

2026 Chelan County Fair – September 10–13

APPLICATION:

WE APPRECIATE YOUR INTEREST IN BECOMING A VALUED COMMERCIAL OR FOOD VENDOR FOR THE 2026 CHELAN COUNTY FAIR. YOUR CREATIVITY, PROFESSIONALISM, AND COMMITMENT TO OUR COMMUNITY MAKE THIS EVENT EXCEPTIONAL EACH YEAR. TO SUBMIT YOUR APPLICATION, KINDLY **COMPLETE PAGES 2 AND 3 AND PROVIDE A PHOTO** OF YOUR BOOTH SETUP ALONG WITH A DETAILED LIST OF THE PRODUCTS YOU INTEND TO SELL OR DISPLAY. BOOTH PHOTOS ARE NECESSARY FOR UNDERSTANDING YOUR LAYOUT AND OFFERINGS, AND THEY WILL NOT BE RETURNED.

COMMERCIAL SPACE:

Vendor spaces are allocated on a **first-come, first-served basis**, with priority given to returning vendors who have demonstrated exemplary participation in previous fairs. A Standard Commercial Vendor space measures a minimum of 10' x 10'. **Returning vendor** space assignments will commence on **March 16, 2026**. Applications from **new vendors** are welcome at any time, however, their assignments will begin after **April 16, 2026**, based on the submission order.

EARLY ARRIVAL (TUESDAY):

Corner booth vendors may set up on Tuesday at no additional charge. Non-corner vendors must request advance approval from the Fair Office for early arrival, subject to a \$100 fee.

SELECTION:

- Our goal is to create a dynamic and diverse array of products and services for our fair attendees while minimizing overlap. Preference will be given to:
- Local applicants from **Chelan and Douglas counties**.
- Returning vendors who have upheld good standing at previous Chelan County Fairs.
- Applicants will receive notification upon successful submission of their application.

LIABILITY INSURANCE:

All vendors, including nonprofit organizations, are required to hold a **minimum of \$1,000,000 liability coverage**. Such coverage may be obtained through Chelan County's Liability Program or your insurance provider.

Food Concessions Fee: \$165.00

Commercial Vendor Fee: \$165.00

- All insurance policies must ensure that **Chelan County Fair is listed as "additionally insured."**

CONTRACT:

Every vendor participating in the Chelan County Fair must have a formal and fully executed contract specifying their agreed-upon activities. This contract will detail all approved items or services for sale or display.

BOOTH SIZE & TYPE

20' x 15' – Prime Location Food Vendor

20' x 10' – Prime Location Food Booth

20' x 10' – Prime Location Commercial Vendor

20' x 10' – Standard Food Booth

20' x 10' – Standard Commercial Vendor

10' x 10' – Prime Location Commercial Vendor

10' x 10' – Standard Commercial Vendor

FEE

\$285

\$205

\$330

\$185

\$230

\$205

\$155

MAP COLOR KEY

Orange: Booths 18, 19, 20, 21, 22, 23, 30, 36, 37, 56, 57, 58, 59

Gray: Booths 31, 32, 33, 34, 35, 48

Green: Booths 1, 4, 5, 11, 38, 39, 40, 41, 42, 43, 44, 46, 47, 49, 52, 53

Blue: Booths 26, 27, 28, 29

Yellow: Booths 6, 10, 12, 15, 16

Tan: Booths 2, 3, 17, 50, 51, 54, 55

Purple: Booths 7, 8, 9, 13, 14

Food Concessionaire Fees:

- Your booth fee serves as your reservation and is **non-refundable**. Additionally, a percentage of your total sales will apply:
- Service Clubs: 15% of gross sales
- All Other Concessions: 20% of gross sales
- To ensure accurate records, please provide your **Z-tapes and required documents to the Fair Office by 10:00 a.m. each day** for the previous day's sales.

VENDOR ADMISSION PASSES:

- Advance purchase of admission passes through the Fair Office is mandatory as vendor tickets will not be available at public ticket booths.
- Daily Vendor Pass: \$10 each
- Season Vendor Pass: \$14 each.

