

**2018 Merchant Building Application
 Form 13-2**

Merchant Building	Fee:	Number of Spaces Requested:	Number of Days desired:	Day(s) Requested If not for the full week: Circle choice(s)	Fee Enclosed:
Inside Space: 10 X 10	\$15 Per Day			Tue Wed Thurs Fri Sat	
Outside Space: 20 X 20	\$25 Per Day			Tue Wed Thurs Fri Sat	
Farm Equip. Outside Space: 20 X 30	\$30 Per Day			Tue Wed Thurs Fri Sat	
Camping: w/Electric and Showers	\$25 Per Night			Tue Wed Thurs Fri Sat	
Parking Passes	3 Free	-----	-----	Tue Wed Thurs Fri Sat	
Check or Money Orders Made Payable to: Bay County Fair & Youth Exposition					Total Due:
Merchant Hours: 12:00 PM to 9 PM Tuesday August 7 through Saturday August 11, 2018					\$ _____
					No Refunds

Set-Up: Monday August 6, 9:00 AM to 2:00 PM and Tuesday August 7, 8:00 AM to 11:00 AM
Tear Down: Saturday, August 11, 10:00 PM to 11:00 PM and Sunday, August 12, 8:00 AM to Noon

The Bay County Fair & Youth Expo Board of Directors reserves the right to refuse or revoke this contract at any time if the vendors merchandise and/or conduct is in conflict with the term "Family Fair". Any monies paid will be forfeited by the vendor.

My signature below attests to the following:
 I have received and read and understand and agree to all of the Policies and Procedures, the Code of Conduct, and the Hold Harmless Clause.
 I understand and agree to a background check prior to my approval as a vendor.
 I understand that I must provide a copy of my liability insurance with my application.

Name (Please print): _____

Signature: _____ Date: _____

<p>Mail Completed Application and Full Payment made Payable to:</p> <p>Bay County Fair & Youth Exposition PO Box 633 Bay City MI 48707</p> <p>Questions? PHONE: 989.895.3744 EMAIL: baycountyfair@yahoo.com</p>

Business Name:	
Business Street Address:	
Business City, State, ZIP:	
Business Phone:	
Business Fax:	
Applicant Name:	
Home Street Address:	
Home City, State, ZIP:	
Home Phone:	
Description of Business:	
List items to be sold:	
Business License Number or Tax-ID Number:	
Liability Insurance Company and Policy #:	

EXHIBITORS / VENDORS CONTRACT

Purpose

The Bay County Fair & Youth Exposition prides itself on providing quality education programs to our Fair attendees. The primary purpose of this policy is to ensure the safety and wellbeing of all participants, including 4-H members, vendors, exhibitors, volunteers, parents, families, fair attendees, and the Fair board personnel.

Definitions:

Exhibitors = To showcase their exhibit in public and/or via a contest.

Policy Statement:

1. All 4-H exhibitors must follow the 4-H guidelines for exhibitors.
2. All exhibitors will receive a copy of the Fair Book and will agree to follow the guidelines provided.

Vendors = A person or an entity legally authorized to sell their goods and wares on our Fairground Property.

Policy Statement:

1. All vendors will be provided with a copy of our "Vendor Code of Conduct Standards of Behavior".
2. All vendors must complete an application, which includes authorization for the Fair Board to perform a Background and a Sex Offender Registry Check.
3. No application will be accepted until these checks are performed, certified, and passed.
4. Completion of an application does not guarantee a vendor space.
5. A copy of the signed agreement will be kept on file with the Vendor Application in The Fair Board Office.
6. The Bay County Fair Board reserves the right to place Exhibitors and Vendors at Our discretion.
7. The Bay County Fair Board reserves the right to refuse any Exhibitors or Vendors at our discretion.
8. All payments will be in the form of Cash, a good Check, a Money Order, or a Credit Card.
9. Payment in full is required prior to any setup of goods or wares.
10. No refund of any kind will be returned within 5 business days of the start day of the Fair.
11. Parking passes will be furnished to all exhibitors and vendors. [Maximum of 3]
12. Exhibitors and Vendors will be provided with an identification badge which must be worn at all times while on the Fairgrounds.
13. Camping is available on a first-come first-serve basis for an additional fee.
14. Anyone camping at their outside Vendor space must pay the additional camping Fees.

