

# Elko County Agricultural Association, District #4

## Aka Elko County Fair Board

P.O. Box 2067, Elko, NV 89803

775-738-3616 Office Phone 775-397-2769 cell 775-778-3468 Fax

### **PUBLIC MEETING NOTICE**

The Elko County Fair Board will meet in a regular Monthly meeting:

**Wednesday January 08, 2025, at 5:30 p.m.**

**VENUE CHANGE: Elko County Nannini Administration Building Suite 102 569 Court Street Elko, NV 89801, Elko, Nevada**

All Public is welcome. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Elko County Fair Board by email: [ecfbsecretary@gmail.com](mailto:ecfbsecretary@gmail.com) or by calling 775-397-2769

The Chairman reserves the right to change the order of the agenda and if the agenda is not completed to recess the meeting and continue another specified date and time. The public can comment on any agenda item by being acknowledged by the chairperson while the fairboard considers that agenda item.



#### Fairboard Members

Chairman/Stockhorse/Livestock-Tony Buzzetti

Paramutuel-

Executive/Racing Committee- Justin McDermott

Concessions/Vendors-Angela Taravella

Stockhorse Chairman- Jon Ross

Stockhorse Committee –

Home Arts/ Admissions Chairman- Cori Rainwater

Livestock/Stockhorse Committee- Jay Dalton

- **Call to order:** Chairman
- **Prior Meeting Minutes-** *Action Item*  
the approval of the November 13, 2024 meeting minutes.
- **Board, Staff & Committee Vacancies/Appointments:** *Action Item*  
Appoint board members for the positions that expired at the end of the year and appoint staff to various positions.
- **Public Comment:** *Information Item*  
Pursuant to NRS 241 this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.
- **Silver State Stampede Committee:** *Action Item*  
Discussion and consideration of any changes/updates to the upcoming 2025 Silver State Stampede Rodeo.
- **Racing-Stakes Races & Parimutuel:** *Action Item*  
Discussion and consideration on the 2025 racing dates, added money for the stakes races and advertising the stakes races in February/March mailing. Discussion and consideration of a new tote board / parimutuel machine vendor for the 2025 Elko County Fair.
- **Vendor Contracts:** *Action Item*  
Discussion and consideration of any changes to the contracts for local and non-local vendors at the Elko County Fair or keeping the set contracts in place.
- **2025 Elko Co Fair planning:** *Action Item*  
Update on progress with 2025 Elko Co Fair planning and events.
- **Grounds Report and ARPA Improvements Update:** *For Possible Action*  
Discussion and consideration of the projects that have been done, going to be done with the improvement and upkeep of the Elko County Fairgrounds. Discussion on the ARPA funds and the plan, going forward on the bathroom projects. Clubhouse improvements.
- **Treasurers Report** *Action Item.*  
Discussion and consideration of the monthly financial report, present bills needing to be paid/and bills already paid.
- **Committee Reports:** *For Possible Action*
  - Discussion on reports from the: Office: JJ Roemmich
  - Home Arts/Admissions: Cori Rainwater
  - Stockhorse: John Ross Tony Buzzetti, Jay Dalton
  - Marketing-Promotions: Daryl Santos
  - Racing-Pari-mutuel: Justin McDermott, Yolanda Duran
  - Vendors/Concessions: Angela Taravella
  - Livestock Show & Sale: Jay Dalton, Tony Buzzetti
  - Other Committees reporting

#### **Public Comment:**

#### *Information Item*

This time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.

**Next Meeting dates: February 12, 2024, at 5:30 pm**

**Elko County Nannini Administration Building Suite 102 569 Court Street Elko, NV 89801, Elko, Nevada**

#### **ADJOURNMENT**

**This Notice is posted pursuant to NRS 241 as amended by the 2017 legislature and is to be posted at the following places no later than three full working days before the meeting:**

Elko County Managers Office bulletin board, City of Elko City Hall, Elko Post Office, Elko County Fairgrounds office

#### **REQUEST FOR AGENDA INFORMATION:**

The public may acquire this agenda and supporting materials, pursuant to NRS 241 by contacting JJ Roemmich, Executive Assistant, at (775)397-2769 or via Email: [ecfbsecretary@gmail.com](mailto:ecfbsecretary@gmail.com) or on the website [www.elkocountyfair.com](http://www.elkocountyfair.com)

**ELKO COUNTY FAIR BOARD  
PUBLIC MEETING MINUTES  
WEDNESDAY NOVEMBER 13, 2024**

**5:30 pm  
Elko Co Fairgrounds Exhibit Hall  
1094 13<sup>th</sup> Street  
ELKO, NEVADA**



BOARD MEMBERS PRESENT:

Tony Buzzetti                      Justin McDermott                      Jay Dalton  
Amelia Wakley                      John Ross                      Cori Rainwater

BOARD MEMBERS & STAFF NOT PRESENT:

Angela Taravella                      Yolanda Duran-Parimutuel

STAFF PRESENT

J.J. Roemmich, Secretary/Treasurer                      Daryl Santos  
Justin Reeves, Grounds Manager

GUESTS:

\* \* \* \* \*

Elko County Fair Board Chairman Tony Buzzetti called the regular monthly meeting to order at 5:39 p.m.

Minutes:                      *Action Item*

Meeting Minutes from the Regular monthly meeting October 15, 2024. John Ross moved to approve the meeting minutes as presented, Jay Dalton seconded the motion, all board approved.

Public Comment:                      *Information Item*

None

Grounds Rental Rates, Contracts, Arena Signs and Banners:                      *Action Item*

Discussed the proposed changes to the way the arena charges and events are charged. Made some changes to the rates proposed and raised the Auction Barn fee. Justin McDermott made the motion to approve the rates with changes that they discussed on the auction barn and Jay Dalton seconded the motion. All approved.

Racing-Parimutuel 2025:                      *Action Item*

Table to the January meeting as we have not received a reply from the United Tote, Justin will work on it.

Grounds Reports and Improvements Update:                      *For Possible Action Item*

Grounds Manager Justin Reeves reported the barn area sound system is done and ready to go. They will come back in the spring to tune up the arena sound system.

Treasurers Report:                      *Action Item*

JJ Roemmich presented the report from October 16, 2024, to November 13, 2024. Bills paid, bills still owed and any for claims to the funds. The total bills paid/unpaid were \$33,187.36 Justin McDermott moved to accept the report of the total bills paid were \$33,187.36 John Ross seconded. All approved.

Committee Report:                      *For Possible Action Item*

- Office: nothing to report.
- Home Arts/Admissions: nothing reported.
- Stockhorse: John Ross reported we had a stockhorse meeting the night before and put some fires out. Nothing else to report.
- Racing/Pari-mutuel: JJ reported on the bad tests from racing this year we had 6 races we took the purses on and redistributed the money to the other places. The people who have had their purses taken have not been contacted by Andrew with Nevada Gaming Control Board as JJ has received calls from them all to state as such. Need to have a meeting with Nevada Gaming Control and Agent Andrew Olson. Nothing else to report.
- Vendors/Concessions: Nothing to report.
- Marketing and Promotions: nothing to report.
- Livestock Show & Sale- Committee- Have had a meeting the week before and have another meeting next week on Monday. Nothing new to report.
- Other reporting items: nothing to report.

**Board Member Terms:**      *For possible action*

Millie Wakley is not returning after her term ends on December 31, 2024. Tony Buzzetti reported he would return for another 4 year term as his is also up on December 31.

