



**2012 BRAZOS VALLEY FAIR & EXPO**  
**COMMERCIAL EXHIBITOR & FOOD VENDOR**  
**RULES & REGULATIONS**  
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**COMMERCIAL EXHIBIT/FOOD VENDOR/ATTRACTION  
2012 TIMELINE**

Applications and Final Payment due to the Brazos Valley Fair Office	Monday, July 9
Liability Insurance Certificate due to the Brazos Valley Fair Office	Wednesday, August 15
Deadline for Name Change Request	Wednesday, August 15
Information for Health Permit due to the Brazos Valley Fair Office	Wednesday, August 15
Food Vendor Move-In Begins	Tuesday, September 4, 7 am
Commercial Exhibitor Move-In Begins	Wednesday, September 5, 6 am
1 <sup>st</sup> Glimpse Preview (Carnival Opens)	Wednesday, September 5, 5:00 pm
Booth set-up must be complete	Thursday, September 6, Noon
Mandatory Commercial Exhibitor/Food Vendor Meeting	Thursday, September 6, Noon
Booth tear-down begins	Sunday, September 9, 7 pm
Booth load-out begins	Sunday, September 9, 8 pm
Booth tear-down completed	Monday, September 10, 8 am
2012 Commercial Exhibitor/Food Vendor Satisfaction Survey due	Monday, September 10, 8 am

**EXHIBITS DEPARTMENT CONTACT INFORMATION**

**Brazos Valley Fair & Exposition**  
5827 Leonard Road  
Bryan, TX 77807  
Tel 979-821-1405  
Fax 979-823-1912  
khengst@brazosvalleyfair.com

**BRAZOS VALLEY FAIR & EXPO  
COMMERCIAL EXHIBITOR, FOOD VENDOR AND ATTRACTIONS  
GENERAL RULES**

The Brazos Valley Fair & Expo has established rules for Commercial Exhibitors, Food Vendors not to prohibit sales, but 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 Brazos Valley Fair & Expo's success, and to ensure such, everyone needs to understand these rules and regulations.

**1. Interpretation and Violation of Rules:** The Brazos Valley Fair & Expo Management reserves the final and absolute right to interpret these rules and 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 be subject to such penalty as the Executive Committee may order.

The Brazos Valley Fair & Exposition Executive Committee shall have the further right to delegate any or all of the rights, authorities and responsibilities which it has under these Rules to such Show Officials as it deems appropriate.

**2. Application:** The Application form is available for download at [www.BrazosValleyFair.com](http://www.BrazosValleyFair.com). The Application deadline is July 9, 2012. Applications must be submitted to Brazos Valley Fair & Expo – Exhibits Department, 5827 Leonard Road, Bryan, TX 77807. **Commercial Exhibitors and Food Vendors will not be considered without a completed and signed Application and photos of your exhibit.**

**Approved Applications received by June 30, 2012 will receive prime access to preferred booth space. Remaining booths will be assigned for Applications received after June 30, 2012.**

**3. Background Checks:** The Brazos Valley Fair & Expo reserves the right to conduct background checks on any individuals and/or Commercial Exhibitor and Food Vendor. If the background check results do not comply with the Brazos Valley Fair & Expo policies and standards, then the Brazos Valley Fair & Expo Management has the right to revoke the contract and any payments made to the Brazos Valley Fair & Expo shall be forfeited.

**4. 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 in Application. If the booth at the event does not represent the submitted photo, then the Brazos Valley Fair & Expo has the right to remove the booth from the premises and revoke the contract and any payments made to the Brazos Valley Fair & Expo shall be forfeited.

**5. Acceptable Items for Sale or Display:** All items to be sold or displayed must be listed on the Application when submitted to the Brazos Valley Fair & Expo Office. The Brazos Valley Fair & Expo 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 a contract is issued, you may not display or sell any additional items without approval from the Exhibits Coordinator. Please be specific 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 Brazos Valley Fair & Expo Management will periodically monitor Commercial Exhibitor and Food Vendor booths to ensure that only approved items are being 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 Brazos Valley Fair & Expo Management reserves the right to prohibit the sale, rental or display of any item that the Brazos Valley Fair & Expo Management reasonably deems objectionable from the standpoint of taste, quality or compatibility with the Brazos Valley Fair & Expo mission. Some items that will not be considered for sale, give away or rental include but are not limited to: weapons of any kind, lasers, high powered water guns, rubber band guns, toy guns, products made from any endangered animals, unsafe, obscene, pornographic or drug related items.

