

# 2019 Chelan County Fair

SEPTEMBER 5-8

**APPLICATION:** If you are interested in being a commercial vendor at the 2019 Chelan County Fair, please complete the application below and **return page 2 only** with your booth set up, photo's or drawing. Photos and drawings will be used in our decision making process and WILL NOT be returned.

**COMMERCIAL SPACE:** Space available on a first come first serve basis with priority given to established vendors. Inside Vendor space is limited. Minimum Commercial dry goods booth space is 10' X 10'. Spots will be awarded starting March 1, 2019 for returning Vendors who have submitted their application. By March 7, 2019 new applicants will be assigned spaces on a first come first serve basis.

**SELECTION:** Every effort is made to offer a variety of products/services avoiding duplication for our fairgoers. Preference will be given to local applicants (Chelan and Douglas Counties) and previous vendors in good standing. Locations will be assigned by the Concessions Committee and every effort will be made to accommodate location requests. All applicants will be contacted advising them of the disposition of their application.

**INSURANCE:** A minimum of one million dollars in liability insurance is required. Insurance may be obtained through Chelan Counties Liability Program or through your own insurance agent. See rate below.

**CONTRACT:** Each vendor doing business at the Chelan County Fair is required to have a written and fully executed contract with regard to their activities, which will list all the approved items or services to be sold or displayed.

**QUESTIONS:** If you have any questions, please contact our office Monday thru Thursday 9 to 3 @ 509-782-3232.

BOOTH TYPE	SIZE	FEES
<b>Commercial</b>		
<b>Outdoor Ground Space Pink (see map)</b> Space numbers: 6,7,8,16,17,22,23,28,29,32,33,34,35,36	Approx. 10'x10'	\$140.00
<b>Outdoor Ground Space Yellow (see map)</b> Space numbers: 14,15,18,20,21,24,26,27,30	Approx. 20'x10'	\$200.00
<b>Outdoor prime locations Red (see map)</b> Space numbers: 1,2,3,9,10,11,12,13,19,25,31,37,38,39,40,41,42,43,44	Approx. 20'x10'	\$300.00
<b>Indoor Commercial Space Purple (see map)</b> Space numbers: 69, 70	Approx 10'x10'	\$140.00
<b>Food Concessionaires</b>	<u>Service Clubs</u> 15% of Gross Sales. A \$200.00 (non-refundable) space reservation (If contract is fulfilled space reservation will be deducted from percentage owed after the closing of fair) <b>Space size 20'x10'</b> . \$1.25/sq ft for additional space outside of the 20'x10' space.	
	<u>All other Concessions</u> 20% of Gross Sales. A \$200.00 (non-refundable) space reservation. (If contract is fulfilled space reservation will be deducted from percentage owed after the closing of fair.) <b>Space size 20'x10'</b> \$1.25/sq ft for additional space outside of the 20'x10' space.	
<b>For Prime Food locations Blue (see map) Space # 4,5,42,43,44,45,46,47,48,49,50,51,52,57,59,61, an extra \$100.00 rental fee for these spaces.</b>		
<b>Basic Food Concessions Green (see map) Space #53,54,55,56,58,60,62,63,64,65,66,67,68</b>		
<b>Liability Insurance (Required)</b>	Food Concessions \$153.20	Non- Food Concessions \$130.00
<b>Vendor Camping (Week of Fair only)</b>	Full hookups	\$55.00/Week
<b>Advance Extra Vendor Tickets:</b>	Daily	\$ 10.00 each
	Season	\$14.00 each
<b>Included with each Vendor space are two Vendor season passes. Each pass good for one person per day. Vendor tickets will not be sold at ticket booths.</b>		

# Chelan County Fair Space Application

5700 Wescott Drive, Cashmere, WA 98815 Phone: 509-782-3232

**2019 FAIR DATES: SEPTEMBER 5-8**

NOTE: This application is not an offer of space

**Send this completed page only. Do not send money at this time.**

All questions must be answered completely before consideration can be given.

