

Vendor Application - Food Booth

SAN JUAN COUNTY FAIR AUGUST 14-17, 2019



Please complete the application form and return with your deposit to:
San Juan County Fair P.O. Box 1094 Friday Harbor, WA 98250
Tel: 360-378-4310 E-mail: adrienneb@sjcfair.org

Business/Booth: _____

Main Contact Name: _____

Mailing Address: _____ **City:** _____

State: _____ **Zip:** _____ **Telephone:** _____

E-mail: _____

UBI or Business Tax ID# _____

LAYOUT & SPACE OPTIONS

The Food Court is a rectangle layout with vendors located around the perimeter serving to the inside where there is covered seating and tables. The frontage feet, including trailer tongues, is important for placement. **Please keep your depth to 10 ft.**

Footage not in a 10 foot increment will be charged \$30/foot for space

****Please note the expenses to run your booth are not subtracted from your daily totals.***

_____	10 x10 (includes electricity and water) An electrical cord will be issued to you upon load-in	\$300+12% of gross after taxes
_____	BBQ Day (includes electricity, water and grill)	\$130+12% of gross after taxes

12% of Daily Sales are paid on the last day of the Fair and daily sales amounts are collected EACH DAY mid-morning following a serving day (Thursday, Friday, Saturday) by Fair staff. Saturday's sales collected and **final payment due BEFORE loading out on final night.** Please have your daily sales amount prepared on the provided slips given in your vendor packet at check-in.

ELECTRICAL & GREY WATER

Electrical sources are provided by the Fair staff after checking in upon arrival. Each Vendor is issued ONE cord for their 10 x 10 booth which has 4 plug-ins equal to 40 AMPs.

Two large grey water receptacles are provided by the fair, you are required to dump all grey water accrued during the Fair into these containers.

Please list all cooking and other appliances to be used in booth:

IMPORTANT SET UP REQUIREMENTS:

All Tents are to be weighted/staked down during the entire event.

All Tents must be made of Fire Resistant Material and have physical label on tent.

Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 ft. (6096mm) of the tent or membrane structures while open to the public unless approved by the fire code official. All FOOD COURT BOOTHS WILL BE INSPECTED. For more information on Heating and Cooking Equipment, please read through sections 3104.15 - 3104.17.3 of the International Fire Code.

International Fire Code and San Juan County Health Requirements strictly enforced.

Have a specific question? Please ask the following:

San Juan County Fire Marshal: Richard Myer richardm@sanjuanco.com

San Juan County Health Department: Ethan Schmidt 360-378-4474 ethans@sanjuanco.com

***Good to Know:** San Juan County has banned the use of single use plastic bags (Ord # 10-2016), prohibits the use of polystyrene food containers (Ord# 01.2010)*

MENU INFORMATION

Proposed menu items must have the prior approval of Fair management (juried)

The San Juan County Fair does not permit duplicate menu items (Main items)

PLEASE INCLUDE A MENU WITH YOUR APPLICATION

FOOD SAFETY & PREPARATION

The San Juan County Fair will provide a 3-sink outdoor washing station for vendors to take turn using for handling food safely. Please coordinate with a local commercial kitchen to prepare your food accordingly and to keep yourself and fairgoers safe! Contact the San Juan County Health Department for more information.

INSURANCE (MANDATORY)

I have included a copy of my current Certificate of Liability & Endorsement Certificate with this application

San Juan County Fair requires all commercial, non-profit and craft vendors to provide a CERTIFICATE OF LIABILITY (MINIMUM OF \$1,000,000 liability) and the endorsement insuring SJC Fair as a secondary insured from August 12-August 18, 2019

YES, I choose to purchase Liability Insurance through the SJC Fair, please add it to my invoice

Cost - \$110.00

VENDOR ADMISSION

2 Vendor Passes Provided per 10 x10 space rented space

All persons working in booth must have a pass. Passes are not to be shared.

Need more than 2? EXTRA VENDOR PASS \$15.00x_____ = _____

DO YOU NEED CAMPING SPACE?

YES, I will be camping at the SJC Fair, please email me an application

Cost - \$75.00/Tent Site or RV w/no hook-ups \$161.00/RV with H2O/electric hook-ups

2019 San Juan County Fair Rules and Regulations

Please initial by each statement.

_____ 1. Cancellations made before July 15, 2019 will be refunded 50%. Cancellations after this date will not receive a refund.

_____ 2. No dogs on the fairgrounds. If you are a dog owner please make other arrangements for the duration of the fair. Service animals permitted.

_____ 3. Food Court Booths must be attended at all times during fair hours -- 11:00am- to at least 9:00pm (Fair Hours are 10:00am until 9:00pm)

_____ 4. All Food Vendors, MUST register with the San Juan County Health Department
www.sanjuanco.com/health/foodsafety.aspx

_____ 5. Abide by all conditions, rules, and regulations, written or oral, made by Fair Management at any time.

_____ 6. Report and pay all federal, state and local taxes due as a result of operation under this agreement.

_____ 7. Any booth, which in the discretion of the Fair Management is deemed inappropriate, hazardous or in violation of Fair rules and regulations including those established by the Health and Fire Departments may be closed and removed from the fairgrounds.

_____ 8. Food Vendors that do not load in by the Tuesday evening before Fair will not be permitted to set up. No refunds will be issued.

_____ 9. Food Vendors are responsible for paying 12% of their gross sales to San Juan County Fair, Fees are due before load-out on Saturday evening or Sunday morning in Fair office.

I have read and agree to abide by the San Juan County Fair Rules and Regulations.

Signature of Applicant: _____

Date: _____

[*FERRY RESERVATIONS* are required for all vehicles to ensure arrival to the Fair. www.takeaferry.com Reservations are available to make online mid-April. If you do not make a reservation, you will not get a space on the Ferry. *NO REFUNDS WILL BE ISSUED*](http://www.takeaferry.com)

PAYMENT CALCULATION - An invoice will be created and emailed to you once this form is received in the Fair Administration Office.

\$ _____	SPACE FEE - \$300 PER 10' X 10'
\$ _____	TABLES WITH CHAIRS (SET OF 2 CHAIRS, 1 6FT TABLE-\$20.00)
\$ _____	ADDITIONAL VENDOR PASSES \$15 EACH
\$ _____	Camping Fee Enclosed - \$75 (Tent) or \$161 (RV)
\$ _____	INSURANCE - \$110.00
\$ _____	TOTAL
\$ _____	LESS 50% DEPOSIT
\$ _____	REMAINING BALANCE DUE BY JULY 15, 2019