**6. Electricity:** It shall be the Commercial Exhibitor's and Food Vendor's responsibility to have a certified electrician inspect and approve exhibit before arriving on grounds, deeming it to be in full compliance with local, state, and federal codes and safety standards. Commercial Exhibitors and Food Vendors are required to have the Brazos Valley Fair & Expo and Rodeo contracted electrician perform all electrical service, connections and disconnections while they are on the Brazos Valley Fair & Expo property. Under no circumstance should any person other than the Brazos Valley Fair & Expo approved representatives be authorized to access utilities of any kind. Electricity is available at the discretion of Brazos Valley Fair & Expo Management. Microwaves and coffeepots will not be allowed for any Commercial Exhibitors and electric heaters are not permitted for any Commercial Exhibitors and Food Vendors.

**Electrical Reservation:** Wall outlets and post outlets are not part of the booth space. 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 8:00 am on Wednesday, September 5, 2012.** If, upon arrival, Commercial Exhibitors and Food Vendors electrical needs have changed or increased, an additional electrical fee will be charged. Electrical costs are as follows:

Amps	Cost
20 – 30	\$50
40 – 50	\$75
60 – 80	\$100

\*Please note that 2000 watts (120 volts) is the maximum usage available in one 20 – 30 amp circuit. Each vendor can have 2000 watts in one 20 amp circuit and then 2000 watts in another 20 amp circuit but you must purchase **two** 20 – 30 amp circuits if that is what your booth requires. That is the maximum power that is available.

Note: If a 220 volt circuit is needed, the vendor **MUST** submit a picture of the outlet with the application. If the picture is not submitted, the Brazos Valley Fair cannot guarantee the correct plug will be in place at the time of move-in. The fair will also charge an additional \$10 if the picture does not accurately display the plug.

The cost list above includes bringing circuits to the rear of the exhibit booth. Should Commercial Exhibitors and Food Vendors have additional electrical requirements, the Brazos Valley Fair and Expo will provide specific quotes as needed. Changes or additions to electrical request after July 9, 2012 may not be granted and may incur additional charges. Additional extreme electrical request should be scheduled in advance, before July 9, 2012 and might not be guaranteed.

Commercial Exhibitors in the Exhibit Hall are strongly encouraged to use fluorescent lighting for their booth. No extension cords will be provided or distributed to vendors; you must bring your own extension cords.

All **Food Vendors** need to clarify on the Application the type of electricity needed and the length of cable cord they will provide. **The Brazos Valley Fair and Expo requires that all Food Vendors have at least a 100 foot SEOW or SO cable for their hardwire connection.**

**All electrical equipment must be turned off at the end of the night with the exception of equipment that contains perishable products.**

**7. Contract Execution:** After July 9, 2012, the Brazos Valley Fair and Expo will begin acceptance/denial of all Applications. If a Commercial Exhibitor's and Food Vendor's Application is accepted, the Brazos Valley Fair and Expo will send the Commercial Exhibitors and Food Vendors a formal contract for signature. The Commercial Exhibitor and Food Vendor will have 14 days to sign and return the contract. The signed contract and 50% of total amount due must be received by the Brazos Valley Fair and Expo within 14 days of receipt of contract from the Commercial Exhibitor and Food Vendor. The remaining balance is due to the Brazos Valley Fair and Expo office no later than August 15, 2012. Applications accepted after August 15, 2012 must be paid in full upon receipt of signed contract. Failure to respond by appropriate deadlines will result in cancellation of booth and forfeiture of any deposit.

