



July 23 - August 1, 2021

2021 Commercial Vendor Space Application

Thank you for your interest in the 2021 Washington County Fair! We are BACK FOR FUN in 2021 and look forward to working with you.

Due to COVID-19, we will operate with all Oregon Health Authority restrictions that are required at the time of the Fair. At this time Masks, Physical Distancing, and a maximum capacity of 1308 attendees inside the building at any one time will be enforced. As requirements are updated, we will keep our vendors updated. In the event that the Fair is cancelled by Federal or State orders, any fees paid to us will be refunded 100%.

This packet contains a great deal of information to assist you in deciding to apply to be a Commercial Vendor at our Fair, including the application that comes at the end.

Please read the packet thoroughly, and then submit the application via e-mail.

2021 Washington County Fair General Information:

Dates:	July 23 - August 1, 2021	
Admission:	FREE for all ages, each day, all hours of the Fair.	
Fair hours:		
	Friday, July 23	5:00 pm – 11:00 pm
	Saturday, July 24	10:00 am – 11:00 pm
	Sunday, July 25	10:00 am – 10:00 pm
	Monday, July 26	5:00 pm – 10:00 pm
	Tuesday, July 27	5:00 pm – 10:00 pm
	Wednesday, July 28	5:00 pm – 10:00 pm
	Thursday, July 29	5:00 pm – 10:00 pm
	Friday, July 30	5:00 pm – 11:00 pm
	Saturday, July 31	10:00 am – 11:00 pm
	Sunday, August 1	10:00 am – 10:00 pm

Fair Website: www.bigfairfun.com
Vendor Manager E-mail: washcofairoregon@gmail.com
Vendor Manager Phone number: 253-273-0260 (Bob O'Loughlin)

General Vendor Information

- **Applying allows you to be considered for space. It does not constitute a contractual agreement between your business and the Washington County Fair. As such, please do not send a payment at this time.**
- All Vendor Space is licensed to you for the **ENTIRE RUN OF THE 10-DAY FAIR.**
- All booths inside the Wingspan Event Center come with pipe and drape and a 5-amp electrical service.
- Outdoor space comes with a 5-amp electrical service only. Tents or Canopies are extra and must come from our decorator. Please let us know your needs and we will provide you a quote.
- No Roaming Product Sales Are Allowed---You must remain within the boundaries of your booth and your booth must be attended to at all times with at least 1 person present. You cannot leave your booth to roam through the grounds or buildings to hand-out materials and/or sell your product(s).
- Move-In Days for Commercial Vendors in 2021 are Thursday July 22, from 10 AM to 8 PM and Friday July 23 from 10 AM to 3:00 PM

Indoor Space Locations:

- **Wingspan Event Center Inline Booth Space 10'X10' - \$1,000.00**
- **Wingspan Event Center Corner Booth Space 10' X 10' - \$1,250.00**

Outdoor Space:

- **Limited Outdoor Space is available. 1600 sq. ft. (40'x40') or more - \$1.50/ sq. ft.**

Additional Costs to Consider: Along with the cost of your Vendor Space, there are additional costs to be considered upon being accepted as a vendor at the Washington County Fair.

Insurance:

All vendors shall supply a Certificate of General liability Insurance with at least \$1,000,000 limit per occurrence and \$2,000,000 in aggregate coverage listing Washington County, Washington County Fair Board, their officers, elected officials, employees and volunteers as additional insured no later than July 1st. Failure to supply insurance by the deadline will result in termination without refund. The Washington County Fair can purchase insurance on your behalf. Please contact the Vendor Manager if you need insurance.

