/cart will be allowed on the Waller County Fair & Rodeo grounds.

19. Parking: Commercial Exhibitors and Food Vendors will park in the designated lot. If you are bringing a stock trailer, notification is required ahead of time to allow for parking. All stock trailers must be in the designated trailer parking area. **There will be no RV's or overnight camping permitted on the grounds for Commercial Exhibitors or Food Vendors.**

- **Grounds Passes:** We will issue VENDOR PASSES to Commercial Exhibitors and Food Vendors at check-in. Commercial Exhibitors and Food Vendors are not allowed to distribute VENDOR PASSES to anyone. These credentials are non-transferable.
 - Each Commercial Exhibit booth receives 2 vendor passes
 - Each Food Vendor receives 4 vendor passes
- We will sell additional 8-day VENDOR PASSES for \$25.00 each. See application to order additional VENDOR PASSES. These may be pre-ordered or can be purchased in the Waller County Fair office upon arrival.

20. Hours of Operation: Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

- **Outdoor Food Vendors: TBD; Once our schedule is finalized, we will email it along with the days and hours of operation.**
- **Commercial Exhibitors: TBD; Once our schedule is finalized, we will email it along with the days and hours of operation.**

21. Restocking Hours: Commercial Exhibitors/Food Vendors can re-stock their booths from Monday – Wednesday 10 a.m. – 11 a.m. and Thursday – Saturday 8 a.m. – 9 a.m. There is **NO** re-stocking outside these hours.

22. Cleanliness of Booth Area: Each Commercial Exhibitor and Food Vendor is responsible for maintaining a neat and clean booth area. All garbage, boxes, materials, coverings and non-display items must be removed, and all cleaning must be completed at least 30 minutes prior to opening each day. The Waller County Fair & Rodeo will provide trash receptacles throughout the grounds. The front office should be contacted if an area needs to be mopped or a trash receptacle needs to be emptied. Please note that individual Food Vendors **ARE NOT ALLOWED** to dump **ANY** grey water tanks. If a grey water tank needs to be emptied prior to the scheduled service, please contact the front office.

23. Signage: Each Commercial Exhibitor's and Food Vendor's booth must post a sign, visible to the public, which states the company name, menu (if applicable) and prices. The signs must be of a professional nature. No handmade signs will be allowed. Menu and prices cannot change once application has been submitted and approved. Signs must be placed **NO** more than 3 feet from the trailers or booth space. **SIGNS MUST REMAIN IN THE ASSIGNED SPACE.**

- 24. Propane Tanks:** The use of propane tanks will strictly be limited to food vendors. All propane tanks used by food vendors must be properly secured.
- 25. Trash:** All trash produced by your booth should be placed in receptacles. Boxes should be broken down and placed in outside receptacles.
- 26. Evaluations:** The Waller County Fair & Rodeo always strives to produce a quality, attractive and family-oriented event. All booths and stands may be photographed, evaluated and/or audited during the Waller County Fair & Rodeo. Evaluations are based on general appearance of the booth, management practices, personnel and compliance with the rules and regulations. Please make sure all employees know how important these evaluations are for future participation in the Waller County Fair & Rodeo.

Commercial Exhibitor/Attraction

Evaluations will be based on the following, but are not limited to:

- Customer service
- Professional display
- Company name displayed on booth
- Appropriate paperwork and payments completed in a timely manner
- Operation confined to assigned space
- Conduct of exhibitor and personnel
- Appropriate attire of personnel, staff cleanliness
- Observation of hours of operations
- Sale and display of approved items only
- Use of professional display furniture

Food Vendor

Evaluations will be based on the following, but are not limited to:

- Customer service
- Professional display
- Company name and booth number displayed on booth
- Appropriate paperwork and payments completed in a timely manner
- Operation confined to assigned space
- Conduct of Food Vendor and personnel
- Appropriate attire of personnel, staff cleanliness
- Proper clean-up and disposal of waste products and grease
- Professional menu board posted with prices
- Observation of hours of operations
- Sale and display of approved items only
- Compliance with all Waller County Fair & Rodeo currency rules and revenue sharing requirements

- 27. Show Tear Down:** All indoor vendors may begin dismantling at **9 a.m. Sunday, October 4, 2020**. Dismantling prior to this time without notice from Waller County Fair & Rodeo staff is strictly prohibited. Breaking down during show hours is not only discourteous, but also poses a safety hazard. Vendors that break down early may not be allowed to exhibit at future shows. **All indoor booths must be removed from the premises by noon Sunday, October 4, 2020. Outdoor booths may begin dismantling at 1 a.m. and must be out no later than noon on Sunday, October 4, 2020.** Items left after this date and time will be disposed of at the discretion of the Waller County Fair & Rodeo Management and additional billing for removal of left-over items may occur.

FOOD VENDOR SPECIAL RULES

- 28. Revenue Sharing:** All Food Vendor’s will operate under a revenue share agreement with the Waller County Fair & Rodeo. The Waller County Fair & Rodeo will deduct revenue from the Food Vendor’s gross sales after taxes, when 20 percent of gross sales after taxes exceed the application fee. 20 percent of the Food Vendor’s gross sales after taxes will be retained by the Waller County Fair & Rodeo. 80 percent of the Food Vendor’s gross sales after taxes will be returned to the Food Vendor.
- 29. Sales Settlement:** All Food vendors can cash in tokens from 10 a.m. – noon and 9 p.m. – midnight.
- 30. Fire Extinguishers:** All food vendors are required to have fire extinguishers at their booth. The type of extinguisher needed will be based on the type of fire hazard associated with the booth.
- 31. Grease:** It is the responsibility of the food vendor to properly dispose of all grease. Dumping of grease in any unapproved container or trash receptacle on Expo grounds will result in a fine of \$250 from the Waller County Fair & Rodeo. Ground cover must be used under cooking areas. Stains, and spills must be cleaned immediately, or vendor may be fined up to the amount of \$500 for clean-up.

**COMMERCIAL EXHIBIT/FOOD VENDOR/ATTRACTION
2020 TIMELINE**

Application Due to Waller County Fair Office.	Friday, Aug. 21
Non-Food Vendor Deposit Due.....	Friday, Aug. 21
Insurance Certificate Due to the Waller County Fair Office.....	Monday, Sept. 07
Food Vendor Move-In Begins	Thursday, Sep. 24, 5 p.m.
Commercial Exhibitor Move-In Begins.	Thursday, Sep. 24, 5 p.m.
Booth Set-Up Must Be Complete	Friday, Sep. 25, 8 p.m.
Inside Booth Tear-down and Load-out Begins	Sunday, Oct. 4, 9 a.m.
Inside Booths Must Be Out.....	Sunday, Oct. 4 @ noon
Outdoor Booth Tear-down and Load-out Begins.	Sunday, Oct. 4, 9 a.m.
Outdoor Booths Must Be Out.....	Sunday, Oct. 4, @ noon