

**VAN BUREN COUNTY FAIR**  
KEOSAUQUA, IOWA

Managed by: Van Buren Agricultural Association  
PO Box 174, Keosauqua, IA 52565  
[www.vanburencountyfairia.com](http://www.vanburencountyfairia.com)  
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Secretary Phone: 641-680-0026



**COMMERCIAL EXHIBITOR/VENDOR & CONCESSIONAIRE CONTRACT**

Year Contracted:

Concession:

Contact Person(s):

Mailing Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

E-mail Address:

Federal I.D.#:

IA Sales Tax #:

Social Security #

**CONCESSION DETAILS**

Type:

Location:

Concession Size:

Water Hookup:

# of Electrical Plugs:

Volts per Plug:

Amps per Plug:

Products or Services:

Camping Fee:

Additional Vehicles Requiring Electrical:

Additional Vehicles Fee:

Concession Fee (Includes Utilities):

**TOTAL ALL CONTRACT FEES:**

**CONTRACT RESPONSE DEADLINE:**

This contract is accepted upon condition that the business as stated above is to be conducted in accordance with the rules and regulations of the Van Buren Agricultural Association and the State of Iowa, and further that the Purchaser of this contract pledges and offers to the Association any and all structures occupied or erected by him or them, all goods, implements, or appurtenances which are used in transacting business to which this privilege pertains, as a Guarantee for the payment of the sum herein stated, and in the case of such forfeiture, said Association shall have the privilege of offering the same at public auction, and apply enough of the proceeds from such sale of the discharge of the amount due. The locations for said privilege to be assigned by the Secretary of the Association. Retention of this contract on the part of the purchaser will be taken as evidence of acceptance. Further the Association assumes no responsibility for the loss or damage of the Concession's property. It is also agreed as a consideration for the Van Buren County Agricultural Association accepting lease of stated space that the Concession will hold the Agricultural Association harmless by reason of any claims given rise to anyone patronizing the Concession's business, and the Concession does hereby release, relieve and discharge the Van Buren County Agricultural Society from any claims.

I, (please print) \_\_\_\_\_ as Agent for the Concession, accept this contract and agree to lease the assigned space at the Van Buren County Fair for the above stated year and agree to the conditions set by this contract, as stated on the back side of agreement.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
(Agent for the Concession)

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
(For Van Buren County Agricultural Society)

Read over contract to make sure information is accurate for your concession. Make changes on contract and initial each one if needed. Especially needed are your utility demands. Please take time to return the contract and fee as soon as possible. If for some reason you cannot exhibit this year, for courtesy sake return the contract unsigned with a note of your intention not to exhibit as soon as possible. Contracts not returned by the Response Deadline date will be forfeited and the space will be leased to another vendor.

### **ALL VENDORS**

All desiring to obtain leases for the sale of articles or for exhibitions must pay the price of such permits in advance. Contracts issued by the Fair office must be returned by the deadline date with payment in full for space fee, both as specified on the contract, or the contract will be voided and the space will be leased to another exhibitor.

1. Set up hours for commercial exhibits and concessions will be the week of the fair.
2. Space assigned and not occupied before Noon Wednesday, the first day of the Fair will be forfeited.
3. Commercial exhibit spaces must be occupied by the lessee by 11:00 a.m. on Thursday of the Fair and remain in place until 5:00 p.m. on Sunday of the Fair. Unless otherwise noted.
4. Any lessee of space leaving before designated time loses right to return to the Fair, unless expressed permission has been secured from the Fair Office. Lessee also forfeits any deposits made to Fair for the space.
5. No parking of vehicles, unless a part of the concession, will be allowed around the exhibit and central building complex. Vehicles may enter the area to load/unload goods or exhibits only. No vehicles are allowed in this area during the fair unless permission is received from the Fair Office. Fair Manager will determine location of additional supply vehicles.
6. All special electrical and water hookups will be charged to exhibitor and collected for at time of hookup.
7. Charge for camping, electrical needs and water needs must be made with the Fair office.
8. All campers must park in the campground of the fairgrounds, and pay fees for camping as set by the Fair Office.
9. All food concessionaires shall cause to be posted in a conspicuous manner, at the front or entrance of place of business, a sign showing the price charged for meals, lunches, drinks or other articles of food offered for sale.
10. Exhibitors may advertise and distribute from their assigned concession space only.
11. No part of a commercial exhibit, inside or outside, may be in any way attached to any buildings and other property of the Fair. All exhibits must be free standing.
12. Any commercial vendor wanting to sell its product in the grandstand during the shows must first receive permission from the Fair office and pay any fees deemed appropriate by the Office. All persons selling for vendors during the grandstand shows must pay the normal admission price to the shows.
13. A contracted concession or commercial vendor cannot sub-lease exhibit space to another party.
14. All concessions and exhibitors selling a product(s) or service from their leased space at the Fair must pay Iowa Sales Tax. The Fair requires a Federal ID number, Iowa Sales Tax number and Social Security number from each concession or exhibitor. If the concession or exhibitor does not have an Iowa Sales Tax number, a temporary form is available at the Fair office.
15. A certificate of liability insurance naming the Van Buren County Fair as additional insured is required from all vendors and must be submitted with signed contract and vendor fee. Minimum liability coverage shall be \$1,000,000 per occurrence.
16. Concessions and vendors are rented space only. All concessions and vendors must provide their own chairs, tables, backdrops, enclosures, equipment and such. The Fair does not supply such items.
17. The Association will carefully guard against extortion in any form being practiced on the patrons of the Fair. A violation of the rule will cause forfeiture of contracts, money paid, and the expulsion from the grounds.
18. The Society will use diligence to insure the safety of the property of vendors and exhibitors after their arrival and placement, but in no case will the Society be responsible for any theft, accident or loss of property that might occur..
19. Vendors are prohibited from using nails, pins or other metal fasteners, or tape on walls and ceilings of buildings.
20. All vendors are to shut off all electrical items they might have in their booth when the booth is not occupied, and when the building is closed to the public. This means fans, special lighting and other enhancements.