**Public Comment:**                      *Information Item*

None

*Next Regular Meeting Date:*

*Wednesday January 8, 2025 @ 5:30 pm*

*Elko County Nannini Administration Building Suite 102 569 Court Street Elko, NV 89801, Elko, Nevada*

*Meeting Adjourned.*

Respectfully Submitted,

*JJ Roemmich*

Jennifer JJ Roemmich

*Elko County Fairboard Secretary*

# AUGUST 22, 23, 29, 30, 31 SEPTEMBER 1, 2025



**RACE 1**  
75th ANNUAL  
ELKO INTERMOUNTAIN  
QUARTER HORSE FUTURITY  
FOR TWO YEAR OLDS  
350 YARDS

**\$20,000 ADDED**

Trials will be run August 22  
Finals Run on September 1

**RACE 2**  
43rd ANNUAL ELKO COUNTY  
QUARTER HORSE DERBY  
FOR THREE YEAR OLDS  
400 YARDS

**\$15,000 ADDED**

Trials will be run August 22  
Finals Run on September 1



**ELY/ELKO THOROUGHBRED  
ALLOWANCE**

5 1/2 Furlongs 3 yr. olds & Up  
Trials to be run in Ely \$6,000 purse

**Finals will be run in Elko  
\$10,000 purse**

**Race 3  
THOROUGHBRED DERBY**

6 1/2 Furlongs 3 yr. olds  
Trials to be run Aug 22/23

**Finals will run Sept 1/2**

**\$10,000 added**

**\$400.00 to enter**

\$100 payments due May, June, July, Aug

Please provide a copy of the registration papers!!

**PAYMENT SCHEDULE FOR Races 1 & 2**

**\*\*If paying in full before April 1, \$500.00 Payment Schedules**

<b>PAYMENT DUE DATE</b>	<b>LATE PAYMENT SCHEDULE Must Be postmarked by the 1<sup>st</sup> of each month or this is what is owed!</b>
April 1 <sup>st</sup> - \$120.00	<b>May 1st \$500 plus 3 remaining payments</b> <b>June 1st \$700 plus 2 remaining payments</b> <b>July 1st \$1,000 plus 1 remaining payment</b> <b>Aug 1st \$2,500 must be postmarked Aug 1<sup>st</sup></b>
May 1 <sup>st</sup> - \$120.00	
June 1 <sup>st</sup> - \$120.00	
July 1 <sup>st</sup> - \$120.00	
August 1 <sup>st</sup> - \$120.00	

Total of regular payments \$600.00  
In the event sustaining fees are not paid on time, horse may be made eligible by paying a \$75 penalty and bringing payments current within 30 days of the missed payments. Horses entering the race are bound by conditions. Use separate forms for additional entries.

**\*\*\*NOMINATIONS RECEIVED AFTER-**  
After AUGUST 15th to day of entry—\$5,000  
**(CASH, MONEY ORDER, CASHIERS CHECK  
CREDIT/DEBIT CARDS**

**Credit / Debit cards additional Fee OF 4.0%**  
**MAKE CHECKS PAYABLE TO:**

**ELKO COUNTY FAIR BOARD**  
MAIL TO: PO BOX 2067 ELKO, NV 89803  
More forms and condition books available at:  
[www.elkocountyfair.com](http://www.elkocountyfair.com)  
Call: (775) 397-2769 email: [ecbfsecretary@gmail.com](mailto:ecbfsecretary@gmail.com)

**ELKO STAKES RACE NOMINATION FORM**

HORSE NOMINATED: \_\_\_\_\_  
SIRE: \_\_\_\_\_ MARE: \_\_\_\_\_  
YEAR OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE # ENTERED: \_\_\_\_\_  
**OWNER:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
**TRAINER:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
TOTAL AMOUNT ENCLOSED: \_\_\_\_\_  
**CREDIT/DEBIT CARD: ADDITIONAL FEE: 4.0%**  
CARD NUMBER: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_ ccv: \_\_\_\_\_  
SIGNATURE OF OWNER OR AGENT: \_\_\_\_\_



## **ELKO COUNTY FAIR** **CONDITIONS, RULES AND REGULATIONS**

The Provisions on the reverse side are incorporated herein by reference.

**SCHEDULE:** The trials for some of the stakes races may be held either on Friday, August 22 or Saturday August 23. **Actual dates of the trials can change at a later date once entries numbers are established.** Finals for all stakes will be held on Sunday August 31, or Monday, September 1, 2025.

**ELIGIBILITY:** These stakes are open to Quarter horses registered with the American Quarter Horse Association. An owner may nominate as many entries as desired, but **MUST** designate the appropriate race when nominating. If an entry is dropped or withdrawn, it is the responsibility of the owner to properly designate which of the entries has been withdrawn. In case of sale or transfer, please notify the Elko County Fair Board of correct ownership, spelling and address of new connections. The Elko County Thoroughbred Futurity and Derby purse programs have changed and all information and conditions will be addressed in the Elko Co Fair Race Condition book.

**ELIMINATION TRIALS:** Each elimination trial shall be raced under the same conditions and distance as the finals. In the event exactly ten horses are eligible to run in the Quarter Horse Stakes, no time trials will be held for that event. In case of a tie, the horses involved shall draw lots to determine who will run in the finals. Should a horse be disqualified during the running of the trials, said horse will receive the time of the horse they are placed behind plus .01 of a second. Should mechanical failure occur with the electric timers during the running of the trials, or if in the opinion of the Board of Stewards, track conditions should materially change during the running of the trials that would give an unfair advantage or disadvantage, the finalists shall be selected on a basis determined by the stewards to be most equitable and fair under the circumstances. Should any or all of the front gates of the starting gate fail to open during the running of the trials, the horse behind said stall doors shall be declared a non starter, and no liability shall be incurred beyond the return of all nominating, sustaining and penalty payments paid on such horse. Shall the gate malfunction during the finals; said horse shall receive last place money or an equal distribution of last place monies in the event of a scratch. In the event of coupled ownership during the trials, should any part of the entry be disqualified, it may disqualify the entire entry. Entries in the trials owned wholly or in part by the same owner or trained by the same trainer, will be split if possible. **IN ALL CASES, THE DECISION OF THE STEWARDS IS FINAL AND BINDING.** Nominating, sustaining and penalty payments are accepted only on the condition that all parties involved agree to abide by the decision of the Board of Stewards. **If any horse is scratched from a final being run without qualifying finals trials there will be no refund of nominating, sustaining, for late fees and the horse will not be eligible for purse money in that race.**

**PURSE DISTRIBUTION:** All the nominating, sustaining and penalty payments plus all added money shall make up the finals purses with the following exception: (All trial purses will be deducted at \$1,000.00 per trial run and 15% of horsemen's fees will be deducted for office fees). Any final monies not collected; by person or persons earning them; before December 31st of the current year earned will be relinquished back to the Elko County Fair Board no exceptions. Trial and Finals purses to be distributed as follows:

Quarter Horse Stakes- 40/20/10/8/6/5/4/3/2/2

**REGISTRATION PAPERS:** Official American Quarter Horse Association Foal Certificates must be on file with the racing office prior to racing.

**REPRESENTATION:** The undersigned represents that he and all person for whom he is acting are familiar with the rules and regulations governing horse racing as promulgated by the Nevada Gaming Control Board and such persons agree to be bound by and comply with the same, and with the acts and decisions of the Board of Stewards of the subject race meet. Such persons further agree that all nominations, payments and entries into these races, together with all stall reservations are tendered and accepted, subject to all rules and regulations of the Nevada Gaming Control Board. **All owners and trainers have to be licensed to obtain license information please call Nevada Gaming Control @ (775)738-7191.**

**DISCLAIMER:** Horses, who have started in the trials and later found to have used any illegal medication as prescribed by the Nevada State Racing Rules, will not be allowed to run in the finals. Any horse receiving a bad test, as prescribed above, shall forfeit all awards, purses, prizes or other considerations. *Elko County Fair Board reserves the right to cancel, change or reschedule these stakes races and/or the trials for any reason it deems good and sufficient.*

**STALLS:** DURING THE SUBJECT RACE MEET WILL BE AVAILABLE AT THE ELKO COUNTY FAIRGROUNDS, **\$15.00 PER STALL CHARGE (INCLUDES 1 BAG OF SHAVINGS).** **STALLS MUST BE RESERVED WITH THE ELKO COUNTY FAIR BOARD AND STALL RESERVATIONS MUST BE MADE PRIOR TO JULY 15<sup>TH</sup>. IF STALLS AREN'T RESERVED THE STALLS BECOME AVAILABLE ON A FIRST COME FIRST SERVE BASIS ONLY NO EXCEPTIONS!!** **STALLS ARE NOT TRANSFERRABLE!!**

Horsemen will be allotted stalls with the understanding that the occupant of each stall allotted will have a minimum of one (1) start and that their horses are fit and ready to run. If the trainer does not comply such horse(s) not in compliance may be asked to vacate said stall(s) and be replaced by another horse or horses, or the stall(s) may be given to another trainer with a horse that is fit and ready to run.