15. All Vendors are required to keep their area clean, neat, and free of rubbish.
16. All Vendors or their registered representative must be at their designated Vendor Area during the Fair hours of operation.
17. No Vendor shall stroll the Fairgrounds advertising their Goods, Wares, Products, or Services.
18. The collection of Sales Tax is the sole responsibility of the Vendor.
19. A copy of all Vendors Liability Insurance is required and must be presented before any setup will be permitted.
20. There will be no sales of any food or drinks allowed in the Vendor areas.
21. This is a "Family Oriented Fair," therefore there will be no objectionable or obscene materials, or goods; and no weapons, knives, swords, or any other dangerous items will be allowed. This will be at the discretion of the Bay County Fair Board.
22. No animals will be allowed for sale or to be given away in the Vendor area.
23. There will be no tables or chairs provided. Vendors must furnish if needed.
24. All Food Vendors must provide a complete menu. The menu must be approved by the Fair Board of Directors. The following menu items are exclusively contracted with D&R Shows: Popcorn, Carmel Corn, Caramel Apples, Candy Apples, Cotton Candy, Corn Dogs, And Funnel Cakes.
25. There will be no food or grease dumped into the storm sewers. Waste barrels for food and grease waste will be provided in designated areas.

I have read and understand and agree to adhere to these policies and procedures.

Name _____

Date _____

Signature _____

Revised January, 2017

Bay County Fair & Youth Exposition
CODE of CONDUCT for All
Volunteers, Vendors, and Board of Directors and
Form 11-2

Page 1 of 2

Policy Statement:

The Code of Conduct is a public declaration of the principles of good conduct and good standards of behavior that the Volunteers, Vendors, and Board of Directors of The Bay County Fair & Youth Exposition agree to demonstrate in the performance of our responsibilities.

Procedures:

1. All persons associated with The Bay County Fair & Youth Exposition must demonstrate courtesy, respect, honesty, and fairness with all fellow members, customers, clients, suppliers, and competitors in all interactions.
2. All persons associated with The Bay County Fair & Youth Exposition must demonstrate compliance with health, safety, legal, and security regulations. These regulations are critical to a healthy and safe working environment for the overall success of our organization.
3. The Board of Directors of The Bay County Fair & Youth Exposition will immediately investigate and resolve all health, safety, legal, or security violations or Code of Conduct Violations. Wherein as any dispute or conflict arises, The Board of Directors will work with all parties involved to rectify the situation. The Board of Directors will obtain objective opinions to resolve the situation.
4. All persons associated with The Bay County Fair & Youth Exposition will conduct business transactions in a professional, ethical, and humanistic manner. No person will engage in any form of bribery. No person will knowingly provide any false or misleading information pertaining to the organization or its services to any other person or party.
5. All persons associated with The Bay County Fair & Youth Exposition will recognize the diversity of all other persons and that the organization can only be successful through the respect, equal treatment, cooperation, and empowerment of all volunteers.
6. All persons associated with The Bay County Fair & Youth Exposition will communicate their vision, mission, goals, and objectives to all other persons and will provide training as required to achieve those goals.
7. All persons associated with The Bay County Fair & Youth Exposition must be environmentally conscious in conserving all resources and protecting the environment that our organization operates in.
8. All persons associated with The Bay County Fair & Youth Exposition must not engage in any activity that is [or gives the appearance of being] unhealthy, immoral, illegal, unsafe, or harmful to our organization, our fellow members, clients, customers, vendors, suppliers or the environment.
9. All persons associated with The Bay County Fair & Youth Exposition must avoid any and all activities that shall conflict with or impair the performance of their duties. All decisions will be made objectively without regard for any personal gain.
10. All persons associated with The Bay County Fair & Youth Exposition will provide an environment that encourages all persons to constantly improve the health, safety, productivity, and profitability of our organization. All persons will strive to create a place where everyone enjoys performing their duties, and will recognize that highly motivated persons are our organization's most productive and dependable assets.

