



July 18 – July 27, 2025

2025 Commercial Vendor Space Application

Thank you for your interest in the 2025 Washington County Fair!

In the event that the Fair is cancelled by Federal, State or local government orders, any fees paid to us will be refunded 100%.

This application contains a great deal of information to assist you in deciding to apply to be a Food Concessionaire at our Fair, including the application that comes at the end.

Please read the packet thoroughly, and then submit the application via e-mail to:

WashingtonCounty_Fair_Vendors@washingtoncountyor.gov

2025 Washington County Fair General Information:

Dates:	July 18 – July 27, 2025
Admission:	FREE for all ages, each day, all hours of the Fair.
Fair hours:	Friday, July 18 5:00 pm – 12:00 am
	Saturday, July 19 10:00 am – 12:00 am
	Sunday, July 20 10:00 am – 12:00 am
	Monday, July 21 5:00 pm – 12:00 am
	Tuesday, July 22 5:00 pm – 12:00 am
	Wednesday, July 23 5:00 pm – 12:00 am
	Thursday, July 24 5:00 pm – 12:00 am
	Friday, July 25 5:00 pm – 12:00 am
	Saturday, July 26 10:00 am – 12:00 am
	Sunday, July 27 10:00 am – 12:00 am

Fair hours are subject to change at any time for any reason.

Fair Website: www.bigfairfun.com
Vendor Office E-mail: WashingtonCounty_Fair_Vendors@washingtoncountyor.gov
Fair Office Phone number: 503-648-1416

General Food Concession Information

Commission Rates:

Concessionaires at the Washington County Fair pay a guaranteed deposit of a minimum of \$600, and depending on the approved menu, a commission rate of 25-30% on all gross sales. The deposit amount will be credited back to you as part of your commission payment. Our Food Vendor Auditing Program will require you to report your sales daily.

Credit/Debit Cards:

All Food Vendors are required to accept credit/debit cards at their stand. Food vendors may not charge an additional fee to customers who choose to use a credit and/or debit card. Food Vendors may, at their own discretion, require a minimum sale of \$10.00 as a condition of credit and/or debit card acceptance. This requirement must be clearly posted to the customers. You may not charge an additional fee for using credit/debit cards, including the percentage charged by the credit card company.

Point of Sale:

We require you to have an integrated Point-of-Sale System with an integrated cash drawer that only opens for transactions and Wi-Fi access is not available. All concessionaires are required to have an outward-facing screen that displays the amount owed to the customer. It may not be covered, turned or in anyway obscured from the view of the customer. You will not be allowed to open or operate your stand without this.

Menu:

Your application will require you to provide us with your full menu, INCLUDING PRICES, and it's all subject to approval by the Washington County Fair, which reserves the right to add, delete, or modify the menu items and prices. If your application is accepted and a license is issued to you to be a Food Vendor at the 2025 Washington County Fair, all requests for food price or menu changes after that point, including during the run of the Fair, must be submitted in writing and approved in writing by Washington County Fair Management.

Menu Boards/Signs:

You must have professionally printed/electronic menus with approved pricing installed prior to opening every day. Hand-written signs/menus are prohibited. All menus are required to be ADA compliant:

- a. Times New Roman, Helvetica, or Calibri
- b. Height of characters depending on sign placement
 - i. 40-70" off the ground – character minimum of 5/8-3/4" tall with reading distance of 6'
 - ii. 70-120" off the ground – characters 2" tall minimum with reading distance of 15'

Soda, Waters, and Energy Drinks:

There is no soft drink exclusivity. Food Vendors may source their own soft drinks, energy drinks, and bottled water. The price of bottled water cannot exceed \$3.00 per bottle.

Trailer Food Concessions:

If you operate your food concession out of a trailer, you will be required to provide us with the exact measurements, including the tongue, awnings, counters, etc., on the application. All Trailer Concessions must have Food Service/Sales Counters out in front of the trailer. Cooking happens in the trailer, but the sales and service must take place at counters out front. It's very important that you detail the exact space needed for your entire operation, including your prep and storage space, as space is limited.

Non-Trailer Food Concessions:

All non-trailer Food Concession spaces must use a 20' x 20' canopy that is open on at least 3 sides. Canopies must come from Washington County Fair's exclusive provider, All Star Tents and Rentals. 503-585-9408, info@allstartents.com. No outside tent providers or vendor owned tents are allowed.

