

# MIDLAND COUNTY FAIR '24

— *Midland's Largest Event* —

## Midland County Fair 2024

August 22-25, 2024

[admin@midlandcofair.com](mailto:admin@midlandcofair.com)

Bo Zertuche (432) 967-1807

## Midland County Fair

PO Box 50431

Midland, Texas 79710

### Vendor/Exhibitor Application Form Agreement

**Please Return Page 1 & 2, plus all other applicable documents**

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

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

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

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

Phone:\_\_\_\_\_ Email:\_\_\_\_\_

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

Vendor Space Required (definitions and descriptions on page)

Outside Vendor	\$450.00	Outside Trailer
Inside Vendor	\$300.00	10 x 10 Booth, 8 ft table, 2 chairs

Please enter your items to be sold. Any change from the approved items will need to be approved by the MCF Vendor Chairman, no later than [August 1, 2024](#). Items not disclosed will not be allowed to be sold. ABSOUTELY NO FOOD OR BEVERAGES ARE ALLOWED TO BE SOLD IN NON-FOOD VENDOR BOOTHS.

Tables do not include table linens. Vendors must provide their own extension cords, power strip, etc.

Please describe the type of booth structure that you will setting up. Please note that pipe & drape back drop is provided for you and in some instances a wall may act as the backdrop of your booth. Space will be limited, therefore please be specific in

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dimensions and space required. Final placement will be made by the Vendor Chairman. Each booth space is approximately 10 x 10.

Please confirm # of 10 x 10s required:\_\_\_\_\_

Description of Booth:\_\_\_\_\_

If you are outside trailer exhibitor/vendor, please indicate your dimensions:

Length:\_\_\_\_\_ Width:\_\_\_\_\_

Special Requirements:\_\_\_\_\_

Power availability is based on a first come, first served basis. Electrical requirements will determine vendor location.

Please list all electrical requirements, including lighting. Site is normally equipped with a 110V power, 20-amp source. Power is included in your rental fee.

## Equipment Description

Total 110v (not to Exceed 20 Amps):\_\_\_\_\_

110v 30 Amp (how long is your pigtail):\_\_\_\_\_

220v 50 Amp (how long is your pigtail):\_\_\_\_\_

Payment may be made at [midlandcofair.com](http://midlandcofair.com)

I have read the complete Exhibitor/Vendor Application, Rules & Regulations and by signing this document agree to the information within.

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Signature

Date

Go to [midlandcofair.com](http://midlandcofair.com) for additional information\*

**VENDOR HOURS:**

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(Outside Vendors and Carnival only) **Thursday 5PM – 10PM**

**Friday 5PM – 10 PM, Saturday 10 AM-10PM, Sunday 12N – 8 PM**

Carnival may stay open later. Outdoor Vendors have the option to remain open.

VENDORS ARE NOT PERMITTED TO SET UP DURING POSTED VENDOR HOURS, SET UP MUST BE COMPLETED PRIOR TO POSTED VENDOR HOURS. NO VENDOR MAY TEAR DOWN OR BREAKDOWN THEIR VENDOR BOOTH UNTIL AFTER POSTED HOURS LISTED ABOVE. ANY VENDOR WHO BREAKSDOWN OR LEAVES BEFORE POSTED HOURS WILL NOT BE ALLOWED TO PARTICIPATE NEXT YEAR. THIS ALLOWS FOR A FAIR-GOER TO HAVE THE BEST POSSIBLE EXPERIENCE AFTER PURCHASING A FAIR TICKET. IT IS ALSO A SAFETY ISSUE. ABSOLUTELY NO VENDOR TRAILERS/VEHICLES ALLOWED IN VENDOR PUBLIC AREAS DURING FAIR HOURS. SPECIAL VENDOR PARKING AREAS ARE AVAILABLE FOR ALL VENDORS.

## **VENDOR MOVE IN & MOVE OUT:**

Booth space selection will be done based on payment time. The first person to pay gets the first selection and so on. A floor plan will be emailed once payment is received. **Electrical requirements will determine vendor's location.**

Outside Vendors may move in beginning Wednesday at 8:00 AM. The Vendor Chair will place you in your designated spot. Please understand that electrical needs, trailer sizes, and direction may determine your location. **DO NOT PARK IN AN "ASSUMED" SPOT, AS YOU MAY BE ASKED TO MOVE.** All Vendors must be set up completely upon opening. Be prepared for all applicable inspections.

Inside Vendors: May move in beginning Thursday at 8:00 AM.

Not Responsible For: The Midland County Horseshoe Arena, Midland County, Midland County Fair, Horseshoe Management Company are not responsible for theft or loss of property. Not responsible for accidents.

