



2026 HANDBOOK

Commercial Vendors and Food Concessionaires

Andrea Blume – Commercial & Concessions – andrea.blume@kittitascountyfair.org
Jarred Fudacz - Home Arts Vendors - jarred.fudacz@kittitascountyfair.org

Kittitas County Fair

901 East 7th Avenue, Suite 1 | Ellensburg, WA 98926
(509) 962-7639 tel. | fairgrounds@co.kittitas.wa.us | kittitascountyfair.com

Table of Contents

Please read this handbook carefully. As a fair participant, you're responsible to familiarize yourself, and your personnel, with all fair rules and regulations. Failure to do so may result in dismissal.

Notes.....	2
2026 Official Fair Hours	4
Administration Office Hours	4
Commercial/Concessionaire Booth Hours.....	4
Contract	5
Insurance.....	5
Arrival/Check-in	6
Beginning Set-Up Day	6
Booths	6
Security	6
City of Ellensburg Business License.....	7
Professional Conduct	7
Litter.....	7
Soliciting Funds and Sales:	7
Guard Against Extortion.....	8
Merchandise	8
Objectionable Products and Demonstrations.....	8
Entrance Passes - Commercial Vendors.....	8
Entrance Passes - Concessionaires	9
Gate Admittance/Re-Stocking/ Parking.....	9
Advertising Materials /Booth Signage.....	9
County Health Requirements	10
Propane.....	10
Beverage Sponsor	10
Exclusivity.....	10
Commissioned Vendor Percentages/Point of Sale Systems	10
PA System Messaging	11
UPS/FED-EX Deliveries	11
RV Camping.....	11
Vendor Parking	12
Animal Restrictions	12
Vendor Check-Out.....	12
Emergency Guidelines	12
Animal Rights Groups.....	13
Ellensburg Rodeo Schedule.....	13
Important Phone Numbers	14
Rule Violations	14

These rules were established for the mutual benefit of all commercial vendors, concessionaires, as well as sponsors of the Kittitas County Fair. We work hard to create an atmosphere that retains the feel and flavor of an Old-Time Fair with a bounty of family entertainment. Without your help and participation, our fair would not be the success that it is. We hope you have an exciting and safe stay in the Kittitas Valley!

2026 Official Fair Hours

Day	Hours
Thursday, September 3 rd	10:00 am - 10:00 pm
Friday, September 4 th	10:00 am - 11:00 pm
Saturday, September 5 th	10:00 am - 11:00 pm
Sunday, September 6 th	10:00 am - 10:00 pm
Monday, September 7 th	10:00 am - 6:00 pm

Administration Office Hours

Day	Hours
Tuesday, September 1 st	8:00am – 5:00pm
Wednesday, September 2 nd	8:00am – 5:00pm
Thursday, September 3 rd	8:00am – 5:00pm
Friday, September 4 th	8:00am – 5:00pm
Saturday, September 5 th	8:00am – 5:00pm
Sunday, September 6 th	8:00am – 5:00pm
Monday, September 7 th	8:00am – 5:00pm
Tuesday, September 8 th	8:00am – 5:00pm

Commercial/Concessionaire Booth Hours

The following schedule will be in effect:

Thursday.....10:00am – 10:00pm

Friday.....10:00am – 11:00pm

Saturday.....10:00am – 11:00pm

Sunday.....10:00am – 10:00pm

Monday.....10:00am – 6:00pm

Buildings will be opened at 8:00am each day.

- Outdoor Commercial and/or Concessionaire vendors opting to stay open while Carnival is in operation may do so. Carnival closes at midnight Thursday thru Sunday and 6:00pm Monday.
- All vendors must be in place, and ready for business by 10:00am Thursday, the first day of Fair. All booth personnel must work within the boundaries of their booth space.
- All Commercial Vendors and Concessionaires shall open their booths on time and remain open until the specified closing time each day.
- All vehicles must be off the grounds by **9:00am each morning** once Fair starts. Exception is food vendors taking product to their booths but must be off grounds no later than 9:30am.

