



VENDOR SPACE APPLICATION

Kittitas County Fair

August 28 - September 1, 2025

901 E. 7th Avenue, Suite 1, | Ellensburg, WA 98926

Phone: 509.962.7639 | Fax: 509.962.7010 | fairgrounds@co.kittitas.wa.us

THIS APPLICATION FOR VENDOR SPACE IS NOT A CONTRACT NOR A GUARANTEE FOR SPACE.

Complete this application in full to be considered. **Do NOT send money at this time.**

Company: _____
(Name which will be used on the license agreement and in Fair listings)

Unified Business Identifier (UBI) Number: _____ issued by Washington State Department of Licensing:
1-800-451-7985 or <http://bls.dor.wa.gov/file.aspx> **APPLICATION WILL NOT BE PROCESSED WITHOUT U.B.I. NUMBER**

Contact Information :

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Fax: _____

E-Mail: _____

Current Ellensburg City Business License: Yes ___ No ___

References: (Required for new vendors)

Fair/Festival: _____

Contact: _____ Phone: _____

Fair/Festival: _____

Contact: _____ Phone: _____

Vendor Type: (Check One)

- Food Concessionaire (Complete sections A, C, D)
 - Commercial Product Vendor (Complete sections B, C, D)
 - Association/Informational (Complete sections B, C, D)
- 501c3 Non-Profit: Yes ___ No ___

Employer Identification Number (EIN): _____

Trade Association Memberships: _____

Section A: Concessionaires

Booth size, including tongue, tie downs and additional equipment outside of booth or trailer (Include diagram of layout):

(Space per vendor is limited, and may not be granted in full)

Section B: Commercial

Outdoor Booth:

10'x10' 10'x20'

10'x _____ (in 10' increments)

Indoor Booth (Includes table, 2 chairs, pipe/drape per 8'x8'):

8'x8' 8'x16'

Corner Booth (Additional booth space fees apply):

Yes No

Section C: Service Requests

Do you need propane? Yes No

Do you need electricity? Yes No

Voltage/Wattage/Amperage: _____
(Requests not guaranteed. Each booth subject to restrictions.)

Special electrical requests: _____

Section D: Description of product or information being presented. Attach menu and/or product sheet(s) as well as a **PHOTO** of booth. It is unacceptable to list general items such as accessories, clothing, and jewelry. Be specific.



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BOOTH SPACE FEES

Outside Commercial Vendor 10'x10' Booth

- Single One-Sided Booth \$450.00
- Single Two-Sided Corner Booth \$550.00
- Additional Adjacent Booth (Non-Corner) \$400.00

Inside Commercial Vendor 8'x8' Booth

(Includes 6ft table, 2 chairs, pipe/drape)

- Single One-Sided Booth \$450.00
- Single Two-Sided Corner Booth \$550.00
- Additional Adjacent Booth (Non-Corner) \$400.00
- Special Feature Booth (By Invite Only) \$100.00/day

Food Concessionaire and Commercial Services Vendor

- For vendors offering cash or card (credit and debit) payments: **20%** of Gross sales with a \$500 minimum
- For vendors accepting only cash payments: **25%** of Gross sales with a \$500 minimum
- \$500 Deposit due with signed contract

For more information call the fair office at 509-962-7639



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International Fire Codes®

Chapter 24

The following fire regulations are mandatory and shall be carried out by all persons utilizing a designated space or booth at the Kittitas County Fairgrounds:

FIRE ACCESS: Section 2403.8.5

2. No display shall block access to fire-fighting equipment such as fire extinguisher stations, fire hose cabinets, and fire hydrants.

TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES: Section 2404

3. Flame-resistant treatment: (Section 2404.2) The owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effect shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner, (see NFPA 701).
4. Label: (Section 2404.3) Tents, canopies, or membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type.
5. Certification: (Section 2404.4) An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent is located. The affidavit shall attest to the names and address of the owners of the tent, canopy, or membrane structures.
6. Any display, exhibit, booth or temporary construction in connection therewith shall not be built of highly combustible material. Any combustible construction material must be approved by the Ellensburg Fire Marshal prior to use.
7. Any paper or fabrics used in construction of displays or vendors shall be fire resistive or treated with an approved fire retardant solution prior to use in displays.

ELECTRICAL:

9. All electrical extension cords must be of the three-wire, grounded, hard usage type #14 minimum. The capacity of the extension cord must be greater than the total capacity of the equipment supplied. No two-wired extension wiring will be allowed. All extension wiring shall be protected from physical damage and must be maintained in good condition, free from damage.



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Electri-
equip-

ment and installation shall be inspected and approved by the State Electrical Division or licensed electrician.

COMMERCIAL COOKING: Section 2404.

11. Commercial cooking will only be allowed in approved locations and with approved equipment. Prior approval by the Ellensburg Fire Marshal is required.

12. Open or exposed flame: (Section 2404.7) Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or Vendor Fire Regulations updated 2012 membrane structures while open to the public unless approved by the fire code official. All units are required to be inspected prior to use. Any other open-flame equipment must be used in an approved outside location. All such locations shall be provided with a minimum of 2A, 10BC rated fire extinguisher, mounted in a location accessible to occupants.

13. Portable LP-gas containers, (section 2404.16.2.1) with a capacity of 500 gallons (1893L) or less shall have a minimum separation between the container and structure not less than 10 feet.

14. The use and storage of portable Liquefied Petroleum (LP) Gas containers inside buildings or tents is prohibited.

15. Protection and security: (Section 2404.16.3) All Liquefied Petroleum (LP) Gas tanks located on the exterior of buildings or tents shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP- gas containers shall be securely fastened in place to prevent unauthorized movement..

16. The use, storage, and handling of all flammable and combustible liquids shall be subject to written approval from the Ellensburg Fire Marshal.

SMOKING: Section 2404.6

17. By order of the State Fire Marshal, NO SMOKING will be allowed in the tents, canopies, membrane structures, inside all buildings, and barns.

COMBUSTIBLE MATERIALS: Section 2404.5

18. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. The quantity and location of the above materials is subject to review by the Fire Marshall.



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19. Shavings, sawdust, bark dust or like material utilized for a public performance or exhibit shall be prohibited unless treated with an approved fire retardant solution prior to use.

20. The areas within and adjacent to the tent shall be maintained clear of all combustible materials, waste, or vegetation that could create a fire hazard.

21. Trash receptacles used in displays and exhibits shall be constructed of a non-combustible material.

22. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

VEHICLES ON DISPLAY INDOORS: Section 314.4

23. The use or exhibiting of gas or liquid fueled vehicles, boats or other motor craft shall not be located indoors except as follows: a) The battery or batteries must be disconnected. b) The battery terminals must be insulated in a safe and approved manner. c) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least). d) Fuel tanks and fill openings are closed and sealed to prevent tampering. e) Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

I have read and accept all of the above Rules & Regulations set up by the International Fire Codes.

Vendor/Users Print Name & Company

Phone #

Signature

Date