



**July 25-28, 2019**

## **2019 Commercial Vendor Space Application Packet**

Thank you for your interest in the 2019 Washington County Fair! We look forward to working with you to create the best County Fair in Oregon.

Our slogan, BIG FAIR FUN means just that: We are a big Fair, with FREE ADMISSION, and we focus on having FUN! "Fun" can mean something different for everybody. For some, it's riding rides. For others, it's visiting the animals in the barns. Some people can't wait to dive into the Fair Food, and still others love to come out and shop for unique new items and great bargains! While we pride ourselves on our vendor retention from year to year, we are also always looking for professional vendors who can bring something new and unique to our guests.

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 you can submit your application either by mailing it to the mailing address, or emailing it to our Vendor Coordinator, Julie Case.

**REMEMBER: Submitting an application 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.**

## **2019 Washington County Fair General Information**

Dates:	July 25-July 28, 2019
Admission:	FREE for all ages, each day, all hours of the Fair.
Gate hours:	10 AM to 12 AM each day
Website:	<a href="http://www.bigfairfun.com">www.bigfairfun.com</a>
Email contact for vendors:	<a href="mailto:julie_case@co.washington.or.us">julie_case@co.washington.or.us</a>
Phone number:	503-648-1416, Ext. 200
Year-round office hours:	8 AM to 5 PM, Monday-Friday

## General Vendor Information

### Outdoor Space Locations:

- Corner Booth 10' x 10'--\$975.00
- Midway Paved Booth Space, 10'x10'--\$875.00  
\*\* Add an A-Frame Sign Board-\$100 (May not be larger than 4-ft. high and 3-ft. wide and may not exceed 3 feet in front of the booth. You must provide your own sign board.
- In-line Paved Booth Space, 10' x 10'--\$775.00  
\*\* Add an A-Frame Sign Board-\$100 (May not be larger than 4-ft. high and 3-ft. wide and may not exceed 3 feet in front of the booth. You must provide your own sign board.
- Corner Grass Booth Space, 10' x 10' --\$725.00
- Grass In-line Booth Space, 10' x 10'-\$625.00

### Miscellaneous Custom-Size “Bulk” Space:

Custom-Size “Bulk” Spaces are stand-alone spaces with no structure provided. Availability of space like this is very limited. A quote will be provided once the exact dimensions and required electrical and/or water needs are determined for the area. When you fill out the application for this type of space be very detailed in what your exact dimensions and Utility Needs are. The earlier you contact the office about this type of space, the better the chances are that it can be found on the grounds within the Fair layout. The closer we get to the Fair dates, the harder it is to find this kind of space.

**REMEMBER:** All Vendor Space, is licensed to you for the **ENTIRE RUN OF THE 4-DAY FAIR.**

At the Washington County Fair, if you have an outdoor commercial booth space, your tent/canopy is provided for you as part of the fee you pay. The canopy will be in place for you when you arrive to move in, and it will have lighting, and one 20-amp outlet. On the following page, you’ll see more information on how to go about requesting additional electrical hook-ups if you feel you will need more than what comes with the booth space, if you are extended a Vending License.

**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 to hand-out materials and/or sell your product(s).**

Move-In Days for Commercial Vendors in 2019 are Monday, Tuesday and Wednesday, July 22-24, 2019, from 10 AM to 8 PM, **ONLY** after you have checked-in at the Customer Service Window and have been issued your Vendor Packet.

## **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.

### **Electrical Connection:**

One overhead light, and 1 20-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 \$75.00 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 \$150.00 per outlet. All of 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 Vending 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 (for indoor use only,) they will be available on a limited basis. The cost for the Forklift and Operator will be a minimum \$100.00 an hour fee per 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 Monday or Tuesday, July 22-July 23, 2019 between 8 AM and 4 PM on each day and for the load-out, if you need Forklift Service, it will only be available on Monday, July 29, 2019, 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 Vending License, at a cost of \$50 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 which also includes a security guard attendant, providing a parking area that does not run the risk of filling up. You will be asked to give us a number of passes you will need for the duration of the fair.

### **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.***

**PLEASE NOTE:**

This is only a partial listing of vendor space information and guidelines. The complete 2019 Washington County Fair Vendor Handbook will be provided to you if you are extended a Vending License.

Please feel free to let us know if you have any questions prior to filling out the application.

Washington County Fair Vendor Coordinator, Julie Case, can be reached at [julie\\_case@co.washington.or.us](mailto:julie_case@co.washington.or.us), 503-648-1416, Ext. 200.

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 or written recommendations.

The selection of new vendors will continue until all available space is filled.

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.

Good luck and thank you for your interest in joining us for BIG FAIR FUN at the 2019 Washington County Fair!





## 2019 Commercial Vendor Space Application

Please **type or print clearly** in ink as you carefully complete pages 1-3 of this application form.