**8. 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 4, 2012 to September 10, 2012. Such

evidence of said insurance shall be contained on Acord Certificate of Liability Insurance and be provided to the Brazos Valley Fair and Expo by August 15, 2012. **Commercial Exhibitor and Food Vendor will provide insurance naming the Brazos Valley Fair and Expo, the Brazos County Expo Complex, and County of Brazos as Additional Insured and Commercial Exhibitor and Food Vendor shall provide a copy of the policy endorsement naming such additional insured's to the Brazos Valley Fair and Expo on its policy by August 15, 2012.** This policy will be placed with a company that is satisfactory to the Brazos Valley Fair and Expo 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 and One Million Dollars and No/100 (\$1,000,000.00) in the aggregate. The Certificate of Insurance shall contain a thirty (30) day Notice of Cancellation in favor of the Additional Insured's. The Brazos Valley Fair and Expo reserves the exclusive right to reject such evidence of insurance for any reason. Insurance shall be in a form and substance satisfactory to the Brazos Valley Fair and Expo. No Commercial Exhibitor/Food Vendor will be allowed to setup 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 August 15, 2012, Brazos Valley Fair and Expo will revoke the contract and any payments made to the Brazos Valley Fair and Expo shall be forfeited. Please see below for insurance requirements.

**Required Limits Coverage for Commercial General Liability Insurance**

The Brazos Valley Fair and Expo requires each exhibitor to carry the following minimum limits of coverage:

Each Occurrence: \$1,000,000.00  
Damage to rented premises (each occurrence): \$100,000.00  
Medical expense: \$5,000.00  
Personal and advertising injury: \$1,000,000.00  
General aggregate: \$1,000,000.00  
Products: \$1,000,000.00

**Certificate Holder:**

The Certificate Holder on the insurance certificate provided to the Show by the exhibitor shall be listed as:  
Brazos Valley Fair and Exposition  
5827 Leonard Road  
Bryan, TX 77807

**Additional Insured's:**

The following shall be listed on exhibitor's insurance policy as additional insured's:

1. The Brazos Valley Fair and Expo
2. The Brazos County Expo Complex
3. County of Brazos

Vendors may have the option to purchase insurance through insurance agents who have made their services available to vendors of the Brazos Valley Fair and Expo. The cost of such coverage is \$65.00 for per booth. Contact the Exhibits Coordinator if you would like to obtain the insurance through insurance agents that have such arrangements with the Brazos Valley Fair and Expo.

\*The following cannot be covered under this policy: Piercings, Haunted House, Stroller/Wheel Chair Rental, National Companies or Chain Stores, Organ Grinders, Medical Exams/Blood Testing/Medical Testing, Liquor Stands, Motorsports Activity, Tattoo, Inflatables, Exotic Animals, Metallic Balloons, Mechanical Rides, and/or Fireworks.\*

**Additional exclusions/limitations may apply based on underwriter's approval.**

- 9. Booth Staffing Requirements:** It is the responsibility of the Commercial Exhibitor and Food Vendor to ensure that their booth is staffed at all times during the shows hours of operation, please see rule number 24. Booths that do not comply with rule number 24 will be fined \$500.00 for the first occurrence. Upon a second occurrence that the booth continues

to not be staffed properly, the Brazos Valley Fair and Expo has the right to revoke the contract and remove the booth from the property. These vendors will not be invited back to future shows.

It is also the Commercial Exhibitors and Food Vendors responsibility to make sure that 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.

**10. Refunds:** There will be **no refunds**, for any reason.

BRAZOS VALLEY FAIR AND EXPO requests that 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.

**11. 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 BRAZOS VALLEY FAIR AND EXPO must be done by money order, cashier's check, or credit card.

**12. Alcohol:** Unless Commercial Exhibitor and Food Vendor has a current license authorizing the sale of alcohol and has been approved in writing by the Brazos Valley Fair and Expo to conduct limited sales, Commercial Exhibitor and Food Vendor cannot sell alcoholic beverages at any time. Commercial Exhibitors and Food Vendors are also not allowed to consume alcoholic beverages or be under the influence of alcohol while working on the Brazos Valley Fair and Expo property.

**13. Advertising:** In order 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 and all business dealings are to be conducted within the space designated within the agreement. The Brazos Valley Fair and Expo 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 Brazos Valley Fair and Expo Marketing Department. **No shouting/loud or distracting music, voices or noise are allowed to attract visitors into your booth.**

**Use of Name or Official Logo:** No Commercial Exhibitor or Food Vendor may use the official event name, Brazos Valley Fair and Expo, its branded name, Brazos Valley Fair, or its logo without prior written consent from the Brazos Valley Fair and Expo Management. This includes the use of the names or logo for any marketing materials, media, or promotions.