Electrical Connection:

One (1) 5-amp outlet is provided with your Vendor Space. GFCI protection is required for all 120V 20-amp receptacles as required in 2005 NEC 210.8B, and that is to be provided by you, as the Vendor. You are also required to provide all cords you will need, and they must be in good working condition. All End Caps must be in place. The Hard-Wiring of cords will not be allowed. The Washington County Fair reserves the right to refuse to hook up any vendor. Any electrical equipment will be inspected by our licensed electrician and must meet all current electrical code requirements. Beyond that first 20-amp outlet that comes with your space, **any extra electrical needs must be requested in advance.** Each additional 120 V 20-amp circuit you need will cost \$125.00 each. There are a very limited number of 50-amp 240V 4 wire outlets available, and they must also be requested in advance at a cost of \$175.00 per outlet. All these electrical prices will be outlined in the application where you will be able to request them at the time you apply. If you are issued a License, the Electrical Fees must be paid for at the same time you pay the License Fee.

Forklift or Indoor Pallet Jack Needs:

If you will need a Forklift to off-load/re-load items for your booth, or a Pallet Jack they will be available on a limited basis. The cost for the Forklift and Operator will be a minimum \$100.00 fee per each 30 minutes use (meaning off-load into the booth, and re-loading into your vehicle during the move-out are 2 separate charges) and each will be required to be **scheduled and paid for in advance**. The Forklift Service will be able to be scheduled between 8 AM and 4 PM on each load-in day and for the load-out, if you need Forklift Service, it will only be available on Monday, August 2, 2021, from 8 AM to 4 PM by appointment. The use of the Pallet Jack will cost \$30.00 and you will be able to request it on-site during the load-in and it will be available only on a limited basis, depending on the demand for it.

Water Services:

If you will need a water service hook-up you will need to **order and pay for this service in advance** after you are extended a License, at a cost of \$75.00 per water service hook-up, and you will pay for it at the same time you pay the License Fee.

Vendor Parking Area Season Pass:

The Washington County Fair offers vendors the opportunity to park in a lot which is reserved exclusively for vendors at a reduced rate. You will be asked to give us a number of passes you will need for the duration of the fair. Cost is \$6.00 per day, per pass.

Signage:

All signs used by vendors at the Washington County Fair must be professionally made, so this could be an added cost for you to consider. This includes the required company sign, pricing signs, informational signs, and booth identification signs. ***Handwritten signs, of any type, are NOT allowed.***

Decorator/Tents:

You may provide your own booth supplies, however if you need rental items you must use our in-house decorator. No outside decorators are allowed on-site. If you need a tents or canopy those are required to come from our decorator, we do not allow pop up canopies or tents. Please let us know what you need, and we will get you a price quote that can be added to your vending license.

PLEASE NOTE:

- This is only a partial listing of vendor space information and guidelines.
- The complete 2021 Washington County Fair Vendor Handbook will be provided to you if you are extended a Vending License.
- The number of Commercial Vendor applications received each year is always greater than the space we have available. Unfortunately, this means not all applicants will receive a Vendor License.
- New applicants are selected based on the following criteria:
 - Uniqueness of the product, lack of duplication with what we currently have.
 - Availability of space.
 - Prior experience and/or written recommendations.
- Please **do not send a deposit with your application**, as submitting an application does not guarantee a space at the Washington County Fair.
- If your application is selected, you will be promptly notified, and a Vendor License Agreement will be sent to you.

If you have any questions, please let us know. Good luck and thank you for your interest in joining us for BIG FAIR FUN at the 2021 Washington County Fair!

2021 Commercial Vendor Space Application
Incomplete or illegible application will forfeit consideration

Section 1: Contact Information

Legal Business Name: _____

DBA: _____

Name of Owner: _____
(Name that should appear on the Vendor License, if approved.)

Name & Phone Number of Manager: _____ Phone: _____
(Name of person who will run your operation at the Fair.)

Permanent Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: (____) _____ Home Phone: (____) _____
(Given to Customers) (In case of emergency)

E-Mail Address (Required): _____

Company Website: _____

Section 2: Description of Booth and Products/Services Offered.