**Please remember: This is not a contract.**

***Incomplete or illegible application will forfeit consideration***

### Section 1: Contact Information

Legal Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Name of Owner: \_\_\_\_\_  
*(Name that should appear on Vending 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: \_\_\_\_\_

Trailer                  Non-Trailer

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:

#### OUTDOORS:

***Midway or In-line Paved Corner Booth Space, 10' x 10':*** \_\_\_\_\_ requested x \$975= \_\_\_\_\_

***Midway Paved Booth Space, 10'x10':*** \_\_\_\_\_ requested x \$875= \_\_\_\_\_

**\*\*Add an A-Frame Sign Board-\$100 (May not be larger than 4-ft. high and 3-ft. wide and may not exceed 3 feet in front of the booth. You must provide your own sign board.-\$100 \_\_\_\_\_**

***In-line Paved Booth Space, 10' x 10':*** \_\_\_\_\_ requested x \$775= \_\_\_\_\_

**\*\*Add an A-Frame Sign Board-\$100 (May not be larger than 4-ft. high and 3-ft. wide and may not exceed 3 feet in front of the booth. You must provide your own sign board.-\$100 \_\_\_\_\_**

***Corner Grass Booth Space, 10' x 10':*** \_\_\_\_\_ requested x \$725= \_\_\_\_\_

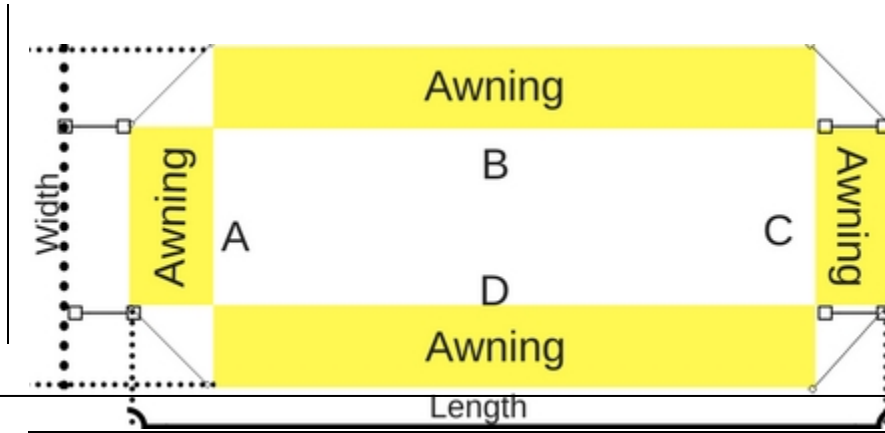
***Grass In-line Booth Space, 10' x 10':*** \_\_\_\_\_ requested x \$625= \_\_\_\_\_

#### **Miscellaneous Custom-Size "Bulk" Space:**

Custom-Size "Bulk" Spaces are stand-alone spaces with no structure provided. Availability is very limited. A quote will be provided once the exact dimensions and required electrical and/or water needs are determined for the area. Please provide a very detailed description of what your exact dimensions and Utility needs are. The earlier you contact the office about this type of space, the better the chances are that it can be found on the grounds within the Fair layout. The closer we get to the Fair dates, the harder it is to find this kind of space. Tents are NOT included in bulk space.

**Section 4: Photo and Schematic of Booth/Stand**

You **MUST** include a CURRENT clear color photograph of your booth. **IF A TRAILER IS PART OF YOUR OUTDOOR VENDING SPACE, PLEASE INCLUDE:** A detailed schematic drawing of your trailer and literature pertaining to your product(s). Complete the overhead view drawing below:



Trailer size **NOT** including awnings = Width \_\_\_\_\_ x Length \_\_\_\_\_

Trailer size **INCLUDING** awnings = Width \_\_\_\_\_ x Length \_\_\_\_\_

Indicate Cash Register Location: \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D

Indicate your service side(s): \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D

Is the tongue removable? \_\_\_ Yes \_\_\_ No, and if "No," how long is it? \_\_\_\_\_

Trailer tongue location: \_\_\_\_\_ A or \_\_\_\_\_ C

Please note anything else pertinent about the trailer or stand that we need to know:

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

**120V 20 amp service at \$75.00 each:** \_\_\_\_ Additional Requested x \$75.00 each = \_\_\_\_\_

**240V 50 amp service at \$150.00 each:** \_\_\_\_ Additional Requested x \$150.00 each = \_\_\_\_\_

### WATER-RELATED SERVICE:

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

Water Service Requested: \_\_\_\_ **Running Water** \_\_\_\_ **Access to Water** \_\_\_\_ **Sewer Connection**  
\_\_\_\_ **Access to Sewer** **Cost: \$50.00**

## 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 an hour fee per 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 for either Monday or Tuesday, July 22-July 23, 2019 between 8 AM and 4 PM on each day and for the load-out, it will only be available to be scheduled for Monday, July 29, 2019, from 8 AM to 4 PM by appointment. The Forklift appointments will be scheduled in July by our office.

**Forklift and Operator Service: Yes, for Load-in Yes, for Load-Out on Mon., July 29, 2019 (Forklift Service will NOT be available for loading-out on Sunday, July 28, 2019.)**

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 SEASON PASS:**

The Washington County Fair offers vendors the opportunity to park in a lot which is reserved exclusively for vendors which also includes a security guard attendant, thus providing a parking area that does not run the risk of filling up.

**Number of Vendor Parking Area Season Passes:** \_\_\_\_\_

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)

**MAIL:** Washington County Fair, ATTN: Julie Case, 873 NE 34<sup>th</sup> Ave., Hillsboro, OR 97124

**EMAIL:** [julie\\_case@co.washington.or.us](mailto:julie_case@co.washington.or.us) **PHONE:** 503-648-1416, Ext. 200 **FAX:** 503-648-7208