**Marketing:** In order to promote each Commercial Exhibitor's and Food Vendor's success we request that you submit a high resolution digital photo of your set up/booth, logo and website address. The Brazos Valley Fair and Expo 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 contract with your deposit.

**14. 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 Brazos Valley Fair and Expo will revoke the contract and any payments made to the Brazos Valley Fair and Expo shall be forfeited.

**15. Pets:** No pets allowed on grounds other than service dogs.

**16. Prohibited Items:** No weapons of any sort, illegal substances, bicycles, motorized bicycles, Segway's, skateboards, roller skates or pets are allowed within the Fairgrounds. No video cameras or recording devices of any kind are allowed in the Rodeo Arena.

**17. Security:** There will be 24-hour grounds security throughout the event. According to the terms of the contract the Brazos Valley Fair and Expo 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. Each Commercial Exhibitor and Food Vendor is responsible for their merchandise.

## OPERATIONAL RULES

**18. Check-in:** The following are guidelines put in place to make the arrival and setup of your space accommodating:

- Proceed to the Exhibits Office – **All Commercial Exhibitors and Food Vendors must check in at the Exhibits Office prior to beginning move-in or unloading exhibits/trailers.**
  - Insurance Clearance
  - Sign Release of Liability statement
  - Purchase Golf Cart registration
  - Pay any remaining balances
  - Show Packet will be provided (Each Commercial Exhibitor and Food Vendor will not receive the Show Packet or be able to set up the contracted space without meeting the requirements listed above).
- Exhibits Staff will escort you to your purchased location
  - Brazos Valley Fair and Expo Electrician will provide requested electrical needs during setup; **Electricity will be turned on at 8 am on Wednesday, September 5, 2012.**
- **There will be a mandatory Commercial Exhibitor and Food Vendor meeting at Noon in the East Texas Ballroom on Thursday, September 6 – ALL COMMERCIAL EXHIBITORS AND FOOD VENDORS MUST ATTEND.**

**\*The Health Department will begin the pre-opening inspection on Thursday, September 6, 2012; exact time of inspection will be released as known.**

**Food Vendor Move-In Dates:** Food Vendors may set up their booths beginning Tuesday, September 4, 2012 through Wednesday, September 5, 2012. Please do not arrive on the Fairgrounds prior to 7 am, Tuesday, September 4, 2012. Violation of this privilege will result in immediate cancellation of contract and forfeiture of fees paid. Food Vendors must be completely set-up and have their booth approved no later than 10 am, Thursday, September 5, 2012.

**Food Vendor set-up times:**

Tuesday, September 4	7:00 am – 8:00 pm
Wednesday, September 5	6:00am – Noon

**Note: Food Vendors with spaces set between the Exhibit Hall and North Arena/West Pavilion MUST Arrive on Tuesday, September 4<sup>th</sup>.**

**Commercial Exhibitor/Attraction Move-In Dates:** Commercial Exhibitors/Attractions may set up their booths beginning Wednesday, September 5, 2012 through Thursday, September 6, 2012. Please do not arrive on the Fairgrounds prior to 6:00 am, September 5, 2012. Violation of this privilege will result in immediate cancellation of contract and forfeiture of fees paid. Commercial Exhibitors/Attractions must be completely set-up and have their booth approved no later than Noon, Wednesday, September 5, 2012.

**Commercial Exhibitor/Attraction set-up times:**

Wednesday, September 5	6:00 am – 10:00pm
Thursday, September 6	7:00am – 10:00am

**Everyone MUST be completely set-up and approved by Noon, Thursday, September 6, 2012. There will be no additional set-up after this time.**

**19. Release of Liability and Indemnity Agreement:** All Commercial Exhibitors and Food Vendors and their staff will be required to sign a "Release of Liability and Indemnity Agreement." This must be done at time of check-in with the Exhibits Coordinator. If additional staff arrives on the grounds after check-in it is the Commercial Exhibitor's and Food Vendor's responsibility to make sure that the staff person comes to the Exhibit Office to sign the "Release of Liability and Indemnity Agreement." If upon daily inspections a release is not found for a working employee, the Commercial Exhibitor and Food Vendor is subject to a fine of \$100.00 per occurrence per person, and the employee must then sign the Release of Liability Agreement at that time. If on a second inspection, the Commercial Exhibitor and Food Vendor is not in compliance with the Release of Liability, the Commercial Exhibitor and Food Vendor will be escorted from the Fairgrounds and forfeit any fees paid.

