



## NORTH CENTRAL WASHINGTON FAIR

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



### VENDOR APPLICATION INFORMATION

**AUGUST 24 (Load-In Day) - AUGUST 28, 2022**

**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	1pm-8pm	Load In/Set Up Day (Not open to the public)
Thursday	9am-9pm	
Friday	9am-10:30pm	Indoor vendors ONLY- close at 7:30pm in preparation for the Dance
Saturday	9am-9pm	Indoor vendors ONLY- 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-up/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.

- General Commercial Liability - One Million Dollars (\$1,000,000)
- Personal Injury/Advertising Injury – One Million Dollars (\$1,000,000)
- Products- Completed Operations - One Million Dollars (\$1,000,000)
- Property Damage - Two Hundred Fifty Thousand Dollars (\$250,000)
- Vehicle Liability - One Million Dollars (\$1,000,000)

**Additional Insureds and Certificate:** “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. Failure to provide proof of insurance as required prior to set-up shall result in the County's immediate withdrawal of Concessionaire/Vendor's privilege to maintain a business space at the Fair.

**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 and valid insurance in place **no later than July 1st, 2022.**

**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](mailto:info@ncwfair.org).



**NORTH CENTRAL WASHINGTON FAIR**

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



**VENDOR APPLICATION**

**AUGUST 24 (Load-In Day) - AUGUST 28, 2022**

Company/Business Name: \_\_\_\_\_

Contact Name, Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Were you a vendor at the 2021 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 vendors 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 status) 18% of Gross Receipts

\*If contract is fulfilled, Security Deposit will be deducted from the percentage owed after the closing of fair.

**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: \_\_\_\_\_

## NORTH CENTRAL WASHINGTON FAIR

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

**INSURANCE** Vendors shall, at their own expense, obtain and continuously maintain public liability insurance and property damage insurance on an occurrence basis.

General Commercial Liability - One Million Dollars (\$1,000,000)  
Personal Injury/Advertising Injury – One Million Dollars (\$1,000,000)  
Products- Completed Operations - One Million Dollars (\$1,000,000)  
Property Damage - Two Hundred Fifty Thousand Dollars (\$250,000)  
Vehicle Liability - One Million Dollars (\$1,000,000)

**ACCOMMODATIONS** Full water/power/sewer hookups are available through our website starting on June 1<sup>st</sup>, 2022. 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.

**SEASON PASSES** Each vendor will receive (2) Vendor Passes, each is good for one person through the duration of fair. 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.

**MARKETING** Our team actively promotes our event and updating the community about new vendors at the NCW Fair. We promote all vendors on our website, [www.ncwfair.org](http://www.ncwfair.org), and Facebook. Please email [ashley@ncwfair.org](mailto:ashley@ncwfair.org) with the additional information below:

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

**DO NOT SEND MONEY AT THIS TIME** This registration form is 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 Application  
P.O. Box 460  
Waterville, WA 98858

OR

[info@ncwfair.org](mailto:info@ncwfair.org)

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