11. All persons associated with The Bay County Fair & Youth Exposition will protect all assets of our organization in a responsible way. The assets of our organization include, but are not limited to: all volunteers, vendors, financial resources, services, all equipment, and any information verbally or written. All persons will strive to provide the highest quality of services and entertainment, constantly working to improve all areas of our organization.
12. All Bay County Fair & Youth Exposition Board of Directors and all Volunteers of all our associated organizations must maintain confidentiality of all records and documents in their care and possession including information about: fellow members, volunteers, vendors, customers, clients, and suppliers. All persons must exhibit the highest standards of personal integrity and professional conduct.

Name _____ Date _____

Signature _____

Revised January, 2017

**Bay County Fair & Youth Exposition Application for
Volunteers, Vendors, and Board of Directors;
Consent for Background Check;
Policies and Procedures; and
Hold Harmless Clause
Form # 11-2**

Name:	Date:
Street Address:	Home Phone:
City / State / Zip:	Alternate Phone:
Date of Birth:	Other Names Used:
Male _____ Female _____	Race _____

Are there any physical conditions needed for consideration in assigning volunteer positions? Yes _____ No _____
If yes please explain: _____

Emergency Information: In case of emergency, contact:

Name:	Relationship:
Home Phone:	Alternate Phone:

Skills & Interests:

Current / Previous Work Experience:
Previous Volunteer Experience:
Hobbies, Skills, Interests:
Special Training:
Who or What Interested You in Volunteering:

References: Please list two personal references, other than family members:

Name:	Phone:
Street Address:	City / State / Zip:
Name:	Phone:
Street Address:	City / State / Zip:

Do you have any criminal convictions? (other than parking violations) Yes _____ No _____
If yes please explain: _____

Hold Harmless Clause: All Vendors shall and will indemnify, defend, and hold harmless the Bay County Fair and Youth Exposition and the Bay County Fair Board of Directors and all Volunteers from and against any and all liability, claims and demands, expenses, fees, fines, penalties, lawsuits, proceedings, actions, and causes of actions, including but not limited to attorney's fees, of any kind and nature arising out of or resulting from the negligence and/or the misconduct connected with the Vendors use of or occupancy of any and all Fairground premises.

I understand and approve of a background check prior to my acceptance as a Volunteer, Vendor, or a member of the Board of Directors, and that my activities may be limited and/or monitored based on the background check results. I agree to provide my personal identification information to the Executive Board Members to perform my background check. All personal information will be kept in strict confidentiality as per appropriate policy.

If I am a Volunteer or a Vendor, I acknowledge that I have received and read a copy of the Code of Conduct policy.

As a Volunteer, I understand and agree that I will not be paid for any and all activities or jobs that I perform; I will abide by all safety procedures for all of my assigned duties; and that I will keep all of my personal and emergency information updated as directed by the Bay County Fair & Youth Exposition Board of Directors.

If I am a Board of Director or an Associate member, I acknowledge that I have received and read a copy of the Bay County Fair & Youth Exposition By-laws policy. I understand and agree that if I apply and am accepted as a Board of Directors, I will be expected to be present and participate and help at all sponsored events, including set up and tear down and cleanup. I agree that I will be expected to attend all Board of Director meetings and participate. I understand that if I will be absent from any meeting or event that I will notify the Board President before the start of said meeting or event. I understand that if I have been assigned to a committee or a responsibility for or during an event and I will not be present, it will be my responsibility to find a suitable replacement for myself.

I have read and understand and agree to adhere to these policies and procedures.

Name _____

Signature _____

Date _____

Revised January, 2017