- At Fair closing time, for the security and protection of **vendor** merchandise, **ALL buildings** will be cleared immediately so they can be secured. Security personnel will not admit anyone into the buildings after they are closed. **THIS WILL BE STRICTLY ENFORCED.** After closing time, outdoor vendors may come onto the grounds to restock or remove valuables from their booths.
- All vendors must use the 7th Avenue Vendor Gate for entrance and exit to grounds when restocking.
- **Booths may not be dismantled or moved prior to 6:00pm on Monday, last day of Fair. NO EXCEPTIONS.**

Contract

- Every individual and company doing business on the fairgrounds during the Kittitas County Fair must have a written signed contract with Kittitas County relative to that activity. In signing your vendor contract, you agree to comply with all guidelines in this handbook. All such rules listed are part of that contract.
- Kittitas County reserves the right to cancel all contracts of whatever kind by public notice, should an act of providence such as war, riot, fire, flood, storm and/or pestilence, prevent the holding of a fair.
- The vendor's contract, whether commercial or concession, is specifically between the listed vendor and Kittitas County. It may not be assigned, sublet, or seized by attachment of execution, or in any manner transferred to any other person, firm, or entity, either voluntarily or involuntarily. If this occurs, it would be considered a breach of contract and Kittitas County would terminate the contract immediately and the vendor would not be granted any further contracts by Kittitas County.
- **Kittitas County reserves the right to re-sell any unoccupied space at 8:00am, Wednesday, prior to opening day of Fair.**

ALL contracts, business licenses, and any other required forms are due in the Kittitas County Fair Office NO LATER THAN August 1st or as noted on such documents. Temporary Food Service Permits are due to the Kittitas County Health Department by August 1, 2026.

Insurance

- **UPDATED 2026:** Kittitas County requires ALL vendors to have a Commercial General Liability Coverage Policy with limits no less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate, with \$1,000,000 products and completed operations aggregate. Vendor shall also maintain for the duration of each fair Workers' Compensation insurance as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses, as well as Business Auto Coverage including owned, non-owned and hired autos with limits no less than \$1,000,000 per accident. Vendor shall furnish Kittitas County with a certificate of said insurance, showing the **Kittitas County Fair, the County of Kittitas, and its agents and officers, employees, and volunteers and assigns, as named additionally insured**, no later than August 15th of each fair year under this agreement. Said insurance will be primary and non-contributing. Make sure the dates are correct before sending a copy of insurance to the Fair Office.
- Vendor packets/passes will be released only if a copy of the vendor's insurance policy has been turned into the Fair Office. Set up will not be permitted if insurance is not provided and on record with Fair Office.
- **INSURANCE DEADLINE: August 15th**
- Any contracted vendor who has not fulfilled all insurance requirements by the deadline will not be allowed to participate and all fees paid will be forfeited to the Kittitas County Fair. This includes non-profit vendors, informational vendors, and those vendors who are not selling actual product but are in fact soliciting future business through vending at the fair. Once insurance is paid for, a certificate has been issued, and the Fair Office has received an approved copy, vendor packets will be released, and vendor will be allowed to set up. If you have any questions or concerns, please contact the Fair Office: 509-962-7639, Email: fairgrounds@co.kittitas.wa.us.

- Kittitas County reserves the right to reject any Certificate of Insurance or other evidence of coverage if, in their sole opinion, such coverage does not meet their standards, comply with insurance requirements, or fails to provide adequate protection.

Arrival/Check-in

- Upon arriving at the Kittitas County Fairgrounds for setup, please report to the Fair Office on the corner of Poplar Street and 7th Avenue (the exact location is shown on Fairgrounds map), to pick up your Vendor packet and verify your location. **ALL BOOTH SPACE ARE SUBJECT TO CHANGE AT THE FAIR BOARD DIRECTOR'S DISCRETION.**
- **DO NOT** attempt to locate your space first. You must verify your space in the office beforehand.
- Please do not leave your vehicle unattended on the grounds, unless parked in designated parking spots near the office.