Booth Name: _____

List ALL items to be sold/displayed, and/or demonstrated. Gifts, novelties, and craft items must be specifically and individually listed. If a product is imported, list the country of origin. If you are providing a service or information, please explain what you will offer. No exclusivity will be granted. Feel free to attach/send in a separate page, if you need additional space:

If approved as a vendor, there is no guarantee all items requested/listed will be approved.

Section 3: Location and Size of Booth/Space desired:

Indoor Space Locations:

Inline Booth Space 10'X10'

\$1,000.00 x _____ # of booths requested = \$ _____

Corner Booth Space 10' X 10'

\$1,250.00 x _____ # of booths requested = \$ _____

Limited Outdoor Bulk Space. Minimum of 1600 Square Feet:

\$1.50 x _____ Square Feet = \$ _____

Section 4: Photo and Schematic of Booth/Stand

You **MUST** include a CURRENT clear color photograph of your booth. A detailed schematic drawing of your booth and literature pertaining to your product(s). **Complete the overhead view drawing below or attach separately:**

Section 5: References

Please provide complete information from 2 recent events, such as Fairs, Festivals, Trade Shows, or similar events at which you have sold your product(s):

EVENT 1:

Name of event: _____

Name of contact: _____ Phone number: (____) _____

EVENT 2:

Name of event: _____

Name of contact: _____ Phone number: (____) _____

Section 6: Utilities—Electrical and Water

ELECTRICAL:

One 5-amp outlet comes with each vending space. If you need more than that, please place your request here:

120V 20-amp service at \$125.00 each: ____ Additional Requested x \$125.00 each = _____

240V 50-amp service at \$175.00 each: ____ Additional Requested x \$175.00 each = _____

WATER-RELATED SERVICE:

If you will need a water-related service at your booth, such as, running water, access to water, there is a \$50.00 for the service. Please place your request here:

Water Service Requested: ____ Running Water ____ Access to Water ____

Section 7: Forklift Service

Request for Forklift and Operator Service:

If you will need a Forklift to off-load/re-load items for your booth, the cost for the Forklift and Operator will be a minimum \$100.00 fee per 30 minute each use (meaning off-load into the booth, and re-loading into your vehicle during the move-out are 2 separate charges) and each will be required to be **scheduled and paid for in advance**. The Forklift Service will be able to be scheduled for load-in between 10 AM and 3 PM on each day and for the load-out, it will only be available to be scheduled for Monday, August 2, 2021, from 8 AM to 3 PM by appointment. The Forklift appointments will be scheduled by our office and you will be notified of your time slot.

Forklift and Operator Service: ____ Yes, for Load-in, ____ Yes, for Load-Out on Monday.
Forklift service will NOT be available on Sunday, August 1, 2021.

Phone number for scheduling _____

E-Mail address for scheduling _____

Section 8: Miscellaneous

Does the sale of your product require a demonstration/pitch presentation?	YES	NO
Are you requesting to use a microphone?	YES	NO
Do you plan to hold a contest, registration for a prize drawing or giveaway?	YES	NO
If "Yes", briefly describe:		

Section 9: Parking

VENDOR PARKING AREA:

The Washington County Fair offers vendors the opportunity to park in a lot which is reserved exclusively for vendors at a reduced rate of \$6.00 per vehicle, per day or a \$60 per vehicle, season pass

\$6.00 x _____ # of daily parking passes requested = \$ _____

\$60.00 x _____ # of season parking passes requested = \$ _____

The Washington County Fair reserves the right to accept or reject any applicant based on space availability, the uniqueness and quality of products sold, Fair experience, services offered, the appearance of our booth/stand, and/or references from other Fairs/Shows at which you have been a Vendor. Please do not send any payment with this application.

I certify the information on this application is complete and true to the best of my knowledge.

(Signature of Owner as stated in Section 1)

(Date)

EMAIL YOUR COMPLETED APPLICATION TO: washcofairoregon@gmail.com

FAX: 503-648-7208

