



## Booth Logistics and Fees

Vendor Type	Booth Size	Quantity		Cost		Total
Commercial Booth	10 x 10		x	\$350	=	\$
Non-Commercial Booth	10 x 10		x	\$275	=	\$
Food Concession Deposit	10 x 10		x	\$450	=	\$
Non-Profit Booth	10 x 10		x	\$175	=	\$

### Add-on's

Corner Booth	10 x 10		x	\$75	=	\$
Power - Booth Fee Includes <b>One</b> 110v outlet				Included		
Additional Power 20 amp			x	\$30	=	\$
Additional Power 30 amp (limited supply)			x	\$35	=	\$
Additional Power 50amp (limited supply)			x	\$40	=	\$
Garbage	per 10 x 10		x	\$10	=	\$
Supply Truck Parking for all 4 days	per truck		x	\$30	=	\$
Supply Truck Parking with power for all 4 days	per truck		x	\$50	=	\$
Early Registration Discount <i>IF rec'd by March 18th</i>			-	(\$50)	=	\$

ADA Parking Pass \_\_\_\_\_ Total \$ \_\_\_\_\_

Check one: \_\_\_\_\_ Inside Booth or \_\_\_\_\_ Outside Booth

### 20% Remittance for Food Concessions

Above Booth Deposit will be credited towards the 20% Remittance.

**Example: Revenue = \$3,000 with a deposit of \$450 (add-ons are separate). 20% of \$3,000 = \$600. the \$450 would be deducted from the \$600, leaving a balance due to Enumclaw Expo of \$150.**

Accepted forms of payment: Cash, Check, Money Order or Credit Card.

### Payment Deadlines

- IF PAID IN FULL BY March 18<sup>th</sup>, a \$50.00 credit will be applied.
- Payments are subject to partial refunds, see Vendor Guide for Cancellation Policy (24).
- Final Payment is due by June 11, 2024.
- Payments received 21-29 days prior to Fair will be accessed a \$25 late fee.
- Any payment received 11-20 days prior to Fair will be accessed a \$50.00 late fee.

**Vendor Guide - Rules & Regulations: Reviewed, Signed & Returned \_\_\_\_\_**

Additional details related to your booth request:

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## Things to Know Prior to Applying.

1. Applications are not selected on a first come first serve basis. They are reviewed and selections are made based on:
  - Product type & saturation. Management discretion is based on Fair needs.
  - Product uniqueness & visual appearance of booth display.
2. Once reviewed, vendors will be contacted by email with their status of either accepted or declined. Accepted vendors will receive an invoice along with next steps. Full payment is due 30 days prior to the event to guarantee your space.
3. King County Fair's primary audience consists of family and youth. We reserve the right to reject any exhibit and/or contents that may be considered objectionable. Fair management has final say of the items a vendor is allowed to market. Only approved items can be sold. Vendors are responsible for having appropriate stock on hand for the entirety of the Fair.
4. Sharing of space, displaying, advertising, or selling company's products or services along with apportioning or subletting of space is not allowed.
5. Vendors must keep all sales and soliciting within the parameters of their assigned booth area.
6. Vendors are expected to follow the hours of the Fair for the whole duration of the Fair.
7. **Food Concessions:** Food concessioners are required to have a tracking system/register for all transactions, including CASH sales. A daily report must be printed and turned in to the vendor coordinator by 8:30am the following morning. Sunday's transaction will be collected prior to your departure. Cash transactions must be run through the register and the drawer should be closed between transactions.
8. Videos and amplified sound equipment must be pre-approved by Fair management.
9. **Certificate of Liability insurance is required!** A Certificate of Insurance (COI) listing Enumclaw Expo & Event Association (EEEE) as additionally insured under the owner's policy must cover load-in and load-out dates, as well as the event dates. See 2024 Vendor Guide – Rules & Regulations for specific details.
10. Fair management has the sole discretion to close any booth that they deemed inappropriate or any booth not willing to abide by the 2024 Vendor Guide - Rules and Regulations or any oral warnings presented to them during the duration of the Fair.

### **Completed by:**

First & Last Name: \_\_\_\_\_

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