Beginning Set-Up Day

- **DO NOT** set up your booth prior to your scheduled day unless you have made prior arrangements with the proper Fair Board Director. Failure to do so may result in forfeiture of vendor space.
 - **Concessionaires: Monday, August 31st | 8:00am**
 - **Commercial: Tuesday, September 1st | 8:00am**
- **Last minute booth space changes are made frequently, please check in with the Fair office first for the most up to date map BEFORE setting up your booth.**
- All booths set up before final confirmation from Fair Board Director in charge, are subject to relocation.

Booths

- All vendors shall provide an acceptable booth to house their display and are responsible for furnishing all materials for erecting/constructing their booth.
 - All materials and decorations for the booth must be flameproof.
 - All booths shall have skirting-either wood or another suitable material-which will conceal boxes and other storage containers. No supplies or other material will be stored where it is visible to the public.
 - **All booths shall be securely tied and/or weighted down.**
 - **Please be aware that Ellensburg wind can gust up to 30-40 mph at times throughout the summer.**
 - Canopies are highly recommended for outside booths.
- Vendors may only occupy a booth space that has been assigned by the Fair Board Director of Commercial Vendors or Concessionaires, or their Superintendents.
- **Booth location is subject to change.** The Kittitas County Fair Board Directors of Commercial Vendors and Concessionaires reserve the right to determine the final location of all booths.

Security

- **Kittitas County, its agents and officers, and employees cannot and will not accept responsibility and/or liability for any damage or injury resulting from theft, fire, mysterious disappearance, the elements, accidents or other conditions or causes, whether to exhibits, property of vendors, vehicles on the grounds, an/or articles left therein.**
- Kittitas County employs security, traffic directors, and other personnel to protect property on the grounds and assure safety of persons.
- There will be 24-hour security provided. Although security personnel are assigned to provide security and watch for suspicious behavior, they are unable to watch over each individual vendor's booth(s).

- If a vendor is concerned about their merchandise, it is recommended that they staff their booths when the grounds open each morning before the gates do at 10:00am and remain in their booths until the grounds have been cleared of the public in the evenings.
- If you have anything in your display that could be easily carried away, we suggest you take it with you when you leave each evening.
- **Kittitas County, its agents and officers, and employees assume no responsibility for damage or lost articles/materials in vendor booths.**

City of Ellensburg Business License

- If the vendor is involved in either direct or indirect sales, it is agreed that they will purchase a temporary City of Ellensburg business license at the current year's pricing.
- **This license is purchased through the Fair Office and must be paid by the financial deadline before July 30th.** Make checks payable to the **Kittitas County Fair**. PLEASE DO NOT write a separate check to the city.

Professional Conduct

- All vendors are expected to maintain a professional and respectful demeanor while participating in this event. This includes interactions with event staff, other vendors, and attendees.
- Specifically, vendors must refrain from:
 - Making derogatory, inflammatory, or otherwise unprofessional comments about event staff, other vendors, or their products/services.
 - Engaging in behavior that could be perceived as disruptive, hostile, or damaging to the event's collaborative and welcoming environment.
- Failure to adhere to this policy may result in corrective action, including but not limited to:
 - A formal warning.
 - Removal from the event without refund.
 - Disqualification from participating in future events.
- By signing a contract with the Kittitas County Fair, you acknowledge and agree to uphold these standards of conduct.

