



# ENUMCLAW EXPO CENTER

## 2023 Pro Rodeo Vendor Application

### August 25<sup>th</sup> – 27<sup>th</sup>

This application is neither an offer nor a guarantee of space.

All Vendors and Concessionaires will be outside.

**\*DO NOT SEND PAYMENT WITH THIS APPLICATION**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Please list other Fairs or events you have participated in: \_\_\_\_\_

\_\_\_\_\_

Specify the exact dimensions of sell space/booth/ trailer footprint: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
L W Height

- If your application is selected, you will be sent a Vendor Contract. Once signed contract and payment is received your space is secured.
- Payment will be **due no later than August 10th, 2022.**
- Payment on or after Aug 11<sup>th</sup> will result in a **\$50.00 late fee.**
- If not paid by August 16<sup>th</sup> you forfeit your spot.

Description	Price per	Quantity	Amount
Vendor Space (10 x 10)	\$150.00		
Food Vendor (\$200 or 20% of net revenue, whichever is greater)	\$200.00 - Due at Contract		
Metal Folding Chairs Rental	\$2.50 Each		
8" Tables Rental	\$10.00 Each		
Late fee: If Paid on or after Aug 11th	\$50.00		
		Total	

## **Terms**

“The performance of this Agreement is subject to termination without liability by either party upon the occurrence, or upon the prediction by the National Oceanic and Atmospheric Administration, any agency of the United States Government, or any agency of the Government of the State of Washington of the occurrence of any circumstance beyond the control of either party—including, without limitation, acts of God, war, acts of terrorism within a fifty (50) mile radius of Enumclaw Expo Center facility, government regulations, disaster, pandemic/epidemic illness, strikes or threat of strikes (except that neither party may terminate this Agreement for situations involving that party’s own employees or volunteers), civil disorder, or curtailment of transportation facilities—to the extent that such circumstance makes it illegal, impossible, or economically impracticable for the **Enumclaw Expo Center** to provide, or for vendors, entertainers, sponsors, rental groups, ground acts in general to use, the Enumclaw Expo Center facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice from one party to the other within 10 days of such occurrence or upon delivery of written notice from one party to the other within 24 hours of the receipt of notice of the prediction of any of the above occurrences.”

### **Check Yes or No**

- **Do you need power:** \_\_\_ Yes \_\_\_ No *(220 power available for food vendors; 110 available for all other vendors)*
- **Do you need water:** \_\_\_ Yes \_\_\_ No *(Food Vendors Only)*
- **Food trucks: I can run off a generator:** \_\_\_ Yes \_\_\_ No
- **Food trucks, serving side:** \_\_\_ Passenger side \_\_\_ Driver side

### **Hours of operation:**

**Public hours of operation:** Friday, August 25<sup>th</sup>, 4pm – 11pm  
Saturday August 26<sup>th</sup>, 4pm – 11pm  
Sunday August 27<sup>th</sup>, 11am – 4pm

### **Vendor set up and tear down hours:**

**Set Up:** August 24<sup>th</sup>, 2pm – 7pm  
August 25<sup>th</sup>, 10am – 3pm (Ready for inspections by 3:00pm)

**Tear Down:** August 27<sup>th</sup>, 4pm – 9pm & August 28<sup>th</sup>, 8am – 12pm

## Rules and Regulations:

1. Applicants will be selected based on application date, participation in previous rodeos and selection of products to sell/display. Accepted vendors will receive a confirmation e-mail and a vendor contract. **You must submit your contract in order to secure your spot.**
2. All vendors must be set up by **3:00pm on Friday, August 25<sup>th</sup>**. This is **MANDATORY** for Health Department and the Fire Marshall walk around. Both are scheduled to start at 3:00pm with gates opening at 4pm. Booth space must be staffed a half hour before gates open and until closing all days. **If you leave early, your participation will be forfeited for all future events.**
3. **Food Concessions:** Each sales transaction, including cash sales, must be recorded using a cash register or other tracking device. These are the sales records used to calculate the 20% remittance due to Enumclaw Expo Center. Payment must be made prior to you leaving the grounds after the Rodeo on Sunday night. **An Enumclaw Expo Center employee will come around each night to collect your sales report.**
4. Sharing of space, displaying, advertising, or selling other company's products or services along with subletting of space **is not allowed.**
5. Admission to the Rodeo is not included in your vendor fees. Vendor wristbands are provided with each contract to allow access to your booth but will not give you a seat in the grand stands. The rodeo is put on by the Enumclaw Pro Rodeo Association and is separate from the Enumclaw Expo Center vendor area, market, stage & bar. For more information on Rodeo tickets, please visit their website at [www.enumclawprorodeo.com](http://www.enumclawprorodeo.com).
6. Vendor shall procure and maintain for the dates of August 24-28, 2021 (includes arrival of set up to tear down and departure of all participants) commercial general liability insurance for \$1,000,000 per occurrence for bodily injury and property damage and \$2,000,000 in the aggregate and be primary and non-contributory. **A certificate of liability insurance listing Enumclaw Expo & Events Association, 45224 284<sup>th</sup> Ave SE, Enumclaw, WA 98022 as additional insured under holder's policy must be received by expo prior to the event.**
7. Bags of ice will be available for purchase through Enumclaw Expo Center. Please contact the vendor coordinator for delivery to your booth. Cash (\$5 per 10# bag) must be paid at the time of delivery.
8. To reduce duplications or over saturation of products, not all proposed items may be approved. Enumclaw Expo Center reserves the right to select the items a vendor can sell. Vendors are responsible for having appropriate stock on hand for the entirety of the Rodeo event. Approved items will be included in the confirmation email. Food concession list, or attach, your 2023 menu items including prices. Vendors, list the products you are requesting to sell / display / promote / give away and be specific. Include photos, they are extremely helpful when the time comes for layout. (Use the back of the sheet if more space is needed).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Vendor Check list / Review**

- ✓ **Fill out application/photos and send in without payment for review.**
- ✓ **If application is accepted, you will receive an email with our vendor contract which will have additional event information.**
- ✓ **Be sure to complete the contract ASAP! Contracts are due 7 days after you have been notified.**
- ✓ **Be sure to send in your Certificate of Insurance if we do not have one on record already.**
- ✓ **Send payment when you submit the signed contract.**
- ✓ **A late fee in the amount of \$50 will be added to contracts received on or after August 11<sup>th</sup>.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_