Please **print clearly or type.**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email address: \_\_\_\_\_

Were you a 2017 Chelan County Fair vendor?  Yes  No

1. Other Fairs, Festivals or Events in which you have participated: \_\_\_\_\_

2. List all products you wish to display or sell during the fair (include brand names if possible). Enclose photo or brochure of product(s). Contract space, if granted, will be on the basis of the items listed. **You may not display or sell additional items.** Do not state "etc.", "accessories", or "same as last time". BE SPECIFIC. \_\_\_\_\_

**SPACE REQUIREMENTS:** Please indicate by numbers from **the map** which location you desire. Indicate your first three requests. Note that prime spots are an extra \$100.00 rental fee. There are no location guarantees.

Prime Food Concession Locations: Numbers 4,5,42,43,44,45,46,47,48,49,50,51,52,57,59,61

Prime Commercial Locations: Numbers 1,2,3,9,10,11,12,13,19,25,31,37,38,39,40,41,42,43,44

Basic Food Concessions Sites are Green. Basic Commercial Sites are Yellow & Pink. **SEE VENDOR MAP**

**I am requesting the following:** First location request \_\_\_\_\_ Second location request \_\_\_\_\_ Third location request \_\_\_\_\_

**Food Concessionaire: Space size 20x10** Trailer Size \_\_\_\_ ft. X \_\_\_\_ ft. Extra space \_\_\_\_ x \_\_\_\_ \$1.25 sq ft

**Outdoor Commercial: Space size 20x10** (You must provide your own tent) Extra space \_\_\_\_ x \_\_\_\_ \$1.25 sq ft

**Outdoor Commercial: Space size 10x10** (You must provide your own tent) No Extra space available.

**Indoor Commercial: Space size 10x10** (Limited space available) Space #69,70

**ELECTRICAL:**

110 Volt - 20 amp services will be provided. Any special electrical requirements will be at the vendor's expense.

State your electrical needs if more than 110v-20 amp: \_\_\_\_\_

List what electrical items will be used in booth: \_\_\_\_\_

**INSURANCE:** Liability insurance (\$1,000,000 minimum) is required of all Vendors. This may be purchased from the Fair Concessionaires Liability Program through the Fair Office, or through your own insurance agent.

Check one:  if my application is accepted I will purchase liability insurance through Chelan Counties Liability Program.  
Payment must be made by August 1, 2019.

If I accept a contract with the Chelan County Fair I will provide by August 1, 2019 a copy of my "proof of insurance" showing one million dollars or more in coverage.

**If you have had any significant judgements or lawsuits in the previous 36 months please attach list to this application.**

**FEES:** Fees are payable with contract. **No refunds will be allowed.** See attached Fee Schedule.

**CAMPING:** Campsites are limited. Hookups are not guaranteed. Please indicate if you need camping.  Yes  No

**SEASON PASSES:** Each booth will receive **two season passes (each pass good for one person per day)** included in the price of the booth. Additional Vendor passes may be purchased at the fair office. Vendor passes will not be available at ticket booths. The Chelan County Fair reserves the right to withhold approval on the basis that the proposed activity would not be in harmony with, or in the best interest of promoting and presenting the Chelan County Fair.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## FOOD / COMMERCIAL VENDOR RULES