VENDOR CAMPING:

- Camping for vendors is available on a first-come, **first-served basis**
- Full-hookup sites (Water, Power, Sewer): \$85 for Fair Week
- Includes **one camping unit** and **one tow vehicle** per camping space
- **Additional vehicles require a \$20 parking fee.**

VENDOR SEASON PASSES:

Each Basic Vendor Space is entitled to two vendor season passes, granting entry for one person per day during the Fair. Additional vendor passes will not be sold at public ticket booths. Please ensure you pre-purchase extra passes for staff through the Fair Office before Fair Week to accommodate your needs.

Questions? Chelan County Fair Office 509-782-3232 tasha.johnston@co.chelan.wa.us

CONTRACT, INSURANCE, AND FEES

A written contract, insurance, and full payment are required before opening day; no booth may operate without all three in place. Vendors operating under a signed contract are expected to follow all Fair rules. Failure to comply may result in loss or refusal of vendor privileges, as determined by the Director in Charge of Concessions and the Chelan County Fair Board.

_____ **INITIAL**

CANCELLATION OF PERMITS AND/OR CONTRACTS

The Chelan County Fair reserves the right to cancel any permit or contract if vendor performance does not meet expectations.

_____ **INITIAL** *Vendor deposits are non-refundable.* _____ **INITIAL**

VENDOR PASSES

Basic Vendor booths include two Vendor Season Passes (each pass admits one person per day). Prime Vendor booths include three Vendor Season Passes. Additional passes may be purchased at the Fair Office. Passes will not be available at ticket booths. All booth staff must present a Vendor Pass to enter the fairgrounds.

_____ **INITIAL**

SET UP AND RELEASE TIME FOR ALL VENDORS

All booths must be fully set up no later than **9:00 p.m. on Wednesday, September 9, 2026**. Vehicle movement on the grounds is permitted only before **9:00 a.m. and after 10:00 p.m.** each day. Exceptions include Washington State Patrol, Chelan County Sheriff, fire trucks, and other government or emergency vehicles. Booths may not begin disassembly before **6:00 p.m. on Sunday, September 13, 2026**. No vehicles may enter the grounds before **7:00 p.m. on Sunday**, except for the emergency exceptions listed above or at the discretion of the Vendor Committee based on booth location.

_____ **INITIAL**

HOURS OF OPERATION

Thursday–Saturday: **11:00 a.m. – 10:00 p.m.** Sunday (commercial vendors): **10:00 a.m. – 5:00 p.m.**

Sunday (food vendors): **10:00 a.m. – 6:00 p.m.** Vendors may open earlier or remain open later at their discretion.

LIABILITY INSURANCE:

_____ **INITIAL**

Each vendor is required to carry liability insurance coverage of **\$1,000,000**. This requirement applies to all individuals, groups, nonprofits, and organizations participating in the fair.

_____ **INITIAL**

Activities must remain within approved space assigned to your booth.

_____ **INITIAL**

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.

Dogs and/ or pets are NOT allowed on grounds, except Service Dogs, hired entertainment and 4-H dogs entered as exhibits.

All other rules and conditions of lease contract signed by both parties apply.

_____ **INITIAL**

ADDITIONAL FOOD CONCESSION RULES

All food concessions must obtain a valid health permit from the Chelan-Douglas County Health Department. This permit must be displayed in plain sight inside the booth. No food booth may operate without this permit.

_____ **INITIAL**

Food booths may begin releasing on **Sunday, September 13**, starting at **6:00 p.m.**; however, no vehicles will be allowed on the grounds before **7:00 p.m.**

_____ **INITIAL**

Food vendors must file a daily business report (Z-Tape) with the Fair Office for each day they operate, and a receipt must be submitted for every day products are sold on the fairgrounds unless other arrangements have been approved by the Fair Office. Daily reports must be submitted before 10:00 a.m. the following day.

Failure to submit a daily report may result in disciplinary action determined by the Fair Board Executive Committee, and a **5% penalty** will be applied to late Z-Tape submissions.

