



# July 21 – July 30, 2023

## 2023 Commercial Vendor Space Application

Thank you for your interest in the 2023 Washington County Fair!

In the event that the Fair is cancelled by Federal, State or local government 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 to:

[bob\\_oloughlin@co.washington.or.us](mailto:bob_oloughlin@co.washington.or.us)

### 2023 Washington County Fair General Information:

<b>Dates:</b>	July 21 – July 30, 2023	
<b>Admission:</b>	FREE for all ages, each day, all hours of the Fair.	
<b>Fair hours:</b>		
	Friday, July 21	5:00 pm – 12:00 am
	Saturday, July 22	10:00 am – 12:00 am
	Sunday, July 23	10:00 am – 10:00 pm
	Monday, July 24	5:00 pm – 10:00 pm
	Tuesday, July 25	5:00 pm – 10:00 pm
	Wednesday, July 26	5:00 pm – 10:00 pm
	Thursday, July 27	5:00 pm – 10:00 pm
	Friday, July 28	5:00 pm – 12:00 am
	Saturday, July 29	10:00 am – 12:00 am
	Sunday, July 30	10:00 am – 10:00 pm

<b>Vendor Re-Entry:</b>	Nights that close at 12 am there will be no re-entry after 10 pm Nights that close at 10 pm there will be no re-entry after 9 pm
<b>Restocking:</b>	Will be allowed 1 hour prior to the fair opening each morning
<b>Indoor Vendors:</b>	The building will close 1 hour prior to nights closing at 12 am
<b>Fair Website:</b>	<a href="http://www.bigfairfun.com">www.bigfairfun.com</a>
<b>Vendor Office E-mail:</b>	<a href="mailto:bob_oloughlin@co.washington.or.us">bob_oloughlin@co.washington.or.us</a>
<b>Fair Office Phone number:</b>	503-846-2220

## 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. The Vendor Manager will be in contact with you to approve your application and take payment over the phone.**
- Vendor Space is licensed to you for the **ENTIRE 10-DAYS OF THE FAIR FOR ALL HOURS**.
- All booths inside the Wingspan Event Center come with pipe and drape, a 5-amp electrical service, 1 parking pass for the vendor lot (\$60), & free public Wi-Fi.
- Outdoor space comes with a tent and 5-amp electrical service only. Bulk space (Over 40' x 40") does not include tents or canopies. If you want a tent you must rent one from our decorator. **NO OUTSIDE CANOPIES, POP-UPS OR TENTS ARE ALLOWED.**
- 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 2023 are Thursday July 20, from 10 AM to 8 PM and Friday July 21 from 10 AM to 3:00 PM.

### Indoor Space Locations (includes pipe & drape):

- 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 (includes tent):

- Outdoor Inline Booth Space 10' x 10' – \$1,000.00
- Outdoor Corner Booth Space 10' x 10' - \$1,250.00
- Limited Bulk Outdoor Space is available. 1600 sq. ft. (40'x40') or more - \$1.50/ sq. ft. and does not include a tent/canopy.

**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 **and include the Additionally Insured Endorsement** with your COI.

In the Description of Operations box, you must list: Certificate holders, Washington County, Washington County Fair Board, their officers, elected officials, employees and volunteers as additional insured in respect to the Washington County Fair.

In the Certificate Holder Box you must list: Washington County Fair 801 NE 34<sup>th</sup> Ave. Hillsboro, OR 97124 (503) 648-7208.

**Failure to supply insurance by June 30, 2023 may result in termination of your contract without refund. The Washington County Fair can purchase insurance on your behalf for \$150. Please contact Bob O'Loughlin 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 5-amp outlet that comes with your space, **any extra electrical needs must be requested in advance**. An additional 120 V 20-amp circuit cost is \$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 1, 2023, 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 on the South side of the Wingspan Event & Conference Center. Space is limited and is available daily on a first come, first serve basis. Once the vendor lot is full, vendors will park in regular grass public parking lots. Each contracted company will receive one (1) Season Vendor Parking Pass or ten (10) individual daily parking passes. Additional parking passes are available at a discounted rate. 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 2023 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 2023 Washington County Fair!

