

GRAYS HARBOR COUNTY FAIR
COMMERCIAL EXHIBITOR/VENDOR/CONCESSIONAIRE BOOTH RULES
2023

1. Commercial Exhibitors/Vendors/Food Concession booths must remain open from 10:00am to 10:00pm, Wednesday through Friday; and 10:00am to 11:00pm on Saturday.

*Note - Exceptions to these hours include:

- Indoor Commercial Exhibitors/Vendors will close at 9:00pm Wednesday through Friday; and 10:00pm on Saturday. Please be mindful that though you may close your booth on Saturday at 10:00pm, you will not be able to drive your vehicle on the grounds to load up, until the time designated in the 2023 Exit Strategy. You may, however, cart things out to your vehicle, in the parking lot. Vendors will also be able to pick up items on Sunday between 8:30am and 4:00pm.
- In specified low traffic, outdoor areas near the Pavilion Stage, outdoor booths **may** close at 8:30pm, **by advanced written permission of the Fairgrounds Manager. This does not include the carnival area; main gate area; midway area; food court area; or kid zone stage area, as many fairgoers remain in these areas right up until the close of fair.**

All Exhibitors/Vendors/Concessionaires must open their booths on time and will remain open until the official, specified closing time for their booth area, on each particular day.

On Saturday, the last day of Fair, the dismantling of outdoor booths or displays shall not occur before 11:00pm. (Please note the exceptions for Indoor and Low Traffic areas mentioned above)

An infraction of rules regarding hours of operation may result in the requirement of a \$100 refundable deposit for non-compliant booths, in following years, or rejection of future applications.

2. No person shall be allowed to sell, raffle, exhibit, or give away any items, including food, on Fairgrounds property, unless the correct forms, contracts and payments are completed and advance approval has been granted from Fairgrounds Management, in writing.
3. Only items specifically approved within contracts may be sold, raffled, or given away.
4. Food Concessionaires must abide by the “Minimum Pricing List” established by Fairgrounds Management. That list will be available prior to Fair.
5. Advertising shall be allowed only within the confines of, or attached to the Exhibitor/Vendor/Concession booth. Placing of advertising material on, or inside automobiles parked on the Fairgrounds is prohibited. Distribution of brochures or promotional materials may be done **only within three feet of the booth area** assigned to the exhibitor and may not encroach upon neighboring vendors/exhibitors. A-Boards, or ground signage may **not** be placed in walkways and be within three ft. of your rented booth space.