_____ **INITIAL**

Signature _____ Title _____

Chelan County Fair Space Application

DATE RECEIVED FOR OFFICE USE ONLY

5700 Wescott Drive, Cashmere, WA 98815 -- 509-782-3232 -- tasha.johnston@co.chelan.wa.us

2026 FAIR DATES: SEPTEMBER 10 - 13

Note: This application does not guarantee or constitute an offer of space. Please submit this application **along with the initialed Rules pages (pages 2 and 3 only)**. Do not include payment at this time. All questions must be answered completely before your application can be considered. Please print clearly.

Company Name _____ Date _____

Mailing Address _____

City _____ State _____ Zip _____ Contact Cell _____

Contact Person _____ Email Address _____

UBI # _____ Incorporated YES _____ NO _____

Previous Chelan County Fair Vendor? YES NO If yes, list year(s) _____

1. Other Fairs, Festivals or Events you have participated in _____

2. Please list **every product you plan to sell or display. No add-ins will be allowed.** Be specific and avoid general terms such as "etc.," "accessories," or "same as last time." Only the items you list will be approved. You may attach a separate sheet if needed. Please include brand names when possible and attach a photo of your booth to show your layout and presentation. **Applications submitted without a booth photo cannot be reviewed and will be returned.**

3. **SPACE REQUIREMENTS** Using the numbers on the map, indicate your top three location preferences. There are no location guarantees. See Map for site designations

Space request: 1st Choice # _____ 2nd Choice # _____ 3rd Choice # _____ Booth Size _____

Food Concessionaire Space size **20'x15' or 20'x10'** Trailer Size: _____ ft x _____ ft Extra Space: _____ ft @ \$1.25/sq ft

Standard space: **10' x 10'** Vendors are responsible for providing a **properly weighted pop-up tent**. **All approved activities must be fully contained within the space assigned.**

Electrical Requirements (Equipment & Wattage List)

This is Required for all vendors using electricity. Please list every electrical item you plan to use and the wattage for each. Attach a separate sheet if needed. _____

- A 110-volt, 20-amp outlet is provided at no charge.
Yes, I need 20-amp service: _____ Number of outlets needed: _____
- 50-amp service is available for an additional **\$50 per outlet**. Number of 50-amp outlets needed: _____
- Outlets are limited and assigned on a first-come, first-served basis once your application is accepted and contracted. **List all items that require 50-amp power (e.g., food truck, refrigerators, stove).** Attach a separate sheet if needed.

Vendors are responsible for their own extension cords, adapters, and any special electrical requirements.

INSURANCE Liability insurance (minimum \$1,000,000) is required for all vendors.

Coverage may be purchased through the *Fair Concessionaires Liability Program* via 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 is due by **August 1, 2026**.

If my application is accepted, I will provide proof of insurance by **August 1, 2026**, showing coverage of **one million dollars or more** and listing Chelan County Fair as additionally insured.

FEES Fees are payable with contract. No refunds will be given. See attached Fee Schedule.

CAMPING Campsites are limited and full camp hookups are not guaranteed. **Do you need camping?** Yes No

The Chelan County Fair reserves the right to withhold approval if the proposed activity is not in harmony with, or in the best interest of, promoting and presenting the Chelan County Fair.

Signature _____

Title _____

2026 AMBASSADOR SCHOLARSHIP PROGRAM

AN INVITATION TO ALL CHELAN COUNTY FAIR VENDORS

The Chelan County Fair Ambassador Scholarship Program is a wonderful opportunity for our Commercial Vendors to play an active role in promoting the Fair throughout the year. With recent legislative cuts, your support means more than ever. This additional source of funding helps ensure the scholarship program can continue at the strong level our youth deserve.

Each year, our Fair Ambassador receives a \$1,000 scholarship to support their educational goals. We are truly grateful for the continued support of our commercial vendors, whose participation helps make this program possible.

If you would like to participate in this program, please complete the information below and return it along with your payment. We truly appreciate your involvement and support.

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's Address _____

Phone number _____ Email: _____

NOTE: We kindly ask that your donation be submitted as a separate check from your contract fee, as these funds are deposited directly into our scholarship account. Please mail the completed form and your donation to:

Chelan County Fair
5700 Wescott Drive
Cashmere, WA 98815