



NORTH CENTRAL WASHINGTON FAIR

P.O. Box 460 / 609 E Third St.
Waterville, WA 98858-0460
509-745-8480



VENDOR INFORMATION

AUGUST 23 (Load-In Day) - AUGUST 27, 2023

APPLICATION Those interested in participating as a NEW vendor, please complete the attached Vendor Application AND submit (2) images of your booth’s proposed setup, proposed products, or links to a website or brochure. Photo submissions will be used in our decision-making process and WILL NOT be returned.

VENDOR SPACES Vendor spaces are available on a first-come first-serve basis with priority given to established vendors. **All vendors must remain open during ALL Fair Hours:**

Wednesday	10am-6pm	Load-In/Set-Up Day (Not open to the public)
Thursday	9am-9pm	
Friday	9am-9pm	Community Hall Vendors- close at 7:30pm in preparation for the Dance
Saturday	9am-9pm	Community Hall Vendors- close at 7:30pm in preparation for the Dance
Sunday	9am-6pm	

SELECTION PROCESS All applications go through a selection process. Every effort is made to offer a variety of products and services avoiding duplication for our fairgoers. Preference will be given to local applicants (Chelan/Douglas Counties), previous vendors in good standing, and vendors with unique and attractive booth set-ups and displays. All applicants will be contacted advising them of the status of their application within (2) weeks of submitting a completed application.

INSURANCE Vendors shall, at their own expense, obtain and continuously maintain public liability insurance and property damage insurance on an occurrence basis for the duration of the NCW Fair:

- General Liability Aggregate Limit - Two Million Dollars (\$2,000,000)
- General Liability Each Occurrence- One Million Dollars (\$1,000,000)
- Damage to Rented Premises- Three Hundred Thousand Dollars (\$300,000)

Certificate Holder: Douglas County/NCW Fair
PO Box 460
Waterville, WA 98858

Additional Insureds: “The County, its departments, elected and appointed officials, employees and agents, and the North Central Washington Fair, its directors, appointed officials, employees, agents and volunteers” shall be named as additional insureds on such policies.

The Concessionaire/Vendor shall provide a Certificate of Insurance, with endorsements attached, to the County as evidence of its compliance with these insurance requirements, **no later than August 1, 2023.** Failure to provide proof of insurance as required prior to set-up shall result in the County’s immediate withdrawal of the Concessionaire/Vendor’s privilege to maintain a business space at the Fair and the Concessionaire/Vendor will be asked to leave.

CONTRACT Each vendor doing business at the North Central Washington Fair is required to have a written, fully executed contract in accordance to their products/activities listed and proposed by the vendor’s application, with **all fees paid no later than June 1st, 2023.**

QUESTIONS If you have questions or concerns, please feel free to contact our offices Monday-Friday 8am-5pm at (509) 745-8480 or send us an email info@ncwfair.org.



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VENDOR APPLICATION

AUGUST 23 (Load-In Day) - AUGUST 27, 2023

Company/Business Name: _____

Contact Name, Title: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Contact Telephone: _____ Email: _____

Were you a vendor at the 2022 North Central Washington Fair? YES / NO

Other Fairs, Festivals or Events in which you have participated: _____

SCOPE OF SALES List ALL items to be sold/displayed*: _____

*Vendors MAY NOT sell/display items not listed.

SPACE REQUIREMENTS & LICENCE FEES Vendors supply their own tents, weights, power cords and tables/chairs*. *There are no specific location guarantees and the NCW Fair reserves the right to move vendors as needed.* Please indicate your booth location preference and frontage requested:

- Commercial Vendors (Indoor)** _____ft \$26/ft frontage ex) 10’x10’ = \$260.00
 - *Indoor vendors are provided (1) 6’ table and (2) folding chairs
 - Indoor vendor’s hours may vary based on Dances to be held in Community Hall
 - Commercial Vendors (Outdoor)** _____ft \$16/ft frontage ex) 10’x10’ = \$160.00
 - Concession Vendors (Outdoor ONLY)** _____ft \$200.00 Security Deposit**
 - For Profit 20% of Gross Receipts
 - Non Profit (must provide proof of nonprofit status) 18% of Gross Receipts
- **If contract is fulfilled, Security Deposit will be deducted from the percentage owed after the closing of fair.

FOR AUDITING PURPOSES: Z Tapes or a similar report are REQUIRED from ALL CONCESSIONAIRES. NO EXCEPTIONS.

UTILITIES

- N/A
- Water
- Electrical- 110 volt- 20 amp services are limited and on a first come first serve basis. Please list indicate your electrical needs: _____

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ACCOMMODATIONS Full water/power/sewer hookups are available through our website starting on **June 1st, 2023**. Vendors may not sleep within the Fairgrounds or at their booth. Full hookup sites are not guaranteed and are limited to RVs and Campers under 30'. If you have questions or concerns regarding the size of your camper and which site might work best for you, please call the Fair Office.

VENDOR PASSES Each vendor will receive (2) Vendor Passes for the duration of the event. Additional passes may be purchased at the Fair Office for \$5 each. Vendor passes are not available at the ticket booths and must be purchased ahead of time or on Load-In Day. The NCW Fair office and staff will not be dispersing Vendor Passes to vendors or their staff during the Fair.

MARKETING Our team actively promotes our event and updates the community about new vendors at the NCW Fair. We promote all vendors on our website, www.ncwfair.org, and Facebook. Please email nsanders@ncwfair.org with the additional information below:

- Logo in 300dpi or higher
- 2 hi-resolution photos of booth and/or the products to be sold
- Brief description of the business

DO NOT SEND MONEY AT THIS TIME Applications are not an offer/guarantee of space. The North Central Washington Fair reserves the right to withhold approval on the basis that the proposed activity would not be in harmony with, or in the best interest of promoting and representing Douglas County or the North Central Washington Fair.

Signature & Title: _____

Date: _____

Send Completed Application to:

North Central Washington Fair
Attn: Vendor Applications
P.O. Box 460
Waterville, WA 98858
OR
info@ncwfair.org

**THANK YOU FOR YOUR INTEREST IN THE
NORTH CENTRAL WASHINGTON FAIR!**