**2023 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:

#### Space Locations:

##### Indoor Inline Booth Space 10'X10'

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

##### Indoor Corner Booth Space 10' X 10'

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

##### Outdoor Inline Booth Space 10'X10'

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

##### Outdoor Corner Booth Space 10' X 10'

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

##### Limited Outdoor Bulk Space. Minimum of 1600 Square Feet (40' x 40'):

\$1.50 x \_\_\_\_\_ Square Feet = \$ \_\_\_\_\_

### Section 4: Insurance

\_\_\_\_ I will provide my own Certificate of Insurance by June 30, 2023. If I do not provide a Certificate of Insurance by June 30, 2023 I allow the Washington County Fair to provide one for me at an additional charge of \$150.

\_\_\_\_ I need the Washington County Fair to provide my company with a Certificate of Insurance for \$150.

### 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: Utility Service

### 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 1, 2023, from 8 AM to 4 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, July 30, 2023.*

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:

The Washington County Fair offers vendors the opportunity to park in a lot which is reserved exclusively for vendors on the South side of the Wingspan Event & Conference Center. Space is limited and is available daily on a first come, first serve basis. Once the vendor lot is full, vendors will park in regular grass public parking lots. Each contracted company will receive one (1) **FREE** Season Vendor Parking Pass or ten (10) individual daily parking passes. Additional parking passes are available at a discounted rate. Cost is \$6.00 per day, per pass.

\$6.00 x \_\_\_\_\_ # of additional daily parking passes requested = \$ \_\_\_\_\_

\$60.00 x \_\_\_\_\_ # of additional 10-day 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 AND SUPPLEMENTAL MATERIALS TO**