Litter

- All vendors shall keep a neat and orderly booth area and will police for litter and garbage twenty (20) feet in front and ten (10) feet to the side of the leased booth space.
- The vendor agrees to provide adequate garbage containers with lids and shall dump the garbage in the pickup stations that may be provided by the Kittitas County Fairgrounds. At the end of the term, the vendor will leave the area, previously described, clean of all refuse and materials.
- Vendors who do not adequately remove refuse and materials are subject to a minimum charge of fifty dollars (\$50.00). Failure to adequately clean up their area may also result in the vendor not being permitted to return to the Fair.

Soliciting Funds and Sales:

- **County Ordinance #5.28.030** - No person on the Kittitas County Fairgrounds shall solicit funds or offer any merchandise or services for sale, unless they have been authorized, contracted and licensed as a Vendor or Concessionaire with the Kittitas County Fair. Penalty for violation of this code is a fine of not more than Two Hundred Fifty Dollars (\$250.00) and a term in jail not exceeding thirty (30) days.

Guard Against Extortion

- Kittitas County will use every precaution to guard against extortion, in any form, practiced upon vendors or patrons of the Fair. A violation of this rule will cause forfeiture of all contract money paid and/or expulsion from the grounds as the Kittitas County Fair Director may deem appropriate. All Vendors and Concessionaires shall comply with the laws, rules, and regulations of any government agency controlling businesses.

Merchandise

- All Commercial Vendors and Concessionaires, when granted the privilege to display and sell merchandise, may only do so as stipulated by conditions agreed to in a validated contract.
 - **Only those items listed in the contract may be sold from the assigned space.**
 - Changes to the list of saleable items must be approved **PRIOR** to the opening of Fair. Items not approved and/or listed will not be allowed to be sold. Be thorough when making your list of items.
- No gas balloons or similar novelties may be given away without approval from the Fair Board Director of Commercial Vendors.
- Commercial vendors will not be permitted to give away food or drink, except in the form of samples, as means of promoting a product being sold by the vendor. Only those sample items listed in the contract may be given away.

Objectionable Products and Demonstrations

- Kittitas County takes pride in hosting a quality family event.
- Kittitas County does not deem acceptable the display, promotion, sale or use of alcohol, all drugs, or related paraphernalia.
 - These items include but are not limited to any item that could be considered a weapon; lasers and/or laser items; or any offensive material such as that which may be sexually suggestive or explicit.
- **No lighters or knives may be sold to minors.**
 - Vendors are responsible for ensuring minors do not purchase these items.
- The Kittitas County Fair Board Director of Commercial Vendors shall be the sole judge of what is vulgar, offensive, or obscene and their judgment shall be final.
- **Kittitas County reserves the right to require removal of any materials and/or prohibit any demonstrations it deems inappropriate or offensive to public health, safety, or morals.**

Entrance Passes - Commercial Vendors

- Each commercial vendor shall receive worker's season passes for each separate booth location. The number of passes is determined by the cost of the booth rental.
- Each booth is **entitled one season pass per \$100.00 booth rent**, with a maximum of six (6) season passes.
 - Each season pass can be exchanged for five (5) one (1) day passes if the vendor prefers. Additional passes may be purchased from the Fair Office at \$30.00 per season pass wrist band (or 5 one-day passes).
- **It is the responsibility of the vendor to distribute passes to all workers before first day of Fair. No one will be allowed to enter the Fairgrounds without a pass, NO EXCEPTIONS. There is no "will call" for vendor passes.**
- **The vendor agrees that they and their employees will not sell, reissue, exchange, or barter, any privilege ticket, admission ticket, or credential to the Fairgrounds issued to said vendor. These credentials are intended for people who will be staffing the vendor's space and are not for the use of customers or friends. Tickets distributed to vendors are recorded by number and can be traced to specific vendors. **A violation of this rule will cause the forfeiture of the contract, monies paid, and/or expulsion from the Fairgrounds.****