Small, Non-Cooking Operations:

Smaller non-cooking operations that can be conducted under a smaller 10' x 10' canopy can get approval, depending on the needs and the space available. This includes operations to sell items like Sno-Cones, Lemonade, etc.

Move-In Days for Food Concessions:

Move-in for all concessionaires will begin Sunday July 13 at 10:00 a.m. You will coordinate your move-in date and time with the food concession manager at least one-week prior to move-in. Move-in must be complete on Wednesday July 16 at 8PM. NOTE: Before you apply, if you know these move-in dates do not work for your schedule, you must get prior approval to get alternative move-in dates before a Vending License is issued to you.

Additional Costs to Consider:

Along with the cost of your Food Concession space, there are additional costs to be considered upon being accepted as a vendor at the Washington County Fair.

Electrical Connection:

One (1) 20-amp outlet is provided with your Vendor Space. GFCI protection is required for all 120V 20-amp receptacles as required in 2005 NEC 210.8B, and that is to be provided by you, as the Vendor. You are also required to provide all cords you will need, and they must be in good working condition. All End Caps must be in place. The Hard-Wiring of cords will not be allowed. The Washington County Fair reserves the right to refuse to hook up any vendor. Any electrical equipment will be inspected by our licensed electrician and must meet all current electrical code requirements.

Beyond the first 20-amp outlet that comes with your space, any extra electrical needs must be requested in advance. Each additional 120 V 20 amp circuit you need will cost \$125.00 each. There are a very limited number of 50-amp 240V 4 wire outlets available, and they must also be requested in advance at a cost of \$175.00 per outlet. All these electrical prices will be outlined in the application where you will be able to request them at the time you apply. If you are issued a License, the Electrical Fees must be paid for at the same time you pay the License Fee.

Water/Gray Water Service:

If you will need a water service hook-up, including the gray water tanks, it will cost \$75.00 per water service hook-up, and you will need to request this service in advance. If you are extended a Vending License, the Water Services Fee must be paid for at the same time you pay the License Fee.

Vendor Parking Area Season Pass:

The Washington County Fair offers food vendors the opportunity to park in a lot which is reserved exclusively for food vendors in the parking lot closest to the food court & RV park. Space is limited and is available daily on a first come, first serve basis. Once the vendor lot is full, vendors will park in regular grass public parking lots. Each food booth space comes with one (1) Season Vendor Parking Pass or ten (10) individual daily parking passes. Additional parking passes are available at a discounted rate. Cost is \$6.00 per day, per pass.

RV Camping:

There are a limited number of RV spaces available to be utilized by vendors during the Fair. This includes 7 spaces with limited water and power at \$600.00 each, and 16 dry lot spaces at \$300.00 each. If you are extended a Food Vendor License, the RV Camping Space Fees must be paid for at the same time you pay the License Fee. NO TENT CAMPING IS ALLOWED.

Insurance:

All vendors shall supply a Certificate of Comprehensive General liability Insurance covering personal injury and property damage with at least \$1,000,000 limit per occurrence and \$2,000,000 in aggregate coverage listing Washington County, Washington County Fair Board, their officers, elected officials, employees, volunteers & agents as additional insured no later than July 1. Failure to supply the correct insurance certificates by the deadline will result in termination without refund. The Washington County Fair can purchase insurance on your behalf. Please contact the Vendor Manager if you need insurance. Also, proof of Workers' Compensation Coverage must also be provided for any vendor with paid employees (including family members). You are required to show proof of Auto Insurance. Please Note: ID Cards are not a valid proof of insurance. If you are issued a Food Vendor License more details will be provided on these requirements.

Signage:

All signs used by vendors at the Washington County Fair must be professionally made, This includes the required company sign, pricing signs, informational signs, and booth identification signs. Handwritten or homemade signs, of any type, are NOT allowed.

PLEASE NOTE:

This is only a partial listing of concession information and guidelines. The complete Washington County Fair Concession Handbook is located on the website www.bigfairfun.com.

SELECTION PROCESS

The number of new Food Concession applications received each year is always greater than the space we have available since we have a very high return rate with our vendors. Unfortunately, this means not all applicants will receive a Vendor License.

New applicants are selected based on the following criteria:

- Uniqueness of the menu, lack of duplication with what we currently have.
- Appearance of the Food Concession in the color photos submitted with the application.
- Availability of space.
- Prior experience or written recommendations.

