



**Whitman County / Palouse Empire Fair  
September 7-10, 2023**

Dear Non-Profit Food Concessionaire,

Thank you for your interest, and we look forward to working with you!

**Step One:** Complete and submit the Application. Please include your booth's proposed set-up including any photos of proposed products or brochures.

Send Applications to: Palouse Empire Fair, Attn: Vendor Application, 310 North Main Street, Colfax, WA 99111, or via email to: [PEF@co.whitman.wa.us](mailto:PEF@co.whitman.wa.us).

We hope we are able to place you at this year's Fair!

**Step Two:** Wait for us to contact you. Beginning April 17<sup>th</sup>, the Fair Office will begin the selection and placement of Vendor Booths. If we are able to place your business, we will contact you and send you an invoice for the indicated amount on the Application. Please do not send payment with Application.

**Step Three:** Full Payment and Certificate of Insurance must be received by July 8th. We accept cash, checks payable to: Whitman County. The liability insurance policy with a minimum limit of: \$300,000 General Aggregate, and \$300,000 Property Damage. The County and Department must be listed as additional insured on the Certificate of Insurance Form in the Additionally Insured Box: **Whitman County / Palouse Empire Fair / 310 North Main Street / Colfax, WA 99111**

**Contractor must remain open during the Fair Hours.** Contractor will be placed by Fair Office. Established Contractors will have priority placement.

Tuesday:	9:00 a.m. to 10:00 p.m. Load-In/Set-Up (Not open to Public)
Wednesday	9:00 a.m. to 10:00 p.m. Load-In/Set-Up (Not open to Public)
Thursday:	10:00 a.m. to 9:00 p.m. Open to Public
Friday:	10:00 a.m. to 9:00 p.m. Open to Public
Saturday:	10:00 a.m. to 9:00 p.m. Open to Public
Sunday:	10:00 a.m. to 4:00 p.m. Open to Public until 4:01 p.m. break down

Please email ([PEF@co.whitman.wa.us](mailto:PEF@co.whitman.wa.us)) or call (509) 397-6263 with any questions. Again, thank you for your interest in the Palouse Empire Fair!

Palouse Empire Fair



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**Non-Profit Food Concessionaire**

PLEASE TYPE OR PRINT – FULLY ANSWER ALL QUESTIONS

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

Contact Name, Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Were you a Vendor at the 2021 at the Palouse Empire Fair? YES / NO

Other Fairs, Festivals, or Events in which you have exhibited at: \_\_\_\_\_

Space Requested and Size of Booth: \_\_\_\_\_

Attach a photograph(s) of booth set up.

Concession Menu: Your concession will be limited to the items pre-approved through the application process. The items rejected may be replaced with other food items proposed and approved only.

\*Contractor MAY NOT sell menu items not listed.

\*Attach menu with prices. Concession Fee is **10%** of gross sales after sales tax (**7.9%**) is paid.

Utilities Requested:

☐ N/A ☐ Water ☐ Electrical 120 ☐ Electrical 240 limited

**Booth Space Cost:**

**\$125.00**

**Camping:** Spots are limited. \_\_\_\_\_ I will need a camping spot.

Unit Length \_\_\_\_\_ ft, Unit Extended Width \_\_\_\_\_ ft. Dry \$35 or Limited water/power \$75

**Camping: \$ \_\_\_\_\_**

**Commercial Passes:** Four Commercial Passes are included with Food Vendors Packet.

Extra Commercial Passes \$25 x \_\_\_\_\_ =

**Passes: \$ \_\_\_\_\_**

**Exhibitor agrees to pay Palouse Empire Fair for the right to exhibit, the sum of:**

**Total \$ \_\_\_\_\_**

**An Invoice will be sent once Application is accepted.**

By signing below, I acknowledge that I wish to become a Vendor at the 2023 Palouse Empire Fair. Both parties hereby agree to the terms & conditions, covenants and performance requirements stated throughout the attached agreement.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fair Management

\_\_\_\_\_  
Date



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**Non-Profit Food Concessionaire Booth Contract**

This agreement is made and entered into by and between Whitman County, and an independent business, organization/group or association/agent wishing to display at the 2023 Palouse Empire Fair/Fairgrounds, hereinafter referred to for all intents and purposes as the "Concessionaire". In consideration of the terms and conditions, covenants and performance contained herein, the parties hereto agree as follows:

1. Whitman County, agrees to permit the Concessionaire to operate a food booth on the Palouse Empire Fairgrounds, for the purpose of selling the items on the approved Concession Menu attached hereto and made part of hereof, by reference for the period of the annual Fair.
2. The Concessionaire will be assigned a designated space. This space cannot be sublet or transferred to any other person, firm, organization, or entity. Concessionaire agrees to operate said concession booth according to the Palouse Empire Fair rules, including but not limited to:
  - Maintain a courteous and clean service to the public. All workers must conduct themselves accordingly.
  - Adequately staff booth to meet varying demands for service.
  - No alcoholic beverages may be consumed by workers in booths or served to public.
  - Adhere to all State and local laws, rules, and regulations and acquire a permit from Whitman County Health Department. Contact #509-397-6280.
  - Concessionaire shall adhere to, and be responsible for, payment of all local, state, and federal taxes associated with said operations
3. **NON-PROFIT CONCESSION TERMS:** \$125.00 non-refundable space fee is due to secure Space when invoiced upon approval of Concessionaire. Concession Fee: 10% of gross sales after sales tax is paid. Payment is due at close of fair, before Concessionaire leaves the premises. Cash register tapes and written daily sales accounting MUST accompany payment.
4. All concessions will be open and adequately staffed, Thursday through Sunday, beginning as early as 8:00 a.m. with opening no later than 10:00 a.m. and closing at 9:00 p.m. Thursday - Saturday and 4:00 p.m. on Sunday. Concessions may remain open later than 9:00 p.m. Thursday - Saturday if desired as the customer traffic allows. Tear down of booth or display begins at 4:01 p.m. on Sunday.
5. In the event a Concessionaire is unable to serve the public for any reason, the Fair management shall be notified immediately. Depending on the circumstances, Fair management may make remedy to the situation in the best interest of the Palouse Empire Fair. This could include closing of the original booth and placement of another in the assigned location to serve the public for the remainder of the Fair. Originally assigned Concessionaire is responsible for stated percentage payment to the Fair for all sales up to the date and time of closure or replacement.
6. The Fair agrees to provide adequate trashcans to hold refuse from booths, to encourage the public to use them, and pick up the refuse as often as is feasible. The Concessionaire agrees to be totally responsible for all trash within twenty (20) feet of their booth. All cardboard boxes will be disposed of in a large dumpsite provided on the grounds.
7. The Palouse Empire Fair will not be responsible for the disposal of used/contaminated cooking oil or products of this nature. It is the Concessionaires responsibility to make arrangements for disposal and to remove the used/contaminated products from the Fairgrounds at the close of Fair.



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8. **Insurance:** Concessionaire shall provide proof of insurance with the following minimum limit: \$5,000,000 Products-Completed Operations Aggregate, \$2,000,000 General Aggregate, \$1,000,000 Personal and Advertising Injury, \$1,000,000 each occurrence, \$500,000 Property Damage
9. The Concessionaire agrees to hold Whitman County free and harmless of all liability of any kind and nature whatsoever that may arise out of the contract or activity in the area to persons or property.
10. Concessionaires may advertise the approved menu within their respected areas. No sound amplifiers may be used.
11. **Alcoholic Beverages/Controlled Substances:** The sale or use of alcoholic beverages and/or controlled substances is strictly prohibited. Confirmation of suspicion or discovery shall result in cancellation of all contract terms and immediate removal of the Contractor and all personal property from the grounds. The sale and/or distribution of products containing Tetrahydrocannabinol are strictly prohibited.
12. **Commercial Passes:** Four Commercial Passes are included with Food Vendors Packet. Passes are valid for all four days of the Fair. Additional Commercial Passes can be purchased in advance or during the Fair.
13. The Fair Management and Vendor Committee reserve the right to make adjustments and operational changes to the Concessionaire's offerings and methods in the best interests of the Palouse Empire Fair and Fair patrons.
14. **Moving Vehicles Restrictions:** No moving of vehicles allowed within the exhibitor areas of the Fairgrounds after 8:00 a.m. or before closing of all events in the area. In the event moving is required it must be arranged through the Fair office.
15. **Camping:** Limited overnight camping spots are available to rent during the Fair. Spaces with limited water and electrical connections are \$75.00, and dry camping is \$35.00. Sleeping in booth is prohibited.
16. **Service trucks** necessary to their specific concession that will be on site during the Fair shall be made known to the Fair Office to make arrangements for placement. Workers private vehicles must park in the general public parking.
17. In case of Contractor default, all fees paid are non-refundable. Cancellations must be made at least sixty (60) days in advance of Fair dates for a refund to be considered.

Updated 1/5/2023

**Send Completed Application to:**

Whitman County/ Palouse Empire Fair  
Attn: Vendor Application  
310 N. Main St  
Colfax, WA 99111  
Or

[PEF@CO.WHITMAN.WA.US](mailto:PEF@CO.WHITMAN.WA.US)

Visit our website

[www.PalouseEmpireFair.com](http://www.PalouseEmpireFair.com)

**THANK YOU FOR YOUR INTEREST IN THE WHITMAN COUNTY / PALOUSE EMPIRE FAIR**

**Non-Profit Food Concessionaire Daily Sales Sheet**



Whitman County / Palouse Empire Fair  
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**Please keep this sheet**

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Booth Location: \_\_\_\_\_ Space #: \_\_\_\_\_

Reiterate: Proof of daily receipts collected required. Email to: [pef@co.whitman.wa.us](mailto:pef@co.whitman.wa.us)

**Payment Due Sunday.**

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**THANK YOU – CHECKING OUT:**

Thursday Sales: \_\_\_\_\_ Copy of daily receipts

Friday Sales: \_\_\_\_\_ Copy of daily receipts

Saturday Sales: \_\_\_\_\_ Copy of daily receipts

Sunday Sales: \_\_\_\_\_ Copy of daily receipts

Concession Fee is **10%** of gross sales after sales tax (**7.9%**) is paid.

Total Sales: \_\_\_\_\_

Paid Sales Tax: \_\_\_\_\_

Difference: \_\_\_\_\_ x **10%** = \$ \_\_\_\_\_ Collected

Concessionaire Signature: \_\_\_\_\_

Fair staff signature: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_