

VENDOR APPLICATION FOR COMMERCIAL SPACE
Northwest Washington Fair

Note: This application is not a contract and does not guarantee a space at the Fair. **Do not send money with application.** Please type or print clearly. All information must be completed or application will not be accepted.

Company or Organization: _____
(Name which you would like to be identified by on your contract, if accepted)

UBI # (application will not be processed without UBI #): _____

Authorized Representative: _____

Phone #: _____ Cell # _____ E-mail _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Type of products or service: Be specific. Include brand names of products. ***Include a picture of your booth set up.*** You may attach additional information. If a product is not listed here, you will not be allowed to sell it. This application is not complete without this information. We do not guarantee product exclusivity.

Have you exhibited before at the NWWF? _____ If Yes, when? _____

Under what name: _____

Space size and location requested: please keep in mind that corner spaces are not always available.

Outside: _____ 10x10 _____ 20x10 _____ 20x20 _____ Other _____ Corner

Expo Bldg. _____ 10x10 _____ 20x10 _____ Other _____ Corner

Would you like to be contacted in the event of a last minute cancellation? _____

Minimum time needed in order to set up your booth, travel time included? _____

References: Fairs, trade shows, festivals, etc -

By signature on this application I hereby authorize the Northwest Washington Fair Association to secure information concerning any of above facts and my signature requests the companies to furnish information requested by the Northwest Washington Fair Association.

Signature of vendor/agent Title Date

Submit to: Renee Biemold, Vendor Coordinator, Reneeb@nwwafair.com, 1775 Front Street, Lynden WA 98264

2023 Northwest Washington Fair Vendor Fact Sheet

This sheet is intended to give you an overview of some of our policies. A complete Vendor Rules and Regulations will be included, upon acceptance, with your contract.

Fair Dates – Thursday August 10-Saturday August 19

****Payment (non-refundable) is required with signed contract****

There are no discounts in space rental fees for non-profit organizations.

General Liability Insurance is required with not less than One Million Dollars (1,000,000.00) combined single limit per occurrence and One Million Dollars (\$1,000,000.00) Aggregate for bodily injury to one or more persons and property damage with Northwest Washington Fair Association listed as additional insured. Also included must be the “additional insured endorsement” page.

Set up: **Set up hours will start the Monday Prior to the fair. Details about hours will be included once accepted.**

All vehicles need to be removed from the Fairgrounds by 8:30 a.m. Monday of the fair

*****If you need to set up at a different time you must get prior approval from the Fair Office*****

Teardown: Saturday Night ALL exhibits are to remain intact until 10:00 p.m. closing time.
Sunday Dismantling and removal will also be 8 a.m. to 6 p.m. Sunday, and
9 a.m. to 4 p.m. Monday & Tuesday following Fair.

Booths must be staffed from 11 a.m. to 10 p.m. The first Thursday Through the second Saturday of the Fair. No Exceptions.

Restocking hours during Fair: Vehicles will be allowed on the Fairgrounds from 6 a.m. to 8:00 a.m. with pass.
No vehicles will be allowed inside the gates after 8:00 a.m.

Parking/camping passes: There is no designated exhibitor parking lot. Please return the parking and camping form, which will be included with your contract packet, to reserve a parking and/or camping spot.

Electricity: 110 volt, 20 amp of power is included with your booth rental fee. Additional power, if needed, must be ordered on “Attachment A”. Order form will be included in your contract packet.

Indoor Booths: The Fair will provide 3’ high sidewalls and 8’ high back walls of pipe and drape. No built-up exhibits or other construction shall exceed 8’ in background height and 4’ in sidewall height (without special permission from the Fair Management) including company name or other advertising. All carpets must be taped down on edges with vinyl tape only (residue free). No blue or clear plastic tops or unpainted wood or plywood on the display. All tables are to be in good condition, fully skirted, and must compliment the color scheme of the booth.

Outdoor Booths: In some outside areas the Northwest Washington Fair will provide the tents. No blue tarps will be permitted for coverage, shade or awnings. No blue or clear plastic tops or unpainted wood or plywood on the display.

Subletting of space is not allowed.