**BOB O'LOUGHLIN:** [bob.oloughlin@co.washington.or.us](mailto:bob.oloughlin@co.washington.or.us)

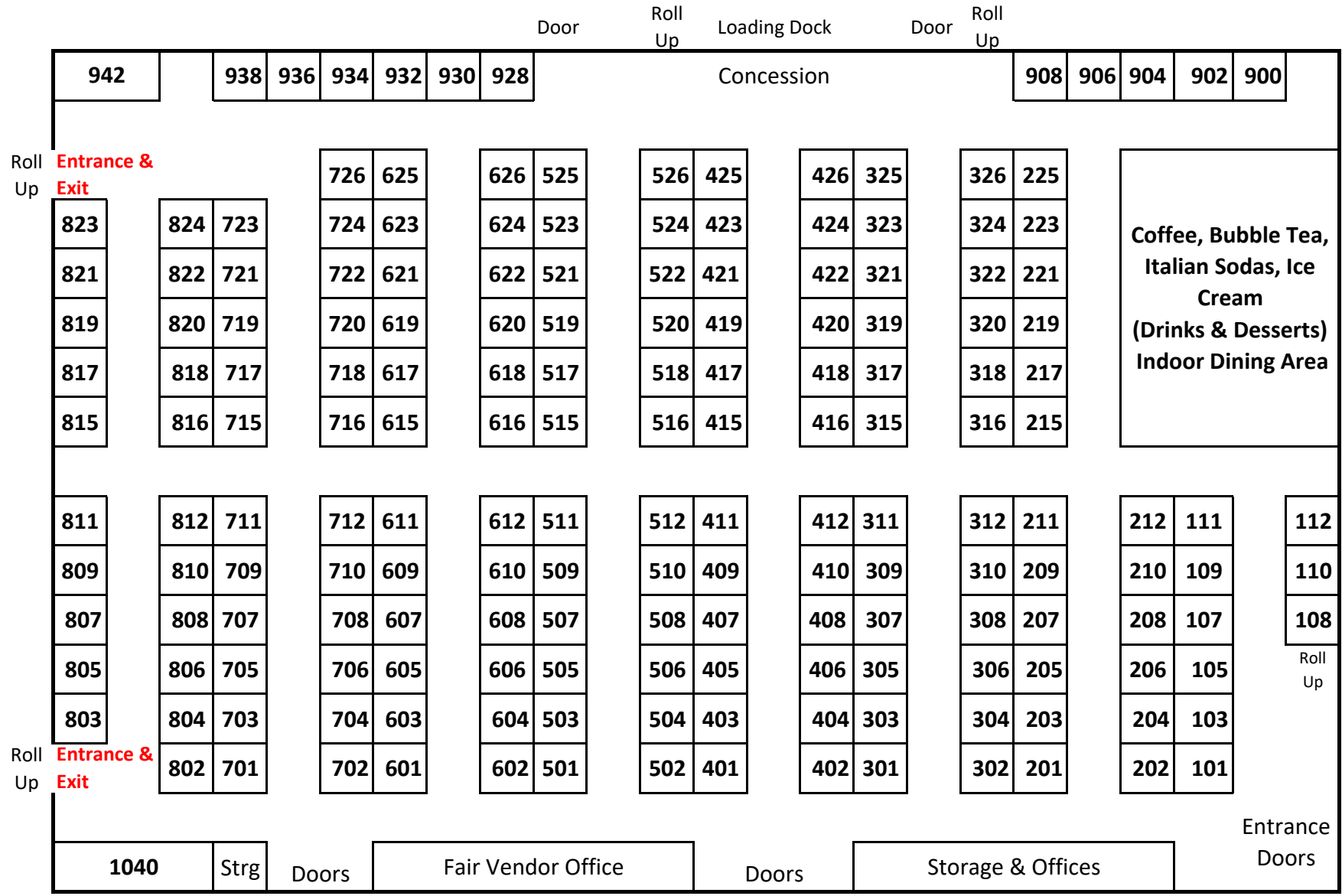
**OFFICE:** 503-846-2220

**CELL:** 253-273-0260

**FAX:** 503-648-7208



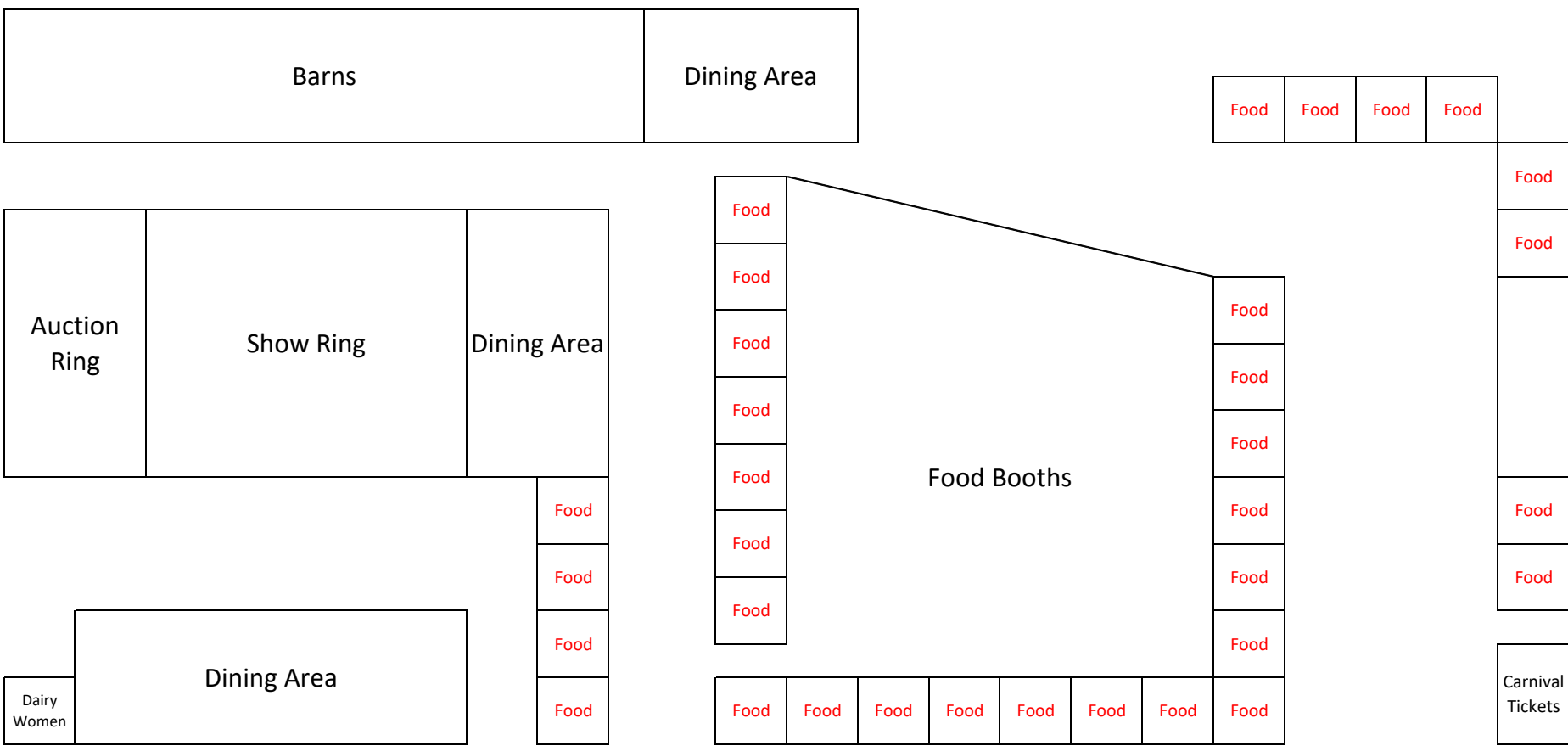
# Washington County Fair - Wingspan Event Center - July 21-30, 2023