Entrance Passes - Concessionaires

- Entry Passes will be assigned to each Concessionaire after completed contract review. Each Concessionaire booth is entitled to a minimum of six (6) season passes.
 - Concessionaires may request additional passes, up to a limit based on last year's receipts, at no extra charge. Please email the office at fairgrounds@co.kittitas.wa.us to get information about the number allotted for your specific concession. To request additional passes within your allotment, provide a list of staff and schedule **no later than August 15th**.
 - Additional passes, beyond the allotment, may be purchased from the Fair Office at \$30.00 per season pass wrist band (or 5 one-day passes). This fee amount can be added to the balance due at the end of fair.
- **It is the responsibility of the vendor to distribute passes to all workers before first day of Fair. No one will be allowed to enter the Fairgrounds without a pass, NO EXCEPTIONS. There is no "will call" for vendor passes.**
- The vendor agrees that they and their employees will not sell, reissue, exchange, barter, any privilege ticket, admission ticket, or credential to the Fairgrounds issued to said vendor. These credentials are intended for people who will be staffing the vendor's space and are not for the use of customers or friends. Tickets distributed to vendors are recorded by number and can be traced to specific vendors. **A violation of this rule will cause the forfeiture of the contract, monies paid, and/or expulsion from the Fairgrounds.**

Gate Admittance/Re-Stocking/ Parking

- Commercial Vendors and Concessionaires with vehicles will be allowed to enter through the **7th Avenue/Poplar Street Vendor Gate** to restock their booths from 7:00am to 9:00am (7:00am to 9:30am for Concessionaires), or after 10:00pm during the five days of Fair. **No vehicles will be allowed through the gate after 9:45am, except emergency vehicles.**
- When out of your vehicle during restocking, please put your name, cell number, plus the location where you can be found in the window of your vehicle in case of an emergency and your vehicle needs to be moved immediately. We would not want to have your vehicle towed away due to not being able to contact you first.
- DO NOT park in front of doorways or in vehicle traffic lanes or your vehicle will be towed. We would appreciate it if you would unload your vehicle quickly and remove your vehicles from the grounds as soon as possible. Vehicles must be off the grounds by 9:00am, except concessionaires and they must be off grounds no later than 9:30am.
- There is no all-day parking permitted on the fairgrounds. Any vehicles remaining on the grounds after 9:30am will be impounded at the owner's expense.

Advertising Materials/Booth Signage

- Vendors and/or persons cannot solicit outside their allotted space as described in their contract. No walk-about selling will be permitted, and no one shall be allowed to distribute any materials in aisles or while roving on the fairgrounds.
- No person shall be permitted to distribute advertising matter, handbills, fliers, tokens, or other such material at the Kittitas County Fair, except from their leased Commercial booth or display space. Tacking or posting of the space is prohibited.
- Placing advertising material on or in automobiles on Kittitas County property is prohibited. Anyone violating this rule is subject to removal from the Fairgrounds and forfeiting all contract monies paid.
- No person and/or vendor shall display any form of political advertising and/or disseminate political propaganda unless their individual contract permits such a privilege. Advertising of candidates for office may only take place in a booth contracted for that purpose with the Fair.

- *The Kittitas County Fair prohibits any outside commercial signage on or inside of booths, due to corporate sponsorships. Exceptions will be at the Commercial Vendors and Concessionaires Director's discretion.*

County Health Requirements

- All Concessionaires must comply with health regulations required by the Kittitas County Health Department.
 - The Kittitas County Health Department requires the completion of a Temporary Food Service Application. NEW: Specify Level 1, Level 2, or Level 3 (see Health Department Permit Application), along with a fee (depending on level), due before August 13th at 5:00 pm. After August 13th, late applications will be charged both an application fee and late fee totaling double the permit price. **NO EXCEPTIONS.**

Every person in the food booth needs to have a valid Washington State Food Workers card posted or available to show if asked. Please call the Health Department if you have additional questions at 509-962-7515.