**NO CHECKS WILL BE ISSUED WITHOUT TAX ID NUMBER AND CORRECT MAILING INFORMATION FILED IN THE FAIR OFFICE!!!**

UPON COMPLETION, MAIL TO:

ELKO COUNTY FAIR BOARD, PO BOX 2067, ELKO, NV 89803

*For more information please contact the fair secretary JJ Roemmich @ (775) 397-2769.*

*Email: ecfbsecretary@gmail.com or fax (775) 778-3468*

**Nomination forms and further information are also available at [www.elkocountyfair.com](http://www.elkocountyfair.com)**



# 2025 Western States Futurity

For Appaloosas and Paints

**\$6000 ADDED: \$5000 Elko Co Fair & \$1000 WSARC**

**350 yards to run at Elko County Fair**

Trials if needed August 22, 2025\*\*\*\*\*Finals August 31 or September 1, 2025

### Nomination Payment Schedule

\$125 (\$25 Dues) by May 1, 2025

\$100 by June 1, 2025

\$100 by July 1, 2025

\$200 by August 1, 2025

Late Payments: Double missed payments + \$25 Dues

Time of Entry Payment is \$1000 + \$25 Dues

### CONDITIONS

All Owners must be a current member of WSARC (\$25)

All races will be conducted under the rules of the Nevada Racing Commission

If trials are required, then the 10 top time qualifiers will advance to the finals.

In the event of a timer malfunction the stewards will determine qualifiers (hand times)

Contact: Elko Country Fair for condition book/stalls: 775-397-2769 or [elkocountyfair@hotmail.com](mailto:elkocountyfair@hotmail.com) or

Racing Secretary Terry Crystal at: 208-841-2336

WSARC will deduct 15% of the nomination fees for advertising and office.

All horses must be parentage verified/DNA and Tattooed. APHA horses MUST have one regular registered paint parent.

Nomination money will not be refunded after the due date

**Purse Distributions:** 40%, 20%, 10%, 8%, 6%, 5%, 4%, 3%, 2% and 2%. Subject to redistribution if less than 10 head enter the finals.

All owners and trainers must be properly licensed by the Nevada Racing Commission

**Make All Payments to:** WSARC % Jeannie Hullinger 179 Karenza Lane Roseburg, OR 97471

Phone: 801-367-1085 or Email: [vegadog@msn.com](mailto:vegadog@msn.com)

Horse's Name \_\_\_\_\_ Sire \_\_\_\_\_ Dam \_\_\_\_\_

Total Amount Enclosed: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

I agree to the above conditions: \_\_\_\_\_

(Signature)



LOCAL Exhibitor Application/Contract 104<sup>th</sup> Elko County Fair [www.elkocountyfair.com](http://www.elkocountyfair.com)



Dates of Vendors open to the public: August 29-September 1, 2025

Submit to: Elko County Fair, PO Box 2067, Elko, NV 89803

THIS CONTRACT is not effective unless signed; returned with required deposit, pictures, copy of insurance, etc. This agreement is made between Elko County Agricultural Association, District No.4, a political institution of the State of Nevada, commonly called the Elko County Fair Board, herein named "FAIR BOARD" and

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

Company/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Take the time to read over our Commercial Vendor Handbook (downloadable from our website).

\$200.00 NON-REFUNDABLE APPLICATION/DEPOSIT FEE DUE WITH THIS FORM – Counts toward total booth cost  
(NEW Vendors need to provide a copy of a photo identification with the application.)

THE PARTIES AGREE AS FOLLOWS:

1. **Use of Premises:** FAIR BOARD rents to USER the use of the following marked space for the Elko County Fair. Please NOTE this is a **four-day** event and you agree to participate for the duration of the event.

Exhibit Space and Fees: (all booths are outside)

VENDOR BOOTH SPACES

- \_\_\_\_\_ 15' x 10'..... \$270.00
- \_\_\_\_\_ 15' x 20'..... \$530.00
- \_\_\_\_\_ 15' x 30'..... \$790.00
- \_\_\_\_\_ 15' x 40'..... \$1,060.00

\_\_\_\_\_ INSURANCE: All exhibitors **must** submit a current certificate of insurance (listing Elko County Fair as additional insured) from one of the following sources: **Check one:** \_\_\_\_\_ Commercial Business or Homeowners extension  
\_\_\_\_\_ Special Event Insurance Policy

\_\_\_\_\_ Electrical outlets @ \$75 per outlet (limit 2) Vendors are responsible for any adapters needed. \$ \_\_\_\_\_

Indicate type of plug needed: \_\_\_\_\_ 30 amp 120V \_\_\_\_\_ 50 amp 125/250V \_\_\_\_\_ Standard three prong plug

Fees charged are for all four (4) days (August 29 -September 1, 2025) and hours of the Elko County Fair. No commission is charged on items or goods sold. ALL Vendors agree to participate for the entire duration of the Fair.

**LOCAL Exhibitor Application/Contract 104<sup>th</sup> Elko County Fair** [www.elkocountyfair.com](http://www.elkocountyfair.com)

**TOTAL OF CONTRACT** \$ \_\_\_\_\_

**\$200.00 NON-REFUNDABLE DEPOSIT TO RESERVE SPACE** \$ \_\_\_\_\_

**Application DEADLINE July 28, 2025**

**BALANCE DUE IN FULL BY August 11, 2025:** \$ \_\_\_\_\_

**For Office Use Only:**

**Date & Amount Received:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Date & Amount Received:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_

- 1. Purpose:** USER agrees to use the above premises solely for the purpose of displaying and/or selling the following items/service:(Attach an additional sheet of paper if need be). **If your product or service is not listed here (including brand names) you will not be allowed to sell it. Application is not complete without this information and will not be considered. Food vendors are required to include menu items and prices. Duplicate menus will be discouraged in an attempt to diversify selections and increase your profitability. Food menus will be accepted first come first served, you may be asked to change your menu if another application with the same food items is received before yours.**

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Please list other Fairs in which you have participated:

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**USER** agrees to use the above Premises solely for the purpose of displaying and/or selling items or services as listed above and for no other purpose. **USER will distribute, sell or display within the confines of that allotted space only.** USER agrees to all rules and regulations as stated in the Elko County Fair Commercial Exhibitor and Concessionaire Handbook. A copy of the Handbook is available on the Elko County Fair website or we would be happy to email or mail you one upon request.

\_\_\_\_\_  
USER Dated \_\_\_\_\_

**2025 FAIR VENDOR TICKETS**

Fair Vendors may request general admission tickets at a discounted price of 25% for local vendors. Ticket numbers must be submitted within the fair vendor application, additions or changes will not be accepted following application submission. Ticket discounts will **NOT** be honored at the fair office for additional ticket purchases at the time of the fair.

Number of Tickets	Ticket Type	Cost/Ticket (Discounted)	Total
_____	General Admission - 1 Day	\$ 7	\$ _____
_____	General Admission - 2 Day	\$ 14	\$ _____
_____	General Admission - 3 Day	\$ 21	\$ _____
_____	General Admission - 4 Day	\$ 28	\$ _____
_____	General Admission - 5 Day	\$ 35	\$ _____
_____	General Admission - 6 Day	\$ 48	\$ _____

**TOTAL DUE PRIOR TO RECEIVING TICKETS** \$ \_\_\_\_\_



**ELKO COUNTY FAIR AND LIVESTOCK SHOW**  
**RELEASE**

**THE UNDERSIGNED**, an exhibitor at the 20\_\_\_\_ Elko County Fair, does by these presents, covenant and agree with the Elko County Fair Board, their successors and agents, that the undersigned shall not institute a suit of action at law or otherwise against the Elko County Fair Board, its agents or successors, for any claim or demand, action or cause of action of any damage, costs, loss of service, expenses of compensation for or on account of any damage, loss of injury, either to person or property or both, resulting or to result, known or unknown, by the undersigned, his heirs, executors or assigns, and shall save and hold harmless the Elko County Fair Board from any cause of action for damage to other persons or other property, or both, resulting from the conduct of any activity by the undersigned, the parties hereto agreeing that this release shall be for the

period from \_\_\_\_\_ to \_\_\_\_\_, inclusive.