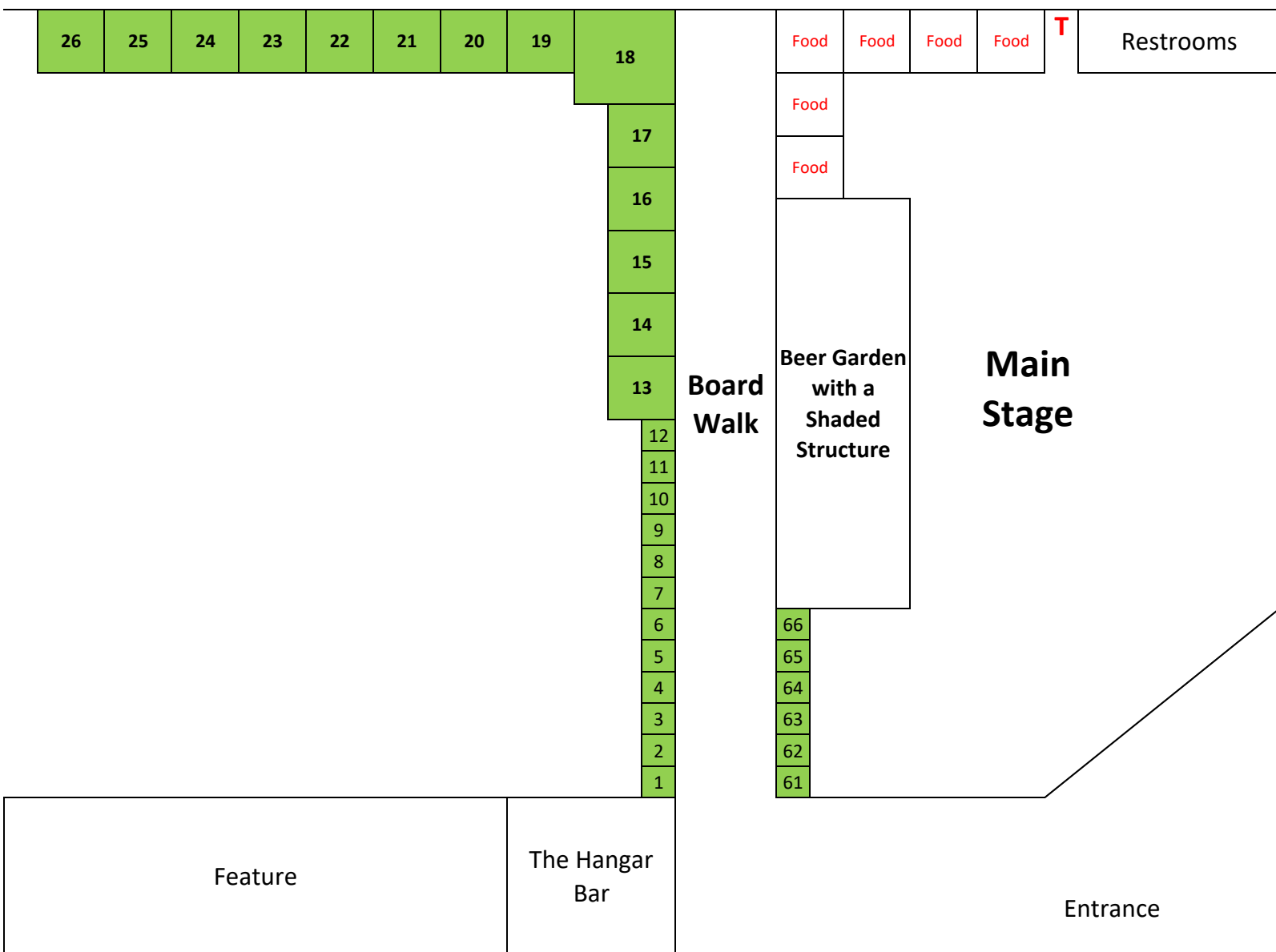
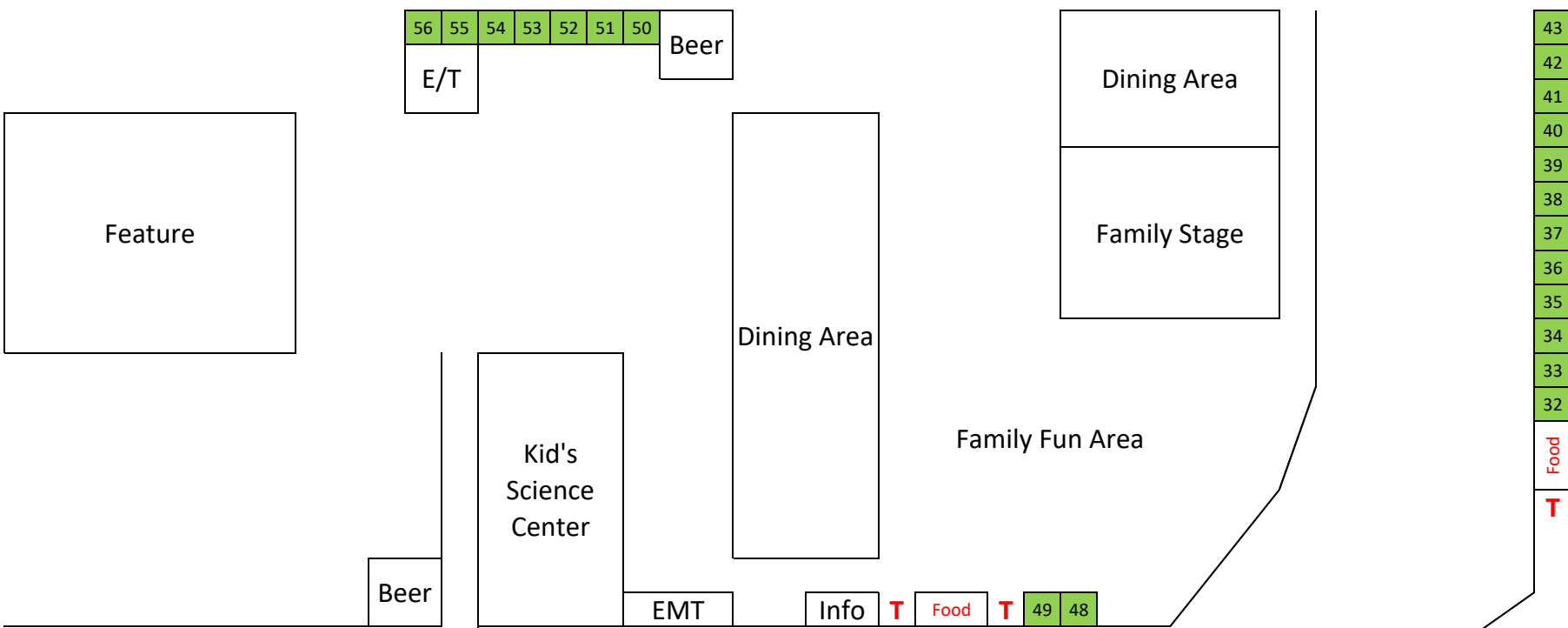
Floor plan is subject to change at any time for any reason.

Updated as of: 7/30/2022





To Carnival & Midway -->



Entrance

Entrance

The WingSpan - Commercial Exhibit Hall

Floor plan is subject to change at any time for any reason.

Updated as of: 7/30/2022



## CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_ authorize the use of the following credit card for charges for the Washington County Fair, 801 NE 34<sup>th</sup> Ave., Hillsboro, OR 97124

PLEASE PRINT THE FOLLOWING INFORMATION:

\_\_\_\_\_  
Name of Card Holder

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_/\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
CVV/Security Code

\_\_\_\_\_  
Signature

### WASHINGTON COUNTY FAIR

801 NE 34<sup>th</sup> Ave.

Hillsboro, OR 97124

503-648-1416

FAX: 503-648-7208

[www.bigfairfun.com](http://www.bigfairfun.com)

[www.westside-commons.com](http://www.westside-commons.com)