Propane

- The Kittitas County Fair does not have a propane dealer to refill tanks onsite during the 2026 Fair (if this changes, we will notify you of onsite availability). Vendors will have to make their own arrangements to keep their tanks filled and in compliance with all codes. Propane will be inspected by the local fire marshal during opening day inspection time.

Beverage Sponsor

- The 2026 Kittitas County Fair beverage sponsor is Coca-Cola.
 - **REMINDER:** All vendors are required to exclusively sell and serve Coca-Cola brand beverages. The sale, distribution, or promotion of competing beverage brands—including but not limited to sodas, bottled water, energy drinks, sports drinks, or other non-alcoholic beverages not produced or distributed by Coca-Cola—is strictly prohibited. This requirement is part of our contractual beverage agreement and must be adhered to at all times during the event.
 - If you request to offer something other than Coke products and it does not compare and/or compete with any of the products that Coke provides, it must be approved by the Fair Board Director of Concessionaires and **MUST** be listed on your contract with the Kittitas County Fair.
 - Your contact information will be given to our beverage sponsor representative, and they will be in contact with you.

Exclusivity

- Kittitas County does not grant product exclusivity to any vendor participating in the Fair.
- For the mutual benefit of our vendors, and fair-going public, we do make every attempt to diversify products by not over-booking similar lines of merchandise.
- Kittitas County will make the best selection from available applicant, and selection is based on products, presentation, and references.

Commissioned Vendor Percentages/Point of Sale (POS) Systems

- The rental fee for each Concession (or commissioned commercial) space allowing both cash and card (credit or debit) transactions shall be Five Hundred Dollars (\$500.00) or **20%** of gross sales less 8.6% sales tax, **whichever is greater.**

- If credit card machine goes down for more than two hours during the day, that day will be charged at the cash only commission rate 25% of gross sales (specified below).
- Vendor is responsible for having the necessary technology in place to run a fully functional credit card system, such as internet/hotspot, tablets, card readers, etc. Wi-Fi will not be available from the Fair and should not be planned for.
- The rental fee for each Concession (or commissioned commercial) space allowing **only cash transactions** shall be Five Hundred Dollars (\$500.00) or **25%** of gross sales less 8.6% sales tax, **whichever is greater**.
- Concessionaires (or commissioned commercial vendors) must pay a \$500.00 deposit upon signing of contract. This deposit will be credited towards total fees due at conclusion of the Fair.
- All Concessionaires and commissioned commercial vendors are required to use a Point of Sale (POS) System during Fair. No Concessionaire will be allowed to open for business without a working POS System. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**
- Failure to use your POS System for any items sold is grounds for forfeiture of the contract, all monies paid, and/or expulsion from the Fairgrounds.
- Concessionaires or commissioned commercial vendors are required to fill out a “Daily Summary Sheet” to report each day’s sales. The Daily Summary Sheet and the POS System Report is to be sent in by 10am the following morning of business. The email address is at the bottom of the Daily Summary Sheet, or both can be turned in at the Fair Office. Also, please schedule your final check-out for the last day of fair when you check in on Tuesday.
- Food Concessionaires opting to open and serve food on Wednesday, prior to opening day of Fair, must submit a Daily Concession Report, along with a POS Report for Wednesday sales and include those in your final totals.
- All commissioned sales on fairgrounds are required to be reported, and failure to follow these rules is grounds for forfeiture of the contract, all monies paid, and/or expulsion from the fairgrounds.

PA System Messaging

- Use of public address (PA) systems and other sound amplification will not be permitted except by special arrangement and approval of the Fair Board Director of Commercial Vendors and Concessionaires.