That this Agreement is given in consideration of the Elko County Fair Board permitting the undersigned to display or otherwise participate in the 20\_\_\_\_ Elko County Fair, and for other good and valuable consideration and the promises and covenants contained herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
ELKO COUNTY FAIR BOARD

***Make copies for your files!***

***Enclose all information, Insurance Certificate, pictures and payment with application/contract.***

***Incomplete applications will be returned and may cause a delay in approval.***

***Please sign and date all copies and return to:***

***Elko County Fair PO Box 2067, Elko, NV 89803***

## **2025 COMMERCIAL EXHIBITOR AND CONCESSIONAIRE HANDBOOK**

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### **PURPOSE OF MANUAL**

This manual has been prepared as both a guide for you to plan for a successful operation during the Elko County Fair and as a substantive rider to your Rental Agreement. The Rental Manual becomes part of your Rental Contract.

The Elko County Fair Board or its designee reserves the final and absolute right to interpret these rules and regulations and to settle and determine all matters, questions or differences in regards thereto, or otherwise arising out of, connected with, or incident to the Elko County Fair Board. It further reserves the right to determine unforeseen matters not covered by these rules.

Violation of any of the terms and conditions of a Rental Contract, printed Rules and Regulations or policies of the Elko County Fair Board as printed in this manual forfeits all monies, rights and privileges.

It is your responsibility to be knowledgeable of the Rules and Regulation and space rental standards which are part of your Rental Contract.

**If you have any questions, please contact Elko County Fair Office 775-738-3616 or email to [elkocountyfair@hotmail.com](mailto:elkocountyfair@hotmail.com)**

### **RIGHT OF RENEWAL/APPLICATION PROCESS**

Invitations to renew for the 2025 Elko County Fair are mailed out to those exhibitors who participated in the previous year's fair only and who are in good standing with the Fair. The Exhibit Space Lease Agreement between the Elko County Fair and exhibitors, sponsors or concessionaires is for one Fair only. Renewal for each year's fair is by invitation only. Such a renewal is conditioned upon the previous year's exhibitor's fulfillment of the exhibit space lease agreement, adherence to the rules and regulations as outlined in this manual and regardless of the number of years

## LOCAL Exhibitor Application/Contract 104<sup>th</sup> Elko County Fair [www.elkocountyfair.com](http://www.elkocountyfair.com)

an exhibitor may have participated in prior Elko County Fairs. Space may be awarded or declined based on a need for variety and best-use determined by the Elko County Fair Admissions or the Elko County Fair Board.

Exhibitor's spaces may be changed to accommodate traffic flow and adhere to regulations. The layout may or may not change from previous years, so no guarantee of the same space can be made yearly. The Elko County Fair reserves the right to change the layout of the commercial outdoor exhibits when, in its judgment, such action would be in the best interest of the Fair.

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Should a contract be mailed to an exhibitor as an invitation to renew and the exhibitor wants to make any kind of change to their contract, they will need to contact Elko County Fair Office 775-738-3616 or email to [elkocountyfair@hotmail.com](mailto:elkocountyfair@hotmail.com).

All applications must be filled out completely including all items being displayed, sold and any other items offered. If an application is not filled out completely and signed it will be returned. Exhibitors must be very specific when listing the items, they plan to sell. Broad descriptions such as "novelties" or "toys" will not be accepted. Other examples include cook ware, clothing, jewelry, slicers, books, tools, etc. A detailed list of the exact "novelties" or exact type of "jewelry" must be included. Attach a separate list and/or picture(s) if necessary, when submitting an application. Any exact items not listed on the application will be prohibited in your booth. Exhibitors are required to submit any samples of brochures or literature they will be distributing to the public. Booth locations will be assigned, in part, based on the products and/or services listed on the application. Once an exhibitor has been assigned a booth location and the contract has been issued, there will be no changing of location allowed.

### PAYMENT

All exhibitors admitted to be in the Elko County Fair must pay a rental fee based on the booth size and sales item(s) agreed upon. Cash, cashier checks, money orders or major credit cards will be acceptable forms of payment. It is your responsibility to provide proof of payment if needed. Credit/debit card sales can be accepted via phone by calling J.J. @ 775-397-2769 to make arrangements.

For all vendors a \$200.00 non-refundable deposit is due with the signed application/contract(s) are returned along with a current photograph of booth setup and/or product. This deposit is applied to space rental.

**All space rentals must be paid in full by August 11, 2025. IF YOUR RENTAL IS NOT PAID IN FULL BY THIS DATE YOU WILL LOSE YOUR DEPOSIT & YOUR SPACE. No exceptions!!**

### OUTDOOR SPACE

All outdoor locations are arranged and assigned by the Elko County Fair Vendor Superintendent. There will **not** be any prorating or segmenting of space for sale. Booth spaces can be added together to create larger sizes depending on exhibitor's needs and availability of space. **All of Vendors booth/equipment must be contained within the space reserved. There will be no overlapping of space into the streets or aisles!!**

**LOCAL Exhibitor Application/Contract 104<sup>th</sup> Elko County Fair** [www.elkocountyfair.com](http://www.elkocountyfair.com)

If an exhibitor is using a trailer which has an awning or their booth space is designed as such that it has an awning which protrudes out, all care must be taken to prevent anyone from bumping into it. If your awning protrudes out past your reserved space, you will be required to purchase additional space to accommodate the awning.

In the event of inclement weather, it is the exhibitor's full responsibility for their own items and any damage that may occur from the weather.

Spaces are not equipped with lights; therefore, it is necessary for you to provide your own lights and power cords. Any adapter needed for power hook up is the responsibility of the vendor.

**ALL POWER CORDS ARE TO BE COVERED IN TRAFFIC AREAS BY RUBBER MATTING OR COMMERCIAL POWER CORD COVERS. TAPE IS NOT ALLOWED. THIS IS YOUR RESPONSIBILITY, NOT THE RESPONSIBILITY OF THE FAIR.**

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All food service vendors must obtain a Temporary Food Establishment Application for Special Events from the State of Nevada Health Department. These include existing restaurants, fast-food operations, caterers, churches, and community school organizations, volunteer and social groups. Each vendor is responsible for obtaining their own permit.

Office hours for permit application:

8:30 a.m. to 9:00 a.m., Monday through Friday

State of Nevada Health Department

1020 Ruby Vista Dr. #103

Elko, NV 89801

775-753-1138

All Event food booths are inspected by the Health Department. All violations must be corrected. Un-permitted or unsafe food practices will result in food removal or booth closure.

All food garbage should be placed in trash bags. Do not allow boxes or sacks of garbage to accumulate in food preparation areas or outside the booth.

Place all grills and other hot equipment in your booth so there will be no dangerous exposed areas. The backs and sides of this type of equipment must be enclosed with hard sided walls (ply board, etc.).

All vendors are required to have an appropriate fire extinguisher in their booths. Propane tanks for grills or any other pressurized tanks, such as those used for fountain drinks, must be secured so they cannot fall.

All trailers, stands or structures, whether portable or fixed, must be professional looking, in good repair, structurally sound, and neat in appearance. Vendors not complying with these policies may be asked to dismantle and/or remove their exhibits or stands from the grounds. All tents/awnings need to be adequately secured against gusty winds, **NO STAKES ALLOWED IN THE ASPHALT AREA.**

All tents, awnings, etc. must be compatible. Your area will be inspected by the City Fire Dept. before opening. If not in compliance you will be asked to take down and remove such tent, awning, etc.

**LOCAL Exhibitor Application/Contract 104<sup>th</sup> Elko County Fair** [www.elkocountyfair.com](http://www.elkocountyfair.com)

Laws of the City, County and State of Nevada must be strictly adhered to, including the State Fire Code. Any professional licenses which must be obtained in the regular course of doing business in Nevada must be obtained before exhibitor will be allowed to setup.

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**NO holes in the asphalt. No holes on the grass will be allowed without special permission from the /Vendor Superintendent.**

**CANCELLATION OF EXHIBITOR SPACE/REFUNDS**

Exhibitors and concessionaires must provide written notice of cancellation 30 days prior to the event. Because the Elko County Fair will suffer certain losses which cannot be determined, the deposit will automatically be forfeited.