6. Each Exhibitor/Vendor/Concessionaire must confine their activities to the space assigned. This includes games and the playing of music. A violation of this rule may result in termination of the Vendor/Exhibitor/Concessionaire agreement, forfeiture of money paid, and/or expulsion from the Fairgrounds. **Any allowable campaigning shall be confined to the designated, leased space and must be acceptable within a family environment.**
7. Notice of cancellation must be received at least 30 days prior to the opening date of the Fair in order to obtain a refund. Exhibitors/Vendors/Concessionaires shall bear responsibility for any and all expense in connection with set-up, decoration, equipping, staffing and take down of their booth.
8. Fair management shall use every precaution to guard against unfair business practices. A violation of this rule will result in termination of the Exhibitor/Vendor/Concessionaire agreement, forfeiture of money paid, and expulsion from the Fairgrounds. The Fairgrounds reserves the right to provide vendor contact information to customers, at their request.
9. Set-Up will be on the **Monday and Tuesday prior to Fair from 8:30am to 8:00pm.**
10. Exhibitors/Vendors/Concessionaires must supply their own tools for the set-up of their booth, exhibit or display. **The Fairgrounds will not loan tools or extension cords, under any circumstances.**
11. **NO MOVING OF, OR OPERATION OF MOTORIZED VEHICLES OF ANY KIND SHALL BE ALLOWED WITHIN THE FAIRGROUNDS BETWEEN THE HOURS OF 9:30 A.M. AND CLOSING OF THE FAIR. THIS RULE WILL BE STRICTLY ENFORCED. PROPER PASSES WILL BE REQUIRED OF ALL PERSONS ENTERING THE FAIRGROUNDS BY VEHICLE DURING PERMITTED HOURS.**
Do not park in front of doorways, fire lanes, traffic flow areas, or handicapped spaces. Any vehicles parked in these areas will be towed, at the owner's risk and expense.
12. **The speed limit for all vehicles on the Fairgrounds is 5 MPH.**
13. The Fair shall provide electrical and garbage services, but may restrict the amount of electrical utility service provided, depending upon existing capabilities and the needs of fellow Exhibitors/Vendors/Concessionaires. The Fair Manager must approve additional or alternate energy sources for heat, light, or power.
14. Use of propane or natural gas within Fairgrounds buildings is strictly prohibited.
15. Any person working in a Fair Booth shall be considered to be an agent or employee of the CONTRACTOR and not an agent or employee of Grays Harbor County, or of the Grays Harbor County Fairgrounds. Vendors and Exhibitors are responsible for their employees/agents/volunteers and accept liability for their actions.
16. Commercial Exhibitor/Vendor/Concessionaire gate and parking passes will be issued on set-up days unless otherwise arranged. **All persons working at, or volunteering at a booth must have a pass or ticket which must be submitted at the gate each day.** This is vital to accurate attendance counts and the continued financial health of our Fair. Discounted vendor and exhibitor passes will not be available after the start of the fair.

17. All Commercial Exhibitors/Vendors/Concessionaires are expected to have their exhibits removed within 24 hours of the close of fair on Saturday. Special allowances may be granted by Fair management prior to the start of the Fair. Merchandise and/or equipment remaining in the assigned booth area three (3) days following the conclusion of the Fair shall be disposed of pursuant to RCW 63.21 as abandoned property.
18. The sale or use of alcoholic beverages, marijuana and/or controlled substances is strictly prohibited.
19. The sale of firearms is prohibited.
20. No dogs/pets (except licensed service animals on a leash) are allowed on the Fairgrounds.
21. Items determined offensive by the County, in its sole discretion, will be ordered removed. Items referring to alcohol abuse/use, drug use, violence, or that of a sexually explicit or suggestive nature will not be permitted. Inappropriate language will also not be accepted from exhibitors/vendors and concessionaires in or near their booth. Those leasing booth space are responsible for the conduct of their booth attendants.
22. Exhibitors should make provisions to protect their set-up and stock from sun, inclement weather, and potential theft. Though we do have security personnel on site, and the good of our Commercial Exhibitors/Vendors is taken very seriously, it is not the responsibility of the Fairgrounds to protect or insure the property of our Exhibitors from potential damage or theft.
23. **Commercial Exhibits/Vendors/Concession booths must remain open to the public and supervised by a competent attendant, during all officially specified business hours of the Fair (specified times for each booth area).** Opening late and/or closing early because of a lack of staff to cover booths is not acceptable.
24. Policies regarding refunds on merchandise should be posted in vendor booths so that it is visible to the customer. You should provide refund information to all customers that should include a current address and phone number to be used if they need to contact you.
25. Begging and unauthorized soliciting or business activity is absolutely prohibited. No roving vending, advertising or soliciting on behalf of a for-profit, non-profit, religious, political, charitable or other organization or for personal gain shall be permitted on the fairgrounds. All business activities, activities aimed at the generation of future business transactions, activities in which fair patrons are approached for profit or not for profit propositions, and solicitations for either contributions or sales of any kind must be approved in writing by the Fairgrounds Manager, one week prior to the Fair, and conducted within the above-described confines of the booth or display area leased from the County.

Commercial Exhibitor/Vendor Rep. Signature

Date

***NOTE: Two sets of these rules have been provided for your convenience. Please sign and return one copy with your application and keep the other for your reference. Thank you.**