1. **CONTRACTS AND FEES:** Applications for space must be applied for through the Fair office. Space will be sold by the Fair Board. Contracts must be made in writing prior to opening of the fair. Under no circumstance will anyone be permitted to operate any booth without a signed contract and full payment prior to opening day.
2. Vendors operating under a signed contract must adhere to rules printed thereon. Failure to comply with these rules will result in forfeiture of rights as a Vendor. Decision of failure to comply will be determined by Director in Charge of Concessions and the Chelan County Fair Board.
3. **CANCELLATION OF PERMITS AND/OR CONTRACTS: Chelan County Fair reserves the right to cancel Permits and/or contracts at any time it is not satisfied with performance of the holder of such permit or contract.**
4. **Deposits made by Vendors for privilege of operating at the Chelan County Fair are non-refundable.**
5. **SET UP AND RELEASE TIME FOR ALL VENDORS:** Booths must be in place no later than 9 P.M. Wednesday, September 6<sup>th</sup> with the exception of Washington State Patrol, Chelan County Sheriff, fire trucks and/or other government and emergency vehicles. Under no circumstances will this time be extended. **Booths can not be disassembled before 6PM on Sunday, Sept. 8, 2019. No moving vehicles are permitted on the grounds until after 7PM, same exceptions as above.**
6. **HOURS OF OPERATION** are from 9 AM to 10 PM, Thursday, Friday and Saturday. Sunday hours will be 10AM to 6 PM with no moving vehicles until after 7PM.
7. **INSURANCE:** Liability insurance coverage of \$1,000,000 is required for each Vendor.
8. **Any person or persons, religious, non-profit organizations and/or body of people organized to promote a common cause must abide by same rules.**
9. Space must be rented prior to the Fair in an area designated by the Fair Board and set aside for all groups distributing materials to promote their cause.
10. Activities must be confined to space assigned.
11. Persons associated with telling their story to promote a cause must abide by these rules. All Rules will be a part of the contract by and between Vendor and the Chelan County Fair Board.
12. **Dogs and/or pets are NOT allowed on grounds, except guide dogs,entertainment and 4-H dogs entered as exhibits.**
13. All other rules and conditions of lease contract signed by both parties apply.

## ADDITIONAL FOOD CONCESSION RULES

1. In addition to the above rules all Food Concessions MUST obtain a health permit from the Chelan-Douglas County Health Department. Permit MUST be displayed in plain site in the concession. Under no circumstance will booth be permitted to operate without permit from Health Department.
2. **MOVING VEHICLES WILL BE PERMITTED ON GROUNDS BEFORE 9 A.M.** each day and after 10 P.M. each night. In case of emergency making it necessary to get supplies to booths that are too heavy to carry, please contact the Fair office for assistance.
3. **Food booths must remain open until 6 P.M. on Sunday, September 8<sup>th</sup>. Moving vehicles will NOT be allowed on the grounds before 7 P.M.**
4. **FOOD BOOTHS must file a report of the previous day's business with the Fair Office before 10 A.M. of the following day. Food vendors must submit a receipt for all and any days in which they sell products on the fairgrounds. Receipts for Sunday, September 8<sup>th</sup> must be filed on Sunday night before concessionaire leaves the grounds. ALL PAYMENTS must be made no later than 4:00 P.M. September 9, 2019. Unless other arrangements have been made and agreed upon with the Fair Office.**
5. Rules will be strictly enforced. Failure to file a daily report may result in disciplinary action. Action will be determined by the Fair Board Executive Committee.

# 2019 AMBASSADOR SCHOLARSHIP PROGRAM

## AN INVITATION TO ALL CHELAN COUNTY FAIR VENDORS

The Chelan County Fair Ambassador Scholarship Program is an excellent opportunity for our Commercial Vendors to really be a part of the year around promotion of the Fair. With this years cuts by the legislature your support is very much appreciated. Without this additional method of funding the scholarship program would not be offered at this level. Each year two Ambassadors' will receive scholarship funding in the amount of \$1,000 per Ambassador. We truly appreciate the support of our Commercial Vendors through this program.

If you are interested in participating in this program, please fill out the information below and return it along with your payment.

\*\*\*\*\*

\_\_\_\_\_ \$50.00

\_\_\_\_\_ \$75.00

\_\_\_\_\_ \$100.00

\_\_\_\_\_ \$250.00

\_\_\_\_\_ Other

**YES, I would like to help sponsor the Chelan County Fair Ambassador Scholarship Program! Find enclosed my donation.**

\_\_\_\_\_  
Name of Sponsor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

**NOTE: We would appreciate a separate check from your contract fee as the funds are deposited in a Scholarship account.**

Please mail completed form and your donation to: Chelan County Fair 5700 Wescott Drive, Cashmere, Wa 98815