



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



2024 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
COMMERCIAL EXHIBIT/FOOD VENDOR/ATTRACTION
2024 TIMELINE**

Application Due to Waller County Fair Office. Monday, July 29
Late Application Deadline.Friday, Aug. 16
Fair Acceptance Letters.....Sent starting Aug. 12
Vendor Deposit Due.....Monday, Sept. 9, 4pm
Insurance Certificate Due to the Waller County Fair Office..... Friday, August 30
Special Event Vendor Move-in Begins.....Thursday, September 20, 8am
General Vendor Move-In BeginsWed, Sep 25, 5 p.m.
***Move In times will vary based on new special events and schedule changes and will be assigned in advance.
Work with Stephanie Whaley for an assigned time.***
Booth Set-Up Must Be Complete Friday, Sep. 27, 6 p.m.
Booth Tear-down and Load-out Begins Sunday, Oct. 6, 9 a.m.
All vendors must be moved out by 4pm Sunday, October 6.

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 enforce 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 and deposit deadlines are posted above. **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
Whaley_stephanie@icloud.com

- If application is approved, we will notify applicant by email. Returning vendors in good standing are offered first consideration. **A \$250 refundable deposit will be required within 30 days of approval.**
- **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 / menu 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. **Menus cannot be changed during the event.** Careful consideration is given to menu inclusions to allow for a wide variety of offerings and fair competitive advantage without oversaturation of specific items. Please be specific and thorough 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 / menu 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, inflammatory, 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. Vendors may not unplug other vendor’s electrical cords or cables. Bring all issues and concerns to the Vendor Coordinator.
 - **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 move-in day** If, upon arrival, Commercial Exhibitors and Food Vendors electrical needs have changed or increased, an additional electrical fee will be charged. Provided electrical costs are as follows:

Plugs with LIMITED AVAILABILITY shown below
30amp and 50amp single phase



- 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 15, 2024, may not be granted and may incur additional charges. Additional extreme electrical requests should be scheduled in advance, 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 / RV 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 30 days to sign and return the deposit and proof of liability insurance. If an application is denied notification will be made via email as well. 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 20 - October 6, 2024.**
- **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 insureds to the Waller County Fair & Rodeo on its policy by August 31, 2024.** 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 the deadline, 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. Hours of operation will be recommended by the vendor coordinator. Please see rule number 20 regarding restocking hours. 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 for restocking are not observed. This is a safety issue. 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. **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.

- 12. 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.
- 13. Pets:** No pets allowed on grounds other than servicedogs.
- 14. 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.
- 15. 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.
- 16. Parking:** Vendors must park in the vendor parking lot. No vendor vehicles allowed to park on the grounds at any time. Work with the vendor coordinator for handicapped parking.

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.**
 - Vendor team will escort you to your purchased location

Vendor Move-In Dates: Move in times will be assigned in advance. Please do not arrive on the Fairgrounds prior to one hour before your assigned time. 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 27, 2023 at 8 p.m.

- 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 without a reserved and paid RV spot.**
 - **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

- Advise the vendor coordinator if more passes are needed.

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 at set times that will be assigned before the event begin. For safety reasons, vehicles will not be allowed on the grounds outside of these assigned restocking times. There is **NO** re-stocking outside these hours. Vendor committee can utilize an ATV to help you grab items you may need to restock in an emergency. But do not bring your vehicle in.

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 must 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 6, 2024**. 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. 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. All spaces must be left clean and trash free upon moveout.

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. – 11pm. Tokens must be delivered to the fair office organized by token value and pre-counted for easy verification. **Tokens that are not organized and pre-counted will incur a 5% penalty.**
- 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.

32. **No glass bottles** allowed anywhere on the grounds.

COMMERCIAL EXHIBITORS SPECIAL RULES

33. **Flat Rate:** All commercial exhibitors will pay the refundable deposit of \$250 as well as a flat rate of \$350 for the event
34. Waller County Fair is not liable for any losses due to weather, damaged inventory, shoplifting or any other risk that is assumed when setting up at an outdoor venue. Exhibitors are encouraged to pack up and secure inventory at the end of each business day.
35. Water and power connections are not guaranteed for commercial exhibitors.