## **FOOD & BEVERAGE VENDOR RULES & REGULATIONS**

Leased space exclusively for the stated purpose on the Agreement/Application, and only the merchandise or services as described on the Agreement/Application may

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be exhibited, displayed, and/or sold. Exhibitors must confine all exhibit activities to within the limits of space allotted to the booth. Sales personnel and demonstrators are prohibited from operating in the aisles and extending their activities into areas other than the Exhibitor's booth space.

Midland Fire Prevention will present a Food Vendors Inspection and regulation page.

Any cooking under a tent will NOT be allowed.

Food Booths: Booths authorized to sell food or beverage products must adhere to the following guidelines:

Prices: All product prices will be clearly posted. Deviation from posted prices will not be permitted. ITEMS SOLD MUST BE APPROVED AND MAY NOT BE DEVIATED FROM.

ABSOLUTELY NO COLA PRODUCTS, BEER/WINE/ALCOHOL, BOTTLED WATER, etc.

The Horseshoe Arena along with Horseshoe Management provides ALL beverages. Some "Specialty" beverages may be allowed to be sold WITH written advance approval. The Horseshoe Arena/HMC is a TABC Licensed Premises. All Texas Alcoholic Beverage Commission Rules apply. NO alcohol may be brought onto the premises and may only be purchased on property.

## **REQUIRED PERMITS/DOCUMENTS:**

NEW STATEWIDE FOOD HANDLERS' CERTIFICATION REQUIREMENTS WERE APPROVED BY THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES IN OCTOBER 2015. AS PART OF THE TEXAS FOOD ESTABLISHMENT RULES (TFER), ALL TEXAS FOOD HANDLERS MUST NOW SUCCESSFULLY COMPLETE AN ACCREDITED FOOD TRAINING COURSE TO HANDLE FOOD.

**Vendors must obtain a Midland County Health Permit, Insurance, Food Handlers Certificate, and a Midland County Inspection Permit.**

All applicable permits must be displayed in the booth. Insurance and Food Handlers Certificates should be made available.

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INSURANCE: ALL EXHIBITORS (FOOD & NON-FOOD) MUST SUPPLY A COI, INSURANCE FOR \$1M email the COI by 1 (Listing Midland County Fair, Midland County Horseshoe Arena, and Horseshoe Hospitality Services as Additional insured)

## **FOOD & BEVERAGE VENDORS PLEASE RETURN THE FOLLOWING:**

COMPLETED APPLICATION

COPY OF INSURANCE REQUIREMENTS (Listing Midland County Fair, Midland County Horseshoe Arena, and Horseshoe Hospitality Services as Additional insured)

MIDLAND COUNTY INSPECTION PERMIT

Payment made online at [midlandcofair.com](http://midlandcofair.com)

HEALTH PERMIT & FOOD HANDLERS CERTIFICATE

## **NON-FOOD VENDORS PLEASE RETURN THE FOLLOWING:**

COMPLETED APPLICATION

COPY OF INSURANCE REQUIREMENTS (Listing Midland County Fair, Midland County Horseshoe Arena, and Horseshoe Hospitality Services as Additional insured)

Payment made online at [midlandcofair.com](http://midlandcofair.com)

## **ALL EXHIBITOR/VENDOR RULES & REGULATIONS:**

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**Fees:** All fees must be paid in full including any booth rental fee, late fee and/or insurance fee by **August 1, 2024**. No refund shall be paid to Vendor/Exhibitor for any deposit, payment, or prepayment of rental fee made to MCF.

Exhibitor/Vendor is responsible for knowing and complying with all policies, rules, and regulations contained in these rules & regulations which are incorporated into Exhibitors/Vendor Booth Application/Agreement. MCF may immediately cancel Exhibitors Application/Agreement if Exhibitor or any person employed by Exhibitor or under Exhibitor's control fails to comply with any rules after being notified of the violation. Non-compliance with the Rules is also cause for MCF to refuse to allow Exhibitor to exhibit at future shows. MCF reserves the right to require modifications to Exhibitor's booth design and/or selling techniques, and Exhibitor shall immediately comply with any modifications requested by the MCF Vendor Chair.

**Agreements:** Exhibitor/Vendor Booth Application/Contract ("Agreements") for booth space are for the contracted period only and do not carry over to the next year. MCF reserves the right to refuse to renew any Agreement.

