

2020 Chelan County Fair -- SEPTEMBER 10-13

APPLICATION: If you are interested in a commercial vendor booth at the 2020 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. Minimum Commercial dry goods booth space is 10' X 10'. Spots will be awarded starting March 2, 2020 for returning Vendors who have submitted their application. By March 9, 2020 new applicants will be assigned spaces on a **first come first served basis**.

SELECTION: Every effort is made to offer a variety of products/services and avoid 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 County's Liability Program (See rate below) or through your own insurance agent.

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 the Fair Office Monday thru Thursday 9 to 3 @ 509-782-3232.

<u>BOOTH SIZE AND TYPE</u>	<u>FEES</u>	<u>Space Numbers/Colors on Map</u>
20'x10' - Prime Location Food Booth**	\$300	Blue: 4, 5, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 56, 57
20'x10' - Prime Location Commercial Vendor**	\$300	Red: 1, 2, 3, 14, 15, 16, 17, 18, 24, 30, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45
20'x10' - Basic Food Booth**	\$200	Green: 52, 53, 54, 55, 58, 59, 60, 61, 62, 63
20'x10' - Basic Commercial Vendor**	\$200	Yellow: 19, 20, 23, 25, 27, 31, 32, 33
10'x10' - Basic Commercial Vendor	\$140	Purple: 6, 7, 8, 9, 10, 11, 12, 13, 21, 22, 26, 28, 29, 34, 35

**Space size 20'x10' -- \$1.25/sq ft for space outside of the 20'x10' space when available

Food Concessionaire Fees

A \$200.00 (non-refundable) space reservation fee will be assessed.

If contract is fulfilled, space reservation fee will be deducted from percentage owed at the close of fair.

Service Clubs - 15% of Gross Sales.

All Other Concessions - 20% of Gross Sales.

Insurance

Liability Insurance (Required)

Food Concessions \$153.20 Non- Food Concessions \$132.10

Additional

Vendor Camping

Full Hookup - \$55/week (week of fair only)

Advance Extra Vendor Tickets:

Daily - \$10 each. Season Pass - \$14 each

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, pre-purchase at the Office prior to Fair.

Chelan County Fair Space Application

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

2020 FAIR DATES: SEPTEMBER 10-13

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

Company Name: _____ Date: _____

Mailing Address: _____

City _____ State _____ Zip _____ Contact Cell: (____) _____

Contact Person _____ Email Address: _____

Were you a previous Chelan County Fair Vendor? YES NO If YES, what year(s) _____

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: Using the number on the map, please indicate location preference. Indicate your first three choices -- There are no location guarantees.

Prime Food Concession Locations: Space 4, 5, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 56, 57

Prime Commercial Locations: Space 1, 2, 3, 14, 15, 16, 17, 18, 24, 30, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45

Basic Food Concessions Sites are Green - Basic Commercial Sites are Yellow & Purple. See Map.

Space request: First Choice # _____ Second Choice # _____ Third Choice # _____

Food Concessionaire: **Space size 20'x10'** Trailer Size _____ ft. x _____ ft. Extra space _____ x _____ @ \$1.25 sq ft (if available)

Commercial Vendor: **Space size 20'x10'** (You must provide your own tent) Extra space _____ x _____ @ \$1.25 sq ft (if available)

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

ELECTRICAL: 110 Volt - 20 amp services will be provided. Limited 50 amp service available for an additional fee, on a first-come first served-basis upon application acceptance and contract. State your electrical needs if more than 110v-20 amp: _____ List electrical items used in booth: _____

Any electrical extension cords and adapters are the responsibility of the vendor. Any special electrical requirements will be at the vendor's expense.

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 County's Liability Program. Payment must be made **by August 1, 2020.**

If I accept a contract with the Chelan County Fair I will provide **by August 1, 2020** a copy of my "proof of insurance" showing one million dollars or more in coverage.

FEES: Fees are payable with contract. **No refunds will be given.** 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 9pm Wednesday, September 9th. Under no circumstances will this time be extended, with the exception of Washington State Patrol, Chelan County Sheriff, fire trucks and/or other government and emergency vehicles. Booths can not be disassembled before *6pm on Sunday, Sept. 13, 2020. No moving vehicles are permitted on the grounds until after 7pm, same exceptions as above.*
6. **HOURS OF OPERATION:** 9am to 10pm, Thursday, Friday and Saturday. Sunday hours will be 10am to 6pm 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 Service 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 **BEFORE 9am** each day and **AFTER 10pm** 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 6pm. on Sunday, September 13th.** Tear-down can begin at 6pm, but **Moving vehicles will NOT be allowed on the grounds before 7pm.**
4. **FOOD BOOTHS** must file a report of the previous day's business with the Fair Office **BEFORE 10am** of the following day. Food vendors must submit a receipt for any and all days in which they sell products on the fairgrounds. Receipts for Sunday, September 13th must be filed and paid in full by 8pm Sunday, unless other arrangements have been made and agreed to by the Fair Office. Failure to file a daily report may result in disciplinary action as determined by the Fair Board Executive Committee.
5. All rules will be strictly enforced.

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 'round promotion of the Fair. With recent 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 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.

YES, I would like to help sponsor the Chelan County Fair Ambassador Scholarship Program! Enclosed is my donation of:

- \$50.00
- \$75.00
- \$100.00
- \$250.00
- Other \$ _____

Name of Sponsor _____

Sponsor Address _____

City

State

Zip

Phone number _____ Email: _____

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