



ENUMCLAW EXPO CENTER

2024 Pro Rodeo Vendor Application

August 23rd – 25th

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

Vendor Booths will be located 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 the signed contract and payment are received your space is considered secured.
- Payment will be **due no later than August 8th, 2024.**
- Payment on or after Aug 9th will result in a **\$50.00 late fee.**
- If not paid by August 15th you forfeit your spot.

Description	Price per	Quantity	Amount
Vendor Space (10 x 10)	\$175.00		
Food Vendor (\$225 or 20% of net revenue, whichever is greater)	\$225.00 Due at Contract		
Late fee: If paid on or after Aug 9 th	\$50.00		
		Total	

To reduce duplications or over saturation of products, not all proposed items may be approved. Enumclaw Expo Center reserves the right to select the item(s) 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 2024 menu items including prices. Vendors, list the products you are requesting to sell / display / promote / give away and be specific. Photos are extremely helpful when the time comes for layout. (Use the back of the sheet if more space is needed).

Booth Logistics & Details:

- Do you need power: ___ Yes ___ No
 - If yes, fill number of outlets needed: ___ 20 amp ___ 30 amp ___ 50 amp
- Food Vendors do you need water: ___ Yes ___ No
- Food trucks: I can run off a generator: ___ Yes ___ No
- Food trucks, serving side: ___ Passenger side ___ Driver side ___ Other
- Additional details related to your space:

Hours of operation:

Public hours of operation: Friday, August 23rd, 4pm – 11pm
Saturday August 24th, 4pm – 11pm
Sunday August 25th, 11am – 4pm

Vendor set up and tear down hours:

Set Up: August 22nd, 2pm – 7pm
August 23rd, 10am – 3pm (Ready for inspections by 3:00pm)

Tear Down: August 25th, 4pm – 9pm & August 26th, 8am – 12pm

Things to Know:

1. *Selection Process:*

- Vendors will be chosen based on the date of application, past participation in rodeos, and the selection of products for sale or display. Accepted vendors will receive a confirmation email along with a vendor contract. Submission of the contract is required to secure your spot.

2. *Vendor Setup:*

- All vendors must be set up by 3:00pm on Friday, August 23rd, for mandatory inspections by the Health Department and Fire Marshal. Booths must be staffed from half an hour before gates open until closing each day. Early departure will result in forfeiture of participation in future events.

3. *Food Concessions:*

- Sales transactions, including cash sales, must be recorded using a cash register or other tracking device. Sales records will be used to calculate the 20% remittance due to the Enumclaw Expo Center. Payment must be made before leaving the grounds after the Rodeo on Sunday night.

4. *Space Sharing and Subletting:*

- Sharing, displaying, advertising, or selling other companies' products or services, as well as subletting of space, is prohibited.

5. *Rodeo Admission and Vendor Access:*

- Vendor fees do not include admission to the Rodeo. Vendor wristbands will grant access to your booth but not to grandstand seating. The Rodeo is organized by the Enumclaw Pro Rodeo Association and is separate from the Enumclaw Expo Center vendor area. For Rodeo ticket information, please visit www.enumclawprorodeo.com.

6. *Insurance Requirement:*

- Vendors must maintain commercial general liability insurance for \$1,000,000 per occurrence for bodily injury and property damage, with \$2,000,000 in the aggregate for the duration of the event. A certificate of liability insurance listing Enumclaw Expo & Events Association located at 45224 284th Ave SE, Enumclaw, WA 98022 as additional insured must be submitted prior to the event.

7. *Ice Purchase:*

- Bags of ice can be purchased through the Enumclaw Expo Center. Contact the vendor coordinator for delivery to your booth. Cash payment is required upon delivery.

Vendor Checklist/Review:

- Submit application with photos for review.
- Upon acceptance, complete and return the vendor contract with payment promptly.
- Provide Certificate of Insurance prior to event.

Signature: _____

Date: _____