UPS/FED-EX Deliveries

- Packages may be picked up at the 7th Avenue/Poplar Street Vendor Gate **beginning Wednesday, prior to fair through Friday of fair ONLY.**
- Shipments are to be addressed as: Kittitas County Fair, Vendor Name/Business, 901 E. 7th Avenue, Ellensburg, WA 98926. (Include your phone number as well please.)
- **NO PACKAGES WILL BE SIGNED FOR AT THE FAIR OFFICE AT ANY TIME.**
 - Do not have any deliveries arrive prior to fair unless you are going to be here to sign for them. Fair Office staff will refuse all deliveries, so be sure to have someone from your booth ready to pick up packages, as we cannot be responsible for your deliveries.
 - Only money orders will be accepted by the delivery drivers.

RV Camping

- Use of the Fairgrounds RV Parking Lot is by reservation only, and space is limited.
 - The camping fee is \$400.00 per site and includes parking for one vehicle (the tow vehicle). This flat fee is for 1-7 days. Spaces include water and power.
 - Dry camping is available in a separate lot and is first come, first serve.
 - **Towing vehicle must be unhooked and parked in designated extra vehicle area. Any additional vehicles are charged \$50.00 each for the duration of the week.**
 - **NO VEHICLES ARE ALLOWED TO PARK IN RV PARK, per Fire Code, and will be strictly enforced.**

- We must have the exact measurement of your RV, camper, or trailer, including tip outs, to be considered a complete application.
 - Only one tip out is allowed per reservation, unless additional tip-outs are all on the same side.
- If you arrive earlier than described on your application, we may not be able to accommodate you and NO REFUNDS will be given.
- If you arrive earlier than the Tuesday before Fair, you will be charged an additional \$50/night for camping fees. Please arrange with the Fair Office prior to August 15th.
- *Your previous year space is not guaranteed*, and all spaces are subject to adjustments if needed.

Vendor Parking

- Upon request, vendors shall receive **one** weekly vendor parking pass for the Central Washington University (CWU) parking lots per signed vendor contract. The vendor agrees that they and their employees will not sell, reissue, exchange, or barter any parking pass that the Kittitas County Fair issued the said vendor. This parking pass is intended for the people who are staffing the booth and not for the use of customers or friends. Parking passes are recorded by number and can be traced to specific vendors. A violation of this rule will be cause for forfeiture of the contract, all monies paid, and/or expulsion from the fairgrounds.

Animal Restrictions

- **Animals are not permitted on the fairgrounds** except for service animals or animals that are being exhibited in the fair. Exhibiting animals must be vet checked before entering fairgrounds and stay at judging area only. They cannot roam the fairgrounds.
- **Bringing unauthorized animals onto the fairgrounds may constitute expulsion from grounds and forfeiture of any and all monies paid.**

Vendor Check-Out

- Dismantling and removal of indoor and/or outdoor displays and booths may not begin until after 6:00pm, Monday, last day of Fair, when the Kittitas County Fair has officially ended. Any violation of this rule will be considered a breach of contract and the vendor will not be granted any further contracts by Kittitas County.
- **All booths must be removed from the fairgrounds no later than Tuesday after Labor Day by 5:00pm, unless other arrangements have been made with the proper Fair Board Director.**
- Any materials and/or equipment not removed 48 hours after the close of the Fair shall become property of Kittitas County and at its option, Kittitas County may take steps which may be deemed appropriate in disposing of such material and equipment.

Emergency Guidelines

- The following is designed as a guide to the proper procedures should an emergency arise during the Kittitas County Fair. Please become familiar with these procedures as your actions may directly influence the outcome of any given situation. In all cases, remember to stay calm and contact the proper official if needed.
 - **Fire:** Fire Department will have an on-site first aid office in the Sheriff's Shack located at the 6th Avenue ticket entrance. If a fire develops on the fairgrounds, call 911.
 - Each building, barn, and grandstand has fire extinguishers located in visible areas. Please become familiar with their location and use.
 - Remember that smoke and heat are indications of a potential problem. If you suspect a fire, get it checked out. If you become aware of a fire, the first priority is to get the affected areas evacuated. Calm and orderly evacuation will prevent further injury from occurring.