**Conflicts:** Nothing shall be sold or given away or otherwise disposed of by Exhibitor which will in any way conflict with, or which is the subject matter of, any privilege or concession granted or sold by MCF. No product may be sold if not approved in advance and listed on this application. MCF may require photos of products to be sold, and/or vendor booth set up, trailer, decorations and/or signage.

**Exhibit Booth Space:** Subject to the conditions of the 2024 MCF Exhibit Booth Contract. The MCF leases to Exhibitor/Vendor a certain exhibit/vendor area described on the Application for the term of August 22 - 25, 2024. Exhibitor may use the leased space exclusively for the stated purpose on the Agreement Application, and only the merchandise or services as described on the Agreement/Application may be exhibited, displayed, and/or sold. Exhibitor must confine all exhibit activities to within the limits of space allotted to the booth. Sales personnel and demonstrators are prohibited from operating in the aisles and extending their activities into areas other than the Exhibitor's space.

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Food Booths: Booths authorized to sell or provide samples (1 oz. or less) of food products must adhere to all Food & Beverage Rules & Regulations. See Food & Beverage Vendor Rules & Regulations for more information.

Prices: All product prices will be clearly posted. Deviation from posted prices will not be permitted.

Food Permits: Booths must obtain a Midland County Permit before event. Permit must be displayed in booth. ALL FOOD WORKERS MUST OBTAIN A FOOD HANDLER'S CERTIFICATE FROM MIDLAND COUNTY HEALTH DEPARTMENT.

RV Spaces: RV Spaces are available for rent/reservations. (Contact Midland County Horseshoe for pricing). Must be reserved by calling the Horseshoe Business at (432) 682-1300

Office hours are M-F 8am-5pm. Closed 12n-1pm.

Directions to the Horseshoe Arena: visit [midlandhorseshoe.com](http://midlandhorseshoe.com)

INSURANCE: All Exhibitors (Food & Non-Food) Must supply a copy of Insurance (COI) at the time of booking (Listing Midland County Fair, Midland County Horseshoe Arena, and Horseshoe Hospitality Services as Additional insured)

No vendor will be allowed to set up without proof of insurance paperwork in advance.

If you need insurance, you may contact the company that MCF uses, Kaliff Insurance for assistance. Any other insurance company may be used as well.

Kaliff Insurance

2009 N.W. Military Hwy

San Antonio, TX 78213

Phone: 210-829-7634

Email to: [admin@midlandcofair.com](mailto:admin@midlandcofair.com)

Mail Form (Pages 1 & 2):

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Attn: MCF Vendor Chair

P.O. Box 50431

Midland, TX 79710-0431

## **FREQUENTLY ASK QUESTIONS:**

**Q: Why do All businesses have to have a sales tax permit and other applicable licenses and permits?**

A: One of the main reasons any business owner is required to carry a license is so that revenue can be tracked for taxation purposes. Businesses that sell taxable goods or services also need a sales tax license or permit. Licenses and permits are also used to protect the public and are required in federally regulated industries (aviation, firearms, alcohol businesses, etc.). Other industry licenses signify specific expertise. For example, if you run an in-home hair styling business, you'll need the same professional license that you'd need if you had a main street salon.

**Q: What are General Business License and Permit Guidelines**

A. Sales Tax Permit - If you sell taxable goods or services (online or offline), you are required to collect state and local sales taxes from your customers. The State of Texas frequently checks vendors at vendor related events. This permit is mandatory for all MCF Vendors.

Health and Safety Permits Depending on your location and industry, you may need either a permit or an inspection from your local fire department, especially if your business requires the use of flammable materials or will likely involve the assembly of several people in one location, such as a childcare business. See MCF requirements in Vendor Agreement.

**Q. Why Can't I bring in/and or sell water, cola products or alcoholic beverages?**

A: The Midland County Horseshoe Arena is a TABC Licensed facility. All Texas Alcoholic Beverage Commission laws apply. The In-house Management Company is a TABC



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Licensed company and provides all beverage services (including alcoholic beverages) in the venue and on the venue grounds. The carnival is pre-approved to sell cola/water products in their designated footprint only. Vendors may sell specialty beverage products, such as lemonade and frozen non-alcoholic drinks. Any specialty drinks sold must be pre-approved by the Midland County Fair.

## **Q: Is Ice Available on the Grounds**

A: Currently, we have an Ice Station. Event staff will provide ice for a nominal fee.

Vendors have the option of bringing in their own ice and products.

## **Q: Trash**

A: Trash receptacles are provided for the fair-goers convenience and your convenience. Trash is picked up periodically throughout the day. Dumpsters are also available for large quantity trash. Please secure any loose trash and dispose of frequently. The MCF works to keep the vendor areas as clean as possible for a positive experience.