The Elko County Fair is not responsible for the loss of sales due to inclement weather or excessive noise from the carnival, Grandstand area or other attractions on the Fair Grounds.

**EXHIBIT HOURS**

All vendors and exhibits are required to be open to the public at these times:

Friday	8/29	12:00 p.m. to dark
Saturday	8/30	9:00 a.m. to dark
Sunday	8/31	9:00 a.m. to dark
Monday	9/1	9:00 a.m. to 6:00 p.m.

Vendors are allowed to stay open past dark if there is a want/need.

Admission gates to the Fair often open earlier to allow admittance for other events going on at the Fair Grounds. Although the vendors are not required to be open until the times listed above, vendors should understand there are people on the grounds earlier than the 9:00 a.m. times. If you have been inspected, you can open on Friday earlier than scheduled.

Every vendor must be set up, ready to be open for inspection by the Vendor Superintendent/Health Dept./Fire Dept. by 8:00 a.m. on opening day (Friday, August 29)

Closing day of the Fair, booths may close by 6:00 p.m. However, no vehicles will be allowed on the grounds until crowds disperse and it is deemed safe by Management.

**RESTRICTIONS**

In the interest of promoting the health, safety and welfare of persons on or about the premises of the Elko County Fair Grounds, the following will not be allowed to be produced, manufactured, dispensed, advertised or possessed on said premises: (a) controlled substances, (b) drug paraphernalia.

In addition, the Elko County Fair Board has determined there will be no ear-piercing, martial arts' items or toys, permanent tattooing, sale of firearms or like weapons, toy weapons, disappearing ink pens & like items, phrenology, fortune telling or physic reading. Exhibitors are prohibited from selling tobacco products, fireworks, stink bombs, fart bombs, snaps, silly string, disappearing ink, noise makers, metal stars, swords, any kind of pop-gun, weapons of any type, laser (pointer) pens, potato guns, or blowguns of any kind.



**LOCAL Exhibitor Application/Contract 104<sup>th</sup> Elko County Fair** [www.elkocountyfair.com](http://www.elkocountyfair.com)

Elko County Fair Board will not permit the sale or display of obscene material and reserves the right to remove from the grounds any product, exhibit, sign or advertising matter which is not in harmony with the overall goals and objectives of the Fair.

No loudspeaker, amplifier, or sound device shall be used in the exhibit space without prior approval. Excessive noise from any source, including televisions, stereos, organs, saws, microphones, motors, etc., will not be allowed.

All vendors must be confined to the area inside the leased space. All Vendors will set up in their assigned space. No persons, equipment, boxes, booth contents, etc., may block aisles.

**No vendor shall distribute advertising matter, handbills, fliers, tokens or other material on the Fairgrounds except from an assigned booth or display space. The tacking or positioning of any advertisement, bill, sign, banner, or printed matter other than within the assigned space is strictly prohibited. No vendor shall solicit or distribute such material in aisles or while roving the grounds. It is strictly prohibited for anyone to pass out advertising material, take surreys or conduct business of any kind in the parking lots owned and operated by the Elko County Fair without approval from the Elko County Fair Admissions. Anyone violating this rule is subject to removal from the grounds.**

No exhibit space is allowed to be shared or sublet without approval from Elko County Fair Admissions.

Exhibitors are advised that providing information regarding another commercial exhibitor is prohibited. In addition, Elko County Fair will not get involved in any price setting/fixing between competing exhibitors or get involved in any exclusive agreements an exhibitor may have with a supplier.

Laws of the City, County and State of Nevada must be strictly adhered to, including the State Fire Code. Any professional licenses which must be obtained in the regular course of doing business in Nevada must be obtained before exhibitor will be allowed to setup.

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### **RULE VIOLATIONS**

Whenever a violation of any Elko County Fair rule or contract is noted by the Vendor Host or Admissions Superintendent, an infraction ticket will be written, and a copy will be left with exhibitor. Copies of each recorded violation will be reviewed and placed in the exhibitor's file. Any violation(s) are cause for 1) not inviting the exhibitor to return the following year or, 2) depending on the seriousness of the rule infraction, it may be cause for the immediate closure of the exhibit. Health code violations will not be tolerated; this is cause for immediate expulsion.

Vendors/exhibitors deemed unsuitable by the Vendor Tender/Admissions Superintendent after set up will not be allowed to open until the exhibitor corrects the perceived problem. Should an exhibitor not comply with the rules and regulations outlined in this handbook or Vendor Tender instructions regarding the Elko County Fair goals and values they may be removed from the grounds, without a refund, by written notice from the Admissions Superintendent.

Exhibitors who may be found vandalizing Fair Grounds property or the property of other exhibitors will also be removed from the grounds, without a refund and may be subject to criminal prosecution.

### **ELECTRICITY**

All electrical power requirements must be requested on the Vendor Contract and paid for with the final booth payment. If not indicated on the contract, any requests for special power must be made in person by August 1, 2025. Additional charges will be made for this service and will be paid by the exhibitor with final booth payment. All electrical charges are \$75.00 per outlet. It is the vendor's responsibility to know what type of power source they need.

Vendors are to bring their own GFI protected cords or power strips to plug into Fair Grounds power source to distribute the power where needed inside their booths. The Elko County Fair does not supply any wiring, cable, extension cords, adapters or special connectors of any kind. **ALL POWER CORDS ARE TO BE COVERED IN TRAFFIC AREAS BY RUBBER MATTING, TAPE OR COMMERCIAL POWER CORD COVERS. THIS IS YOUR RESPONSIBILITY, NOT THE RESPONSIBILITY OF THE FAIR.**

Vendor Tender or Admissions Superintendent will inspect all booths during the Fair to ensure no one is using more electricity than they have ordered. In the event it is found an exhibitor is knowingly using more power than they have ordered and paid for, the exhibitor may be fined, and/or the booth closed.

A \$200.00 fine and expulsion from the Fair will be assessed to anyone found entering into a Fair Grounds electrical panel or tampering with electrical lines or outlets in any way.

The Elko County Fair expressly denies responsibility for electrical failures, and any damage to equipment or property, caused by drops or increases in power supply, low voltage or power surges.

Correspondingly, all exhibitors and vendors expressly agree to indemnify and hold harmless the Elko County Fair, its members, employees and board from such claims. In no case will the Elko County Fair be held responsible for loss of profits, revenues, or loss of equipment.

### **SHIPMENTS AND STORAGE**

No shipments will be accepted by the Elko County Fair prior to or during the Fair.

No merchandise, display materials, boxes, crates, equipment, etc., will be allowed to be stored anywhere on Fair Grounds property other than inside commercial exhibitor's booths or personal vehicles. Vendors are responsible for storage of their own inventory, packaging, equipment, etc. Any items left on the Fair Grounds Property after the Fair will be discarded.

Supply load-in will be between 6 and 8 am daily.

### **SET UP TIMES/CARE OF EXHIBITS**

Set up time is as follows:

Wednesday, August 27, 2025, 12:00 p.m. to 8:00 p.m. &/or 8:00 a.m. to 8:00 p.m.

Thursday, August 28, 2025,

### **REMOVAL OF GOODS DURING THE FAIR**

All vendors need to be aware that the Fair Grounds will open on Monday for weeklong events. Vendor Tender/Admissions Superintendent deems that all vendors be set up by Tuesday or Wednesday. All vendor booths

**LOCAL Exhibitor Application/Contract 104<sup>th</sup> Elko County Fair** [www.elkocountyfair.com](http://www.elkocountyfair.com)

must be set up and ready for inspection by 8AM Friday. No exceptions. All vendors are set up for four days. Commercial vendors or portions thereof may not be removed from the grounds during the Fair without prior written consent of the Vendor Tender/Admissions Superintendent. No exhibit or portion thereof may be torn down or removed before 6:00 p.m. on the closing day of the Fair.