**20. State Sales Tax ID Number:** Commercial Exhibitors and Food Vendors are responsible for displaying their Texas Sales Tax Permit and collecting sales tax on items sold. Permits may be obtained by calling:

Comptroller of Public Accounts  
800.252.5555

**21. Golf Carts, Scooters and other Motorized Vehicles:** Prior to bringing a motorized vehicle/cart onto the Brazos Valley Fair and Expo grounds, a registration application must be completed in the Exhibits Office. If the application is approved, the cost to bring the cart on the Brazos Valley Fair and Expo property is \$100.00. The registration must be affixed to the front of the cart prior to use so that it is easily visible.

Golf carts are not allowed on the Fairgrounds at any time during public hours.

**22. Booth Identification Sign:** Each booth will be provided a 7"x 44" sign identifying the booth by the **contract name**. If you wish to request a different name on the sign, it must be submitted in writing and received at the Brazos Valley Fair and Expo office, prior to August 15, 2012. No changes will be made after August 15, 2012.

**23. Parking:** Commercial Exhibitors and Food Vendors will park in the designated lot. All stock trailers must be located in the designated trailer parking area. Management request that all empty trailers be removed from grounds throughout the duration of the Show to allow additional parking, these trailers can be stored at the Riverside Campus Trailer Parking Lot, this lot will have 24 hour security. **There will be no RV's or overnight camping permitted on the grounds for Commercial Exhibitors or Food Vendors.**

**Grounds Passes:** Commercial Exhibitors and Food Vendors will be issued car and gate passes at check-in. Commercial Exhibitors and Food Vendors are not allowed to distribute car and gate passes to anyone. These credentials are non-transferable.

- Each 10' x 10' Commercial Exhibits booth receives: car passes (1) gate passes (2)
- Each Food Vendor receives: car passes (1) gate passes (4)

Additional 4-day gate passes will be sold for \$25.00 each.

**24. 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** must remain open during the following hours:

Thursday, September 6	4:00pm – Midnight
Friday, September 7	4:00pm – Midnight
Saturday, September 8	10:00am – Midnight
Sunday, September 9	11:00am – 8:00pm

**Commercial Exhibitors** inside the **Exhibit Hall** must remain open during the following hours:

Thursday, September 6	4:00pm – 10:00pm
Friday, September 7	4:00pm – 10:00pm
Saturday, September 8	10:00am – 10:00pm
Sunday, September 9	11:00am – 7:00pm



- 25. Restocking Hours:** Commercial Exhibitors/Food Vendors are allowed to re-stock their booths from 8:00am – 9:00am each morning prior to Show opening. There is **NO** re-stocking outside of these hours.
- 26. Special Deliveries:** Commercial Exhibitors and Food Vendors may ship deliveries to 5827 Leonard Road, Bryan, Texas 77807. **The Brazos Valley Fair and Expo Main Offices do not accept shipments for Commercial Exhibitors and Food Vendors.** Please make sure packages are shipped with the “contact person” listed on front of the package. Include the booth number on any packages. **There will be NO deliveries accepted prior to Monday, September 3, 2012.** If you have deliveries that need equipment such as a forklift for unload or load you are responsible for arranging that equipment beforehand. BRAZOS VALLEY FAIR AND EXPO does not have a shipping and receiving department available for Vendor use. Vendors will have to make arrangements for unloading, un-packaging and setup upon arrival.

