

2024 Chelan County Fair -- September 5-8

APPLICATION: If you are interested in a commercial vendor booth at the 2024 Chelan County Fair, please complete the application below and **return page 2 and 3** with **your booth set up, photos or drawing and complete list of products you wish to sell**. Photos and drawings will be used in our decision-making process and WILL NOT be returned.

COMMERCIAL SPACE: Space is 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 4, 2024, for returning Vendors who have submitted their application. By April 30, 2024, 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 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 or by email: Karen.Welch@co.chelan.wa.us

<u>BOOTH SIZE AND TYPE</u>	<u>FEES</u>	<u>Space Numbers/Colors on Map</u>
20'x15' – Prime Location Food/Commercial Vendor	\$475	Orange: 37, 38, 39, 40, 41, 42, 53, 54, 57, 58, 59
20'x10' - Prime Location Food Booth	\$325	Blue: 5, 43, 44, 45, 46, 47
20'x10' - Prime Location Commercial Vendor	\$325	Red: 1, 4, 6, 7, 10, 11, 19, 24, 29, 33, 34
20'x10' - Basic Food Booth	\$225	Green: 51, 52, 55, 56
20'x10' - Basic Commercial Vendor	\$225	Yellow: 12, 13, 14, 18, 22, 23, 25, 26
10'x10' – Prime Location Food/Commercial Vendor	\$200	Teal: 2, 3, 8, 9, 35, 36
10'x10' - Basic Commercial Vendor	\$150	Purple: 15, 16, 17, 20, 21, 27, 28, 48, 49, 50
20'x30' – Commercial Vendor	\$925	Black/White: 30, 31, 32

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.

Liability Insurance: (minimum \$1,000,000 Required)

Food Concessions \$165.00 *Non- Food Concessions* \$165.00

All insurance policies will list Chelan County Fair as “additionally insured.”

Additional:

Vendor Camping Full Hookup - \$85/week (week of fair only) Additional parking \$20/vehicle.
 Advance Extra Vendor Tickets: Daily - \$10 each Season Pass - \$14 each

Included with each BASIC Vendor space are two Vendor season passes. Included with each PRIME Vendor space are three Vendor season passes. Each pass is 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 -- 509-782-3232 – Karen.Welch@co.chelan.wa.us

2024 FAIR DATES: SEPTEMBER 5-8

NOTE: This application is not an offer of space. Send this application and initialed "Rules" page only (Pages 2 and 3). **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. See Map for Site designations.

Space Options: 20'x15' Prime (\$475), 20'x10' Prime (\$325) and Basic (\$225),
10'x10' Prime (\$200) and Basic (\$150) and 20'x30' Commercial (\$925)

Space request: 1st Choice # _____ 2nd Choice # _____ 3rd Choice # _____ 4th Choice # _____

Food Concessionaire: **Space size 20'x15' or 20'x10'** Trailer Size ____ft. x ____ft. **ACTIVITIES MUST BE**

Commercial Vendor: **Space size 20'x15' or 20'x10'** (You must provide your own tent) **CONTAINED WITHIN**

Commercial Vendor: **Space size 10'x10'** (You must provide your own tent) **SPACE ASSIGNED!**

ELECTRICAL: Please check electrical needs for your site:

110 Volt 20-amp service will be provided free of charge (List items used requiring power, i.e. point of sale devices, lights, etc.) _____

50-amp service available for an additional fee of \$50 each – outlets are limited - on a first come, first served basis, upon application acceptance and contract. **(List items used requiring 50-amp power, i.e. food truck, refrigerators, stove, etc.)** _____

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, 2024.

If I accept a contract with the Chelan County Fair I will provide **proof of insurance** prior to August 1st, 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

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 booth space must be sent to 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. _____ INITIAL
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. _____ INITIAL
4. Deposits made by Vendors for privilege of operating at the Chelan County Fair are non-refundable. _____ INITIAL
5. **VENDOR PASSES:** Basic Vendor booths will receive two Vendor Season Passes (each pass is good for one person per day) Prime Vendor booths will receive three Vendor Season passes (each pass is 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. All booth staff must show Vendor Pass to enter fairgrounds. _____ INITIAL
1. **SET UP AND RELEASE TIME FOR ALL VENDORS:** Booths must be in place no later than 9pm Wednesday, September 4th. **MOVING VEHICLES** will ONLY be permitted BEFORE 9am each day and AFTER 10pm each night. Exceptions: Washington State Patrol, Chelan County Sheriff, fire trucks and/or other government and emergency vehicles. Booths cannot be disassembled before 6pm on Sunday, Sept. 8, 2024
No moving vehicles are permitted on the grounds until after 7pm on Sunday, with the same exceptions as above, or at the discretion of the Vendor Committee to release vendors based on location. _____ INITIAL
6. **HOURS OF OPERATION:** 10am to 10pm, Thursday, Friday and Saturday and Sunday 10am to 6pm.
Earlier morning or later evening operation hours allowed, at booth staff discretion.
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.** _____ INITIAL
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, hired entertainment and 4-H dogs entered as exhibits. _____ INITIAL
13. All other rules and conditions of lease contract signed by both parties apply.

ADDITIONAL FOOD CONCESSION RULES

2. 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 sight in the concession. Under no circumstance will a booth be permitted to operate without a permit from the Health Department.
3. MOVING VEHICLES will be permitted BEFORE 9am each day and AFTER 10pm each night. In case of an emergency making it necessary to get supplies to booths that are too heavy to carry, please contact the Fair office for assistance.
4. Food booths must remain open until 6pm. on Sunday, September 8th. Tear-down can begin at 6pm but moving vehicles will NOT be allowed on the grounds before 7pm.
5. **FOOD BOOTHS must file a report of the previous day's business (Z-Tape)** 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 8th 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. A 5% penalty will be incurred for late Z-tape submissions. _____ INITIAL
6. All rules will be strictly enforced.

Signature _____ Title _____

2024 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 our Fair Ambassador receives scholarship funding in the amount of \$1,000. 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 _____

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