**SALES TAX**

The following information applies to all vendors of the Elko County Fair in which food and/or merchandise will be sold. All vendors must obtain tax numbers required by the Nevada State Department of Taxation. Forms and numbers will be given to vendor upon arrival to the Fair. All sales are subject to Nevada State Sales Tax, which must be paid by each Vendor in compliance with Nevada law. **The sales taxes and forms must be submitted to the Elko County Fair Office by the last day of the Fair. Checks must be written to State of Nevada Taxation. Taxes are not allowed to be mailed in. NOT SUBMITTING YOUR TAX FORM MEANS YOU WILL NOT BE ALLOWED TO OPEN A BOOTH OF ANY KIND IN THE STATE OF NEVADA.**

**The Elko County Fair Board is notified of any returned checks to the State of Nevada Taxation. ANY vendor writing a bad check will NOT be invited back to the Elko County Fair.**

**INSURANCE**

All exhibitors must have insurance to cover all losses. The Elko County Fair is not responsible for any losses to exhibitors. We require that you have liability insurance to cover any possible injuries to patrons in your booth.

All exhibitors and concessionaires are required to provide the Elko County Fair with an insurance certificate/binder naming the Elko County Fair as an “additional insured” in the amount of one million dollars (\$1,000,000.00). Indicating dates of operating from set up to the end of the Fair. A copy of this insurance certificate/binder must be submitted to the Admissions Superintendent with application.

**IMPORTANT DATES**

Booth set up:	Wed. August 27 – Thu. Aug 28, 2025	8:00 a.m. to 8:00 p.m.
Booths open, ready for inspection:	Fri, August 29, 2025	8:00 am
Fair closes:	Mon, Sept. 1, 2025	6:00 p.m.
<b>2025 Complete renewal form with Insurance and \$200.00 deposit due:</b>		<b>July 28, 2025</b>
<b>2025 Contract payment in full due:</b>		<b>August 11, 2025</b>
<b>2026 Renewal/contract forms available on website:</b>		<b>February 2026</b>



Dates of Vendors open to the public: August 28-September 1, 2025

Submit to: Elko County Fair, PO Box 2067, Elko, NV 89803

THIS CONTRACT is not effective unless signed; returned with required deposit, pictures, copy of insurance, etc. This agreement is made between Elko County Agricultural Association, District No.4, a political institution of the State of Nevada, commonly called the Elko County Fair Board, herein named "FAIR BOARD" and

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

Company/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Take the time to read over our Commercial Vendor Handbook (downloadable from our website).*

**\$200.00 NON-REFUNDABLE APPLICATION/DEPOSIT FEE DUE WITH THIS FORM (NEW Vendors need to provide a copy of a photo identification with the application.)**

**THE PARTIES AGREE AS FOLLOWS:**

- 1. Use of Premises:** FAIR BOARD rents to USER the use of the following marked space for the Elko County Fair. Please NOTE this is a **four-day** event and you agree to participate for the duration of the event.

**Exhibit Space and Fees:** (all booths are outside)

**FOOD/DRINK BOOTHS**

_____ 15' x 10' .....	\$520.00
_____ 15' x 15' .....	\$780.00
_____ 15' x 20' .....	\$1040.00
_____ 15' x 25' .....	\$1300.00
_____ 15' x 30' .....	\$1560.00
_____ 15' x 35' .....	\$1810.00
_____ 15' x 40' .....	\$2070.00

**RETAIL/DISPLAY BOOTHS**

_____ 15' x 10' .....	\$420.00
_____ 15' x 15' .....	\$620.00
_____ 15' x 20' .....	\$830.00
_____ 15' x 25' .....	\$1040.00
_____ 15' x 30' .....	\$1240.00
_____ 15' x 35' .....	\$1450.00
_____ 15' x 40' .....	\$1660.00

\_\_\_\_\_ INSURANCE: All exhibitors **must** submit a current certificate of insurance (listing Elko County Fair as additional insured) from one of the following sources: **Check one:** \_\_\_\_\_ Commercial Business or Homeowners extension  
\_\_\_\_\_ Special Event Insurance Policy

\_\_\_\_\_ Electrical outlets @ \$75 per outlet (limit 2) Vendors are responsible for any adapters needed. \$ \_\_\_\_\_

Indicate type of plug needed: \_\_\_\_\_ 30 amp 120V \_\_\_\_\_ 50 amp 125/250V \_\_\_\_\_ Standard three prong plug

Fees charged are for all four (4) days (August 29- Sept 1, 2025) and hours of the Elko County Fair. No commission is charged on items or goods sold. ALL Vendors agree to participate for the entire duration of the Fair.

**TOTAL OF CONTRACT** \$ \_\_\_\_\_

**\$200.00 NON-REFUNDABLE DEPOSIT TO RESERVE SPACE** \$ \_\_\_\_\_

Application DEADLINE July 28, 2025

**BALANCE DUE IN FULL BY August 11, 2025:** \$ \_\_\_\_\_

**For Office Use Only:**

**Date & Amount Received:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Date & Amount Received:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_ **Check #:** \_\_\_\_\_

- Purpose:** USER agrees to use the above premises solely for the purpose of displaying and/or selling the following items/service:(Attach an additional sheet of paper if need be). **If your product or service is not listed here (including brand names) you will not be allowed to sell it. Application is not complete without this information and will not be considered. Food vendors are required to include menu items and prices. Duplicate menus will be discouraged in an attempt to diversify selections and increase your profitability. Food menus will be accepted first come first served, you may be asked to change your menu if another application with the same food items is received before yours.**

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Please list other Fairs in which you have participated:

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USER agrees to use the above Premises solely for the purpose of displaying and/or selling items or services as listed above and for no other purpose. **USER will distribute, sell or display within the confines of that allotted space only.** USER agrees to all rules and regulations as stated in the Elko County Fair Commercial Exhibitor and Concessionaire Handbook. A copy of the Handbook is available on the Elko County Fair website or we would be happy to email or mail you one upon request.

\_\_\_\_\_  
USER

\_\_\_\_\_  
Dated

**2025 FAIR VENDOR TICKETS**

Fair Vendors may request general admission tickets at a discounted price of 10% for non-local vendors. Ticket numbers must be submitted within the fair vendor application, additions or changes will not be accepted following application submission. Ticket discounts will **NOT** be honored at the fair office for additional ticket purchases at the time of the fair.

Number of Tickets	Ticket Type	Cost/Ticket (Discounted)	Total
_____	General Admission - 1 Day	\$ 7	\$ _____
_____	General Admission - 2 Day	\$ 14	\$ _____
_____	General Admission - 3 Day	\$ 21	\$ _____
_____	General Admission - 4 Day	\$ 28	\$ _____
_____	General Admission - 5 Day	\$ 35	\$ _____
_____	General Admission - 6 Day	\$ 42	\$ _____

**TOTAL DUE PRIOR TO RECEIVING TICKETS** \$ \_\_\_\_\_



**ELKO COUNTY FAIR AND LIVESTOCK SHOW  
RELEASE**

**THE UNDERSIGNED**, an exhibitor at the 20 \_\_\_\_ Elko County Fair, does by these presents, covenant and agree with the Elko County Fair Board, their successors and agents, that the undersigned shall not institute a suit of action at law or otherwise against the Elko County Fair Board, its agents or successors, for any claim or demand, action or cause of action of any damage, costs, loss of service, expenses of compensation for or on account of any damage, loss of injury, either to person or property or both, resulting or to result, known or unknown, by the undersigned, his heirs, executors or assigns, and shall save and hold harmless the Elko County Fair Board from any cause of action for damage to other persons or other property, or both, resulting from the conduct of any activity by the undersigned, the parties hereto agreeing that this release shall be for the

period from \_\_\_\_\_ to \_\_\_\_\_, inclusive.

That this Agreement is given in consideration of the Elko County Fair Board permitting the undersigned to display or otherwise participate in the 20 \_\_\_\_ Elko County Fair, and for other good and valuable consideration and the promises and covenants contained herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
ELKO COUNTY FAIR BOARD

***Make copies for your files!***

***Enclose all information, Insurance Certificate, pictures and payment with application/contract.***

***Incomplete applications will be returned and may cause a delay in approval.***

***Please sign and date all copies and return to:***

***Elko County Fair PO Box 2067, Elko, NV 89803***

**2025 COMMERCIAL EXHIBITOR AND CONCESSIONAIRE HANDBOOK****CONTENTS**

Purpose of Manual  
Right of Renewal/Application Process  
Payments  
Outdoor Space  
Food/Concessionaires  
Cancellation of Exhibitor Space/Refunds  
Exhibit Hours  
Restrictions  
Rule Violations  
Shipments and Storage  
Setup Times/Care of Exhibits  
Removal of Goods during the Fair  
Removal of Goods after the Fair  
Sales Tax  
Insurance  
Application/Contract  
Important Dates

**PURPOSE OF MANUAL**

This manual has been prepared as both a guide for you to plan for a successful operation during the Elko County Fair and as a substantive rider to your Rental Agreement. The Rental Manual becomes part of your Rental Contract.

