

**2011 BIG ISLAND FARM FAIR
COMMERCIAL/CONCESSION VENDOR POLICIES**

It is the policy of the Big Island Farm Fair Committee to promote primarily Local products, agriculture, and education. Preferences are given to local businesses, especially those that are agriculture related. Our goal is to increase awareness of local products while providing entertainment and supplying needs. Demonstrations, distribution, and marketing all contribute to this goal. Together we can show the public the offerings of our county.

The criteria shall be as follows:

1. Commercial/Concession vendor space will be accepted by the Big Island Farm Bureau. Locations will be assigned at the discretion of the Big Island Farm Fair.
2. If two or more request for any space are received and all are responsible vendors with proposed attractive stands and competitive merchandise, preference may be given to the local applicant. If all or none are local residents, then staff will canvass other fair exhibitions, or other reputable sources to determine if one or another was superior in service, cooperation.
3. The reputation and standing of the vendor will be considered, i.e., review of the vendor's performance at other events.
4. The necessity of the commercial/concession vendor is considered based upon the number and kinds of like attractions already on the fairgrounds that year.
5. The conduct of commercial/concession vendor towards directors, management, employees, and customers will be evaluated as part of the criteria for continued space at the fair. Any conduct during the fair that results in a citizen's written complaint may be reason for immediate expulsion from the premises with no refund.
6. Commercial/Concession vendors are expected to provide quick and friendly answers to any complaints by fair patrons, i.e., the prompt replacement of a damaged article, a refund of the customer's money if requested, ect.
7. Vendors are not allowed to collect donations or contributions for other organizations during the Big Island Farm Fair.
8. Any Nonprofit Agricultural Organization, Nonprofit Community Service Group selling food products that are intended to be consumed on-grounds shall be considered a food concessionaire.
9. Any Nonprofit Agricultural Organization, Nonprofit Community Service Group member selling merchandise during the Fair will be charged a seller's fee.
10. Minimum requirements include meeting all health, fire, and safety requirements.
11. Vendor space is subject to relocation if deemed necessary by the Fair. Commercial/Concession vendors shall not assign, sublease, or apportion the assigned space or any part thereof, unless first obtaining written permission by the Fair. The right to operate a booth on the Fairgrounds is nontransferable and is nonproprietary.
12. The Fair reserves the right to prohibit a vendor or any part thereof, which in the sole judgment of the Fair may be objectionable or offensive to neighboring stands or to the public. This restriction extends without limitation to persons, things, conduct, signage, to printed matter. **No balloons or stickers may given out.**
13. Conformance to the rules and regulations of the Big Island Farm Fair is required as stated on the license agreement and all printed material. Rules are strictly enforced, and any violation may result in termination of the contract.
14. The Fair requires that all Commercial/Concession vendors have liability insurance. The Fair requires each vendor have a certificate of insurance per booth on file **2 days** prior to opening day of the Fair, and it shall be in full force and effect during the term of the license agreement (including period of set-up and clean-up). The minimum coverage is \$1 million combined single limit per occurrence to cover public liability and property damage. The Big Island Farm Fair must be named as additional insured for the duration of the Fair.

Vendor Booth Prices Per 10'x10' Space

Commercial Vendor	\$400.00
Qualified Nonprofits (education & information)	No fee
Un-Qualified Nonprofits	\$200.00
Nonprofit Sellers	TBD