2025 Food Concession Application
Incomplete or illegible applications will forfeit consideration.

Section 1: Contact Information

Legal Business Name: _____		
DBA: _____		
Name of Owner: _____		Phone: _____
<i>(Name that should appear on the Vendor License, if approved.)</i>		
Mailing Address: _____		
City: _____	State: _____	Zip Code: _____
Cell Phone: _____	Business Phone: _____	
<i>(Main phone if different than above)</i>	<i>(Given to Customers)</i>	
E-Mail Address (Required): _____		
Company Website: _____		

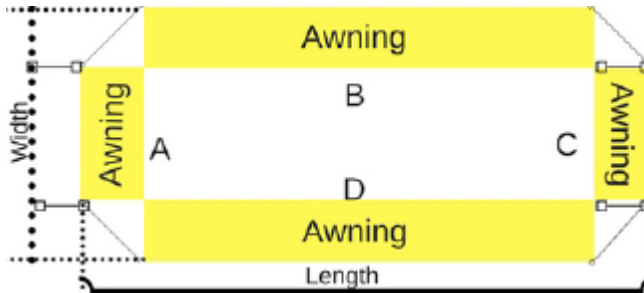
Section 2: Description of Food Concession

Booth Name: _____	
Trailer _____	Non-Trailer _____
<p>Menu items to be offered: Individually list and describe ALL food and beverage you are requesting to sell and their prices. No exclusivity will be granted. Attach a separate page if you need additional space. <i>There is no guarantee all items requested/listed will be approved.</i></p>	

Section 3: Photo & Schematic of Booth/Stand

You **MUST** include a clear color photograph **AND** detailed schematic drawing of your trailer or booth and literature pertaining to your product(s).

Complete the overhead view drawing below:



Booth/Trailer size NOT including awnings = Width _____ x Length _____

Booth/Trailer size INCLUDING awnings = Width _____ x Length _____

Indicate, using the letters above, your service side(s): _____

Indicate, using the letters above, your Service Counter Location(s): _____

Indicate, using the letters above, your Cash Register Location(s): _____

Is the tongue removable? _____ Y/N If "No", how long is it? _____

Indicate, using the letters above, your Trailer tongue location: _____

Please note anything else about the trailer or stand that we need to know:

Section 4: References

Please provide complete information from 2 recent events, such as Fairs, Festivals, Trade Shows, or similar events at which you have sold your product(s):

EVENT 1:

Name of event: _____

Name of contact: _____ Phone number: _____

EVENT 2:

Name of event: _____

Name of contact: _____ Phone number: _____

Section 5: Utilities—Electrical and Water

Electrical:

One 20-amp outlet comes with each vending space. If you need more than that, please place your request here:

120V 20-amp service at \$125.00 each: _____ = _____

240V 50-amp service at \$175.00 each: _____ = _____

Water Service:

If you will need a water service hook-up, including gray water tank, the cost is \$75 per service hook-up. Please place your request here:

Water /Gray Water Service Hook-up at \$75 each: _____ = _____

Section 6: Parking & RV Parking

RV PARKING:

There are a limited number of RV spaces available to be utilized by vendors during the Fair. This includes 7 spaces measuring 20' x 40', with water and power (50 amp service) at \$600.00 each, and 16 RV Dry-Lot spaces (no tents) measuring 20' x 40' with no Power or Water, at \$300.00 each. All spaces for the run of the event. Please place your requests here:

RV Space(s) with power & water _____ requested at \$600.00 each = _____

Dry-Lot RV Space(s) _____ requested at \$300.00 each = _____

VENDOR VEHICLE PARKING:

Each food booth space comes with one (1) Season Vendor Parking Pass or ten (10) individual daily parking passes. Additional parking passes are available at a discounted rate. Cost is \$6.00 per day, per pass.

Additional daily parking passes requested _____ x \$6.00 = _____

Additional 10-day season parking passes requested _____ x \$60.00 = _____

The Washington County Fair reserves the right to accept or reject any applicant based on space availability, the uniqueness and quality of products sold, Fair experience, services offered, the appearance of our booth/stand, and/or references from other Fairs/Shows at which you have been a Vendor. Please do not send any payment with this application.

I certify the information on this application is complete and true to the best of my knowledge.

Signature of Owner as stated in Section 1

Date

E-mail your completed application and supplemental materials to:

WashingtonCountyFairVendors@washingtoncountyor.gov