The Elko County Fair Board or its designee reserves the final and absolute right to interpret these rules and regulations and to settle and determine all matters, questions or differences in regards thereto, or otherwise arising out of, connected with, or incident to the Elko County Fair Board. It further reserves the right to determine unforeseen matters not covered by these rules.

Violation of any of the terms and conditions of a Rental Contract, printed Rules and Regulations or policies of the Elko County Fair Board as printed in this manual forfeits all monies, rights and privileges.

It is your responsibility to be knowledgeable of the Rules and Regulation and space rental standards which are part of your Rental Contract.

**If you have any questions, please contact Elko County Fair Office 775-738-3616 or email to [elkocountyfair@hotmail.com](mailto:elkocountyfair@hotmail.com).**

**RIGHT OF RENEWAL/APPLICATION PROCESS**

Invitations to renew for the 2024 Elko County Fair are mailed out to those exhibitors who participated in the previous year's fair only and who are in good standing with the Fair. The Exhibit Space Lease Agreement between the Elko County Fair and exhibitors, sponsors or concessionaires is for one Fair only. Renewal for each year's fair is by invitation only. Such a renewal is conditioned upon the previous year's exhibitor's fulfillment of the exhibit space lease agreement, adherence to the rules and regulations as outlined in this manual and regardless of the number of years

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775-753-1138

All Event food booths are inspected by the Health Department. All violations must be corrected. Un-permitted or unsafe food practices will result in food removal or booth closure.

All food garbage should be placed in trash bags. Do not allow boxes or sacks of garbage to accumulate in food preparation areas or outside the booth.

Place all grills and other hot equipment in your booth so there will be no dangerous exposed areas. The backs and sides of this type of equipment must be enclosed with hard sided walls (ply board, etc.).

All vendors are required to have an appropriate fire extinguisher in their booths. Propane tanks for grills or any other pressurized tanks, such as those used for fountain drinks, must be secured so they cannot fall.

All trailers, stands or structures, whether portable or fixed, must be professional looking, in good repair, structurally sound, and neat in appearance. Vendors not complying with these policies may be asked to dismantle and/or remove their exhibits or stands from the grounds. All tents/awnings need to be adequately secured against gusty winds, **NO STAKES ALLOWED IN THE ASPHALT AREA.**

All tents, awnings, etc. must be compatible. Your area will be inspected by the City Fire Dept. before opening. If not in compliance you will be asked to take down and remove such tent, awning, etc.

Laws of the City, County and State of Nevada must be strictly adhered to, including the State Fire Code. Any professional licenses which must be obtained in the regular course of doing business in Nevada must be obtained before exhibitor will be allowed to setup.

**If you have questions regarding inspection and local regulations, please contact the Fire Marshall @ 775-777-7345**

**NO holes in the asphalt. No holes on the grass will be allowed without special permission from the /Vendor Superintendent.**

### **CANCELLATION OF EXHIBITOR SPACE/REFUNDS**

Exhibitors and concessionaires must provide written notice of cancellation 30 days prior to the event. Because the Elko County Fair will suffer certain losses which cannot be determined, the deposit will automatically be forfeited.

The Elko County Fair is not responsible for the loss of sales due to inclement weather or excessive noise from the carnival, Grandstand area or other attractions on the Fair Grounds.

### **EXHIBIT HOURS**

All vendors and exhibits are required to be open to the public at these times:

Friday	8/29	12:00 p.m. to dark
Saturday	8/30	9:00 a.m. to dark
Sunday	8/31	9:00 a.m. to dark
Monday	9/1	9:00 a.m. to 6:00 p.m.

Vendors are allowed to stay open past dark if there is a want/need.

Admission gates to the Fair often open earlier to allow admittance for other events going on at the Fair Grounds. Although the vendors are not required to be open until the times listed above, vendors should understand there are people on the grounds earlier than the 9:00 a.m. times. If you have been inspected, you can open on Friday earlier than scheduled.

Every vendor must be set up, ready to be open for inspection by the Vendor Superintendent/Health Dept./Fire Dept. by 8:00 a.m. on opening day (Friday, August 29)

Closing day of the Fair, booths may close by 6:00 p.m. However, no vehicles will be allowed on the grounds until crowds disperse and it is deemed safe by Management.

### **RESTRICTIONS**

In the interest of promoting the health, safety and welfare of persons on or about the premises of the Elko County Fair Grounds, the following will not be allowed to be produced, manufactured, dispensed, advertised or possessed on said premises: (a) controlled substances, (b) drug paraphernalia.

In addition, the Elko County Fair Board has determined there will be no ear-piercing, martial arts' items or toys, permanent tattooing, sale of firearms or like weapons, toy weapons, disappearing ink pens & like items, phrenology, fortune telling or physic reading. Exhibitors are prohibited from selling tobacco products, fireworks, stink bombs, fart bombs, snaps, silly string, disappearing ink, noise makers, metal stars, swords, any kind of pop-gun, weapons of any type, laser (pointer) pens, potato guns, or blowguns of any kind.



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Elko County Fair Board will not permit the sale or display of obscene material and reserves the right to remove from the grounds any product, exhibit, sign or advertising matter which is not in harmony with the overall goals and objectives of the Fair.

No loudspeaker, amplifier, or sound device shall be used in the exhibit space without prior approval. Excessive noise from any source, including televisions, stereos, organs, saws, microphones, motors, etc., will not be allowed.

All vendors must be confined to the area inside the leased space. All Vendors will set up in their assigned space. No persons, equipment, boxes, booth contents, etc., may block aisles.

**No person/vendor shall distribute advertising matter, raffles, handbills, fliers, tokens or other material on the Fairgrounds except from an assigned booth or display space. The tacking or positioning of any advertisement, bill, sign, banner, or printed matter other than within the assigned space is strictly prohibited. No person / vendor shall solicit or distribute such material in aisles or while roving the grounds. It is strictly prohibited for anyone to pass out advertising material, take surreys, sell raffle tickets or conduct business of any kind around the fairgrounds or in the parking lots owned and operated by the Elko County Fair without approval from the Elko County Fair Board. Anyone violating this rule is subject to removal from the grounds.**

No exhibit space is allowed to be shared or sublet without approval from Elko County Fair Admissions.

Exhibitors are advised that providing information regarding another commercial exhibitor is prohibited. In addition, Elko County Fair will not get involved in any price setting/fixing between competing exhibitors or get involved in any exclusive agreements an exhibitor may have with a supplier.

Laws of the City, County and State of Nevada must be strictly adhered to, including the State Fire Code. Any professional licenses which must be obtained in the regular course of doing business in Nevada must be obtained before exhibitor will be allowed to setup.

**If you have questions regarding inspection and local regulations, please contact the Fire Marshall @ 775-777-7345**

### **RULE VIOLATIONS**

Whenever a violation of any Elko County Fair rule or contract is noted by the Vendor Host or Admissions Superintendent, an infraction ticket will be written, and a copy will be left with the exhibitor. Copies of each recorded violation will be reviewed and placed in the exhibitor's file. Any violation(s) are cause for 1) not inviting the exhibitor to return the following year or, 2) depending on the seriousness of the rule infraction, it may be cause for the immediate closure of the exhibit. Health code violations will not be tolerated; this is cause for immediate expulsion.

Vendors/exhibitors deemed unsuitable by the Vendor Tender/Admissions Superintendent after set up will not be allowed to open until the exhibitor corrects the perceived problem. Should an exhibitor not comply with the rules and regulations outlined in this handbook or Vendor Tender instructions regarding the Elko County Fair goals and values they may be removed from the grounds, without a refund, by written notice from the Admissions Superintendent.

Exhibitors who may be found vandalizing Fair Grounds property or the property of other exhibitors will also be removed from the grounds, without a refund and may be subject to criminal prosecution.