**SAMPLE LABEL:**

NAME OF EXHIBITOR  
 BUSINESS NAME OF EXHIBIT with BOOTH NUMBER  
 C/O Brazos Valley Fair Exhibit Office  
 5827 Leonard Road  
 Bryan, TX 77807

- 27. 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 Brazos Valley Fair and Expo will provide trash receptacles throughout the grounds. The Exhibits 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 Exhibits Office.
- 28. Screens:** Commercial Exhibitor and Food Vendor booths or stands must have visual screening to hide approved service and storage areas from public view. Screens must be designed to look like the booth. They must be big enough to surround the entire back service and storage area of the booth, stand or trailer. All trailers must have proper skirting around the perimeter to hide the undercarriage, wheels or chassis and trailer hitch.
- 29. 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 the 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 CONTRACTED SPACE.**
- 30. Decorating Services:** All indoor booths will be piped and draped by a professional decorator service. The Brazos Valley Fair and Expo will furnish one draped table per booth and two chairs upon request. Please denote within the Application if you would like your draped table and two chairs. Additional draped tables and chairs may be rented directly from the decorator. The fee for additional draped tables will be priced through the professional decorator service. The use of nails, tacks, staples, pins, confetti, and tape are strictly prohibited on all Expo Surfaces. We do allow painters tape and gaffers tape on Expo Surfaces; tape will be available from the Expo Complex at a charge.
- 31. Propane Tanks:** The use of propane tanks will strictly be limited to food vendors. Propane tanks are not allowed in the Exhibit Hall. All propane tanks used by food vendors must be properly secured.
- 32. Trash:** All trash produced by your booth should be placed in receptacles. Boxes should be broken down and placed in outside receptacles.
- 33. Tents:** No tents, canopies, awnings or umbrellas are allowed in any buildings. Tents that are part of the Commercial Exhibitor and Food Vendor booth that are brought to the event must be approved in writing by the Exhibits Coordinator on the Application and must be flame retardant. If tent photo differs from the actual tent brought to the Event, then the Brazos Valley Fair and Expo has the right to revoke the contract and any payments made to the Brazos Valley Fair and Expo shall be forfeited.
- 34. EMS Station:** The EMS station will be located inside the West Pavilion.

**35. Evaluations:** The Brazos Valley Fair and Expo always strives to produce a quality, attractive and family oriented event. With this in mind, all booths and stands will be photographed, evaluated and/or audited during the Brazos Valley Fair and Expo. 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 Brazos Valley Fair and Expo. The final evaluation will be mailed to each Commercial Exhibitor and Food Vendor at the conclusion of the Fair.

**Commercial Exhibitor/Attraction**

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 exhibitor and personnel
- Appropriate attire of personnel, staff cleanliness
- Noise level of microphone and amplification devices
- 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
- Observation and compliance with State and Local Health and Safety Codes
- Compliance with all Brazos Valley Fair and Expo currency rules and revenue sharing requirements

**36. Show Tear Down:** Commercial Exhibitors inside the Exhibit Hall may begin dismantling at 7 pm on Sunday, September 9, 2012. All other vendors may begin dismantling at 8:00pm Sunday, September 9, 2012. Commercial Exhibitors and Food Vendors dismantling prior to this time will be in violation of their contract and not allowed to return in future years. Booths inside the Exhibit Hall must be removed by 8:00 am Monday, September 10, 2012. All remaining booths must be removed by 11:00 am Monday, September 10, 2012. Items left after this date and time will be disposed of at the discretion of the Brazos Valley Fair and Expo Management and additional billing for removal of left over items may occur.

It is the Vendors responsibility to make arrangements for teardown, repackaging and shipping of inventory and supplies at the end of the Show. Brazos Valley Fair and Expo does not have a shipping and receiving department available for Vendor use.

**Check-out:** Please complete the 2012 Commercial Exhibitor and Food Vendor Satisfaction Survey and return to Exhibits Office by 12:00pm (noon) on Monday, September 10, 2012.

**37. Health Code Requirements:** All Commercial Exhibitors and Food Vendors that are selling/sampling food products must meet the Brazos County Health Department requirements. **It is the Commercial Exhibitor's and Food Vendor's responsibility to acquire the Food Permit and supply the Brazos Valley Fair with evidence of being compliant.** Noncompliance with health codes is considered a breach of contract. A Health Permit issued by the Brazos County Health Department will be required at each location. **YOU MAY NOT OPERATE WITHOUT A VALID PERMIT. The cost of a temporary food permit is \$60.00 per vendor;** applications must be completed and processed by the Health Department at least 72 hours prior to commencement of the event. The Brazos County Health Department will be performing inspections throughout the event.