- **Smoking is NOT ALLOWED in any fairgrounds building, grandstands, or barns (inside or directly outside). Smoking areas will be identified on grounds map.**
- **Medical:** The Fair will have First Aid in the Sheriff’s Shack located at the 6th Street ticket entrance. The First Aid room is staffed 7:00am to 10:00pm each day of the Fair.
 - If you come upon a medical emergency, call 911.
 - When reporting an accident, be sure to give the exact location of the problem for the responding personnel. Find a physical focal point to direct them to the emergency area.
- **Reporting:** All accidents or incidents must be reported to the Kittitas County Fair Office. It is important that accurate information is collected at the time of the incident. Reporting forms are located at the Fair office. Please be sure to complete as much information as possible and turn in the report form immediately.
 - *If you are confronted by non-emergency personnel (such as the media or private individuals), wanting information about an emergency or calamity, please refer them to the Fair Office for details. It is best to allow the Fair Board of Director in charge of Security or Fair Management to handle these situations.*

Animal Rights Groups

- Animal Rights Groups have become prevalent in today’s society. Most groups are made up of concerned individuals who genuinely care for the condition and safety of animals; however, some groups or individuals are more radical and pursue more drastic and public means to express their message. They may use direct confrontation to create media attention.
- If confronted with an individual or group who is associated with an Animal Rights Group, please contact the Fair Office. The Fair Office has designated the Fair Board Director in charge of security and/or livestock & small animals to answer their questions or concerns.
 - Under no circumstances, should you allow yourself to be drawn into an argument or physical confrontation with these people.
- If you see any suspicious behavior, please contact the Fair Office at 509-962-7639 and Security will be called on. The Sheriff’s Shack will have a first aid office, which is located inside the 6th Avenue ticket entrance.
 - When reporting an incident, stay calm and explain the situation. Be sure to give the exact location for the responding personnel by finding a physical focal point to direct them to the area.

Ellensburg Rodeo Schedule

Thursday, September 3rd	Rockin’ The Chutes Concert 8:00 pm
Friday, September 4th	Rodeo.....6:45pm
Saturday, September 5th	Rodeo.....12:45pm
	Xtreme Bulls.....8:00pm
Sunday, September 6th	Rodeo.....11:45am
	Sunday Night Show.....6:30 pm
Monday, September 7th	Rodeo Finals.....11:45am

Order tickets by visiting www.ellensburgrodeo.com and for more information, contact the Ellensburg Rodeo Office at 509-962-7831 or 800-637-2444

Important Phone Numbers

Kittitas County Fair Office	509-962-7639
Coca Cola (Official Fair Sponsor)	509-248-1855
Ellensburg Rodeo Office.....	509-962-7831
Emergency	911
KITTCOM (Non-Emergency Public Safety Line)	509-925-8534
Kittitas County Chamber of Commerce.....	509-925-2002
Kittitas County Health Department	509-962-7515
UPS (Ellensburg).....	509-962-9787

Rule Violations

- Whenever a violation of any Kittitas County Fair rule or contract agreement is noted by the Fair Board Directors in charge of Commercial Vendors and Concessionaires, an infraction ticket will be written, and a copy will be left with the vendor or concessionaire. Copies of each recorded violation will be reviewed and placed in their file. Any violation(s) are cause for:
 1. A fine
 2. Not inviting the exhibitor to return the following year
 3. Depending on the severity of the rule infraction, it may be cause for the immediate closure of the exhibit.
- Vendors and concessionaires deemed unsuitable by the Fair Board Directors in charge, after setup, will not be allowed to open until they correct the perceived problem. Should they not comply with the rules and regulations outlined in this handbook they may be removed from the grounds and all monies paid forfeited.
- Vendors and concessionaires who may be found vandalizing Kittitas County property or the property of other vendors/concessionaires will also be removed from the grounds, without a refund and may be subject to criminal prosecution.

Thank you for participating in the Kittitas County Fair!