### **ELECTRICITY**

All electrical power requirements must be requested on the Vendor Contract and paid for with the final booth payment. If not indicated on the contract, any requests for special power must be made in person by August 1, 2025. Additional

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charges will be made for this service and will be paid by the exhibitor with final booth payment. All electrical charges are \$75.00 per outlet. It is the vendor's responsibility to know what type of power source they need.

Vendors are to bring their own GFI protected cords or power strips to plug into Fair Grounds power source to distribute the power where needed inside their booths. The Elko County Fair does not supply any wiring, cable, extension cords, adapters or special connectors of any kind. **ALL POWER CORDS ARE TO BE COVERED IN TRAFFIC AREAS BY RUBBER MATTING, TAPE OR COMMERCIAL POWER CORD COVERS. THIS IS YOUR RESPONSIBILITY, NOT THE RESPONSIBILITY OF THE FAIR.**

Vendor Tender or Admissions Superintendent will inspect all booths during the Fair to ensure no one is using more electricity than they have ordered. In the event it is found an exhibitor is knowingly using more power than they have ordered and paid for, the exhibitor may be fined, and/or the booth closed.

A \$200.00 fine and expulsion from the Fair will be assessed to anyone found entering into a Fair Grounds electrical panel or tampering with electrical lines or outlets in any way.

The Elko County Fair expressly denies responsibility for electrical failures, and any damage to equipment or property, caused by drops or increases in power supply, low voltage or power surges.

Correspondingly, all exhibitors and vendors expressly agree to indemnify and hold harmless the Elko County Fair, its members, employees and board from such claims. In no case will the Elko County Fair be held responsible for loss of profits, revenues, or loss of equipment.

**SHIPMENTS AND STORAGE**

No shipments will be accepted by the Elko County Fair prior to or during the Fair.

No merchandise, display materials, boxes, crates, equipment, etc., will be allowed to be stored anywhere on Fair Grounds property other than inside commercial exhibitor's booths or personal vehicles. Vendors are responsible for storage of their own inventory, packaging, equipment, etc. Any items left on the Fair Grounds Property after the Fair will be discarded.

Supply load-in will be between 6 and 8 am daily.

**SET UP TIMES/CARE OF EXHIBITS**

Set up time is as follows:

Wednesday, August 27, 2025, 12:00 p.m. to 8:00 p.m. &/or

Thursday, August 28, 2025 8:00 a.m. to 8:00 p.m.

**REMOVAL OF GOODS DURING THE FAIR**

All vendors need to be aware that the Fair Grounds will open on Monday for weeklong events. Vendor Tender/Admissions Superintendent deems that all vendors be set up by Tuesday or Wednesday. All vendor booths

must be set up and ready for inspection by 8AM Friday. No exceptions. All vendors are set up for four days. Commercial vendors or portions thereof may not be removed from the grounds during the Fair without prior written consent of the Vendor Tender/Admissions Superintendent. No exhibit or portion thereof may be torn down or removed before 6:00 p.m. on the closing day of the Fair.

**SALES TAX**

The following information applies to all vendors of the Elko County Fair in which food and/or merchandise will be sold. All vendors must obtain tax numbers required by the Nevada State Department of Taxation. Forms and numbers

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will be given to vendor upon arrival to the Fair. All sales are subject to Nevada State Sales Tax, which must be paid by each Vendor in compliance with Nevada law. **The sales taxes and forms must be submitted to the Elko County Fair Office by the last day of the Fair. Checks must be written to State of Nevada Taxation. Taxes are not allowed to be mailed in. NOT SUBMITTING YOUR TAX FORM MEANS YOU WILL NOT BE ALLOWED TO OPEN A BOOTH OF ANY KIND IN THE STATE OF NEVADA.**

**The Elko County Fair Board is notified of any returned checks to the State of Nevada Taxation. ANY vendor writing a bad check will NOT be invited back to the Elko County Fair.**

**INSURANCE**

All exhibitors must have insurance to cover all losses. The Elko County Fair is not responsible for any losses to exhibitors. We require that you have liability insurance to cover any possible injuries to patrons in your booth.

All exhibitors and concessionaires are required to provide the Elko County Fair with an insurance certificate/binder naming the Elko County Fair as an “additional insured” in the amount of one million dollars (\$1,000,000.00). Indicating dates of operating from set up to the end of the Fair. A copy of this insurance certificate/binder must be submitted to the Admissions Superintendent with application.

**IMPORTANT DATES**

Booth set up:	Wed. August 27 – Thu. Aug 28, 2025	8:00 a.m. to 8:00 p.m.
Booths open, ready for inspection:	Fri, August 29, 2025	8:00 am
Fair opens:	Fri, August 29, 2025	10:00 a.m.
Fair closes:	Mon, Sept. 1, 2025	6:00 p.m.
<b>2025 Complete renewal form with Insurance and \$200.00 deposit due:</b>		<b>July 28, 2025</b>
<b>2025 Contract payment in full due:</b>		<b>August 11, 2025</b>
<b>2026 Renewal/contract forms available on website:</b>		<b>January 2026</b>



**ELKO COUNTY FAIR BOARD TREASURERS REPORT**

Period November 13, 2024 thru January 7, 2025

budgeted for 2024-2025

According to bills put in

**600 Fund Improvement Fund**

budget availab

**\$21,000.00**

**\$21,000.00**

**601 Fund Operating**

budget availab

**\$54,000.00**

**\$19,548.03**

**615 Fund Race Purse Fund**

to date

**\$13,387.17**

county fund report

<u>Collections mth</u>	<u>Revenue Month</u>		<u>Collections mth</u>	<u>Revenue Month</u>
Jul	Jun	\$4,451.29	Jan	Dec
Aug	July	\$3,978.29	Feb	Jan-24
Sept	Aug	\$4,957.59	Mar	Feb
Oct	Sept		Apr	Mar
Nov	Oct		May	Apr
Dec	Nov		Jun	May

**Bank Balances**

<b>EFCU #1</b> current balance	\$169,939.64	<b>Elko Federal Credit Union Checking Account</b>	\$12,862.10
<u>minus stockhorse Accum</u>	\$15,661.00		
ARPA Money (hold for bathroom improvements)	\$138,374.93	<b>Elko County Livestock Show &amp; Sale checking Acctnt</b>	\$26,999.06
		<b>Elko County Livestock Acctnt Savings</b>	\$25,876.03
	<b>Useable</b>		
	\$15,903.71		

<b>EFCU CD</b>	\$5,627.78
<b>EFCU 03 Balance race nomination monies only**</b>	\$95.41

**BILLS** [to claim \\*](#)

Harbor Frieght	21.40
Home Depot	161.66
IFA	126.96
Hunt N Sons	300.79
Print n Copy	588.68
Elko Body Shop	1,783.88
Everything Elko Magazine thank you fair ad	2,415.56
Everything Elko Magazine silver state trade show :	410.25
Terrys Pumpin Potties	264.00
Western States Propane	75.00
Elko Daily Free Press (thank you fair ad)	1,634.79
Print n Copy	687.60
USPS-annual post office box renewal)	442.00
Elko Co Ambulance	3,923.50

**Utilities & Services paid each month**

NV Energy	\$961.94
Elko Municipal Water Dept	\$1,733.88
Southwest Gas	\$727.27
City of Elko Landfill	\$237.86
Elko Sanitation monthly dumpster	\$173.45
Norco	\$53.07
Frontier	\$1,063.32
Elko County Nev employee ins	\$3,036.00
PERS	\$2,677.53
Payroll Taxes	\$1,017.48
Payroll	\$19,186.68
Go Daddy	\$15.99
Halo Pest Service	\$150.00
Ruby Mountain Spring Water	\$26.00

<b>Income grnds</b>	Monthly Stalls	\$120.00
	Overnight Stalls	\$120.00
	Electrical hookups	
	Buildings & Grnds Rental	\$360.00
	Reservation Deposits	
	Hay	\$198.00

<b>Room Tax money received</b>	Oct	\$13,730.56
	Nov	\$9,094.17

Elko Fed CU Visa	Details on Back	2,125.98
		0.00

Total to Claim Operating Fund	
Total To Claim Improvement fund	
<b>Total Paid</b>	<b>\$46,022.52</b>