To obtain the information on a temporary food permit follow this link <http://www.brazoshealth.org/EHS/tempevent.php>, email: [healthdept@co.brazos.tx.us](mailto:healthdept@co.brazos.tx.us), or call at 979-361-4450.

#### **INSIDE VENDOR SPECIAL RULES**

**38. Load-in & Load-out:** All load-in and load-out should take place behind the Exhibit Hall through the roll-up or double doors only. The street behind the Exhibit Hall is one-way. Please follow the site plan and/or directional signs on the Complex Grounds. Once load-in is complete; please move your vehicle to the parking area. The area behind the Exhibit Hall is for loading purposes only. There is no parking inside fire lanes at any time.

**39. Restricted Items:** No glass bottles, balloons, stickers of any kind, tape (other than painters or gaffers), helium (gas filled) tanks, glitter, spay glitter, confetti, or open flamed candles are allowed in the Exhibit Hall.

**40. Ladders:** Step ladders are available from the Expo staff; please do not stand on the tables and chairs.

#### **FOOD VENDOR SPECIAL RULES**

**41. Lease Agreement:** The lease agreement for Food Vendors at the Brazos Valley Fair and Expo is based on a minimum booth payment versus a percentage of gross sales. The minimum booth payment is a guarantee to the Brazos Valley Fair & Expo, determined within the lease agreement and will count towards the Food Vendor's revenue share with the Brazos Valley Fair & Expo.

**42. Revenue Sharing:** All Food Vendor's will operate under a revenue share agreement with the Brazos Valley Fair and Expo. The minimum booth payment will be applied as a credit towards the Food Vendor's revenue share with the Brazos Valley Fair and Expo. Brazos Valley Fair and Expo will deduct revenue from Food Vendor's gross sales after taxes, when 20% of gross sales after taxes exceed the minimum booth payment. 20% of Food Vendor's gross sales after taxes will be retained by the Brazos Valley Fair and Expo. 80% of Food Vendor's gross sales after taxes will be returned to Food Vendor.

**43. Sales Settlement:** Settlement of each day's sales must be submitted to the Brazos Valley Fair and Expo office by Noon of the following day.

**44. Booths/Trailers: All Food Vendor booths/trailers must be as follows:**

- All booths will have an enclosed top.
- All booths will be four sided, constructed of metal, vinyl or wood.
- All booths will be newly painted and in excellent condition.
- All booths must have counters on at least two sides.
- Items stored within booth must be stored in an orderly and attractive manner.
- All items must be stored within booth. Exceptions would include approved items (deemed "approved" by the Brazos Valley Fair and Expo Management) such as cooking pits or tanks. These items need to be located at the back of the booth and be professionally screened from the public.

**Food Vendors may request a written exemption from the Brazos Valley Fair and Expo during the Application process.**

- 45. Water:** All Food Vendors must have water available for any patron that requests it. **No booth may refuse to give water to anyone asking for water, nor may they charge for the water** (bottle water excluded).
- 46. Pouring Rights:** In the circumstance that the Brazos Valley Fair and Expo has sold sponsorship rights to a non-alcoholic beverage company, all Food Vendors are required to honor the agreement by restricting the non-alcoholic beverages sold in their booth to the agreed upon sponsor brand. This agreement also is to be honored as to size of container, type of container, signage and pricing. The Brazos Valley Fair and Expo retains the right to require the Food Vendor to purchase beverage supplies from the Brazos Valley Fair and Expo designated sources. Food Vendor shall solely be responsible for such cost. Violation of the agreement will result in cancellation of contract with no refund.
- 47. Trans-fat-free oil:** The Brazos Valley Fair and Expo would like to encourage all Food Vendors to move towards a healthier presentation by switching to Trans-fat-free oil. The Brazos Valley Fair and Expo asks Food Vendors use Trans-fat-free oil, though this is not a requirement.
- 48. 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.