



# July 25-28, 2019

## 2019 Food Concession 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, and for many, we know their fun is coming to the Fair and eating their favorite FAIR FOOD! 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 Food 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, 2018
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 Food Concession Information

### Commission Rates:

Food Vendors at the Washington County Fair pay a \$600 guarantee deposit and a 25% commission on all gross sales. We require you to have a Point of Sale System to operate and Wi-Fi access is not available. Our Food Vendor Auditing Program will require you to report your sales daily.

### Credit/Debit Cards:

All Food Vendors are **required** to accept credit/debit cards at their stand.

### Menu:

Your application will require you to provide us with your full menu, INCLUDING PRICES, and it's all subject to approval by the Washington County Fair, which reserves the right to add, delete, or modify the menu items and prices. If your application is accepted and a license is issued to you to be a Food Vendor at the 2019 Washington County Fair, all requests for food price or menu changes after that point, including during the run of the Fair, must be submitted in writing and approved in writing by the Washington County Fair Management.

### Soda, Waters, and Energy Drinks:

All Soda, Water, including Flavored Water, and Energy Drinks are controlled and sold exclusively by the Washington County Fair, therefore they cannot be sold by any Food Vendor, so please do not include these on your menu. You are able to request approval to sell other beverages, such as Lemonade, Iced Tea, and fresh fruit drinks.

### Trailer Food Concessions:

If you operate your food concession out of a trailer, you will be required to provide us with the exact measurements, including the tongue, awnings, counters, etc., on the application. All Trailer Concessions must have Food Service/Sales Counters out in front of the trailer. Cooking happens in the trailer, but the sales and service must take place at counters out front. It's very important that you detail the exact space needed for your entire operation, including your prep and storage space, as space is limited.

### Non-Trailer Food Concessions:

All non-trailer Food Concession spaces must use a 20' x 20' canopy that is open on at least 3 sides. You, as the Food Vendor, will be responsible for ordering and paying for the canopy from the Washington County Fair's Event Rental Supplies Contractor, All Star Tents and Party Rentals, 2705 19<sup>th</sup> Street, Salem, OR, 97302, 503-585-9408, [info@allstartents.com](mailto:info@allstartents.com)

### Small, Non-Cooking Operations:

Smaller non-cooking operations that can be conducted under a smaller 10' x 10' canopy can get approval, depending on the needs and the space available at the Fair. This includes operations to sell items like Sno-Cones, Lemonade, etc.

### Move-In Days for Food Concessions:

Move-in for all food vendors will be Sunday, Monday and Tuesday July 21- 23 , 2019 **ONLY** after you have checked-in at the Customer Service Office and picked up your packet. **NOTE:** Before you apply, if you know these 3 move-in dates do not work for your schedule, you must get prior approval **before a Vending License is issued to you.** to get different move-in dates, so please contact Fair Vendor Coordinator, Julie Case, at [julie\\_case@co.washington.or.us](mailto:julie_case@co.washington.or.us) to make these requests.

## **Additional Costs to Consider:**

Along with the cost of your Food Concession space, there are additional costs to be considered upon being accepted as a vendor at the Washington County Fair.

### **Electrical Connection:**

One 20-amp outlet is provided with your Food Concession 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. All of your equipment will be inspected by our licensed electrician and must meet all current electrical and health 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.

### **Water/Gray Water Service:**

If you will need a water service hook-up, including the gray water tanks, it will cost \$50.00 per water service hook-up, and you will need to **request this service in advance**. If you are extended a Vending License, the Water Services Fee must be paid for 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.

### **RV Camping:**

There are a limited number of RV spaces available to be utilized by vendors during the Fair. This includes 7 spaces with limited water and power at \$150.00 each, and 16 RV Dry-Lot spaces at \$100.00 each. If you are extended a Vending License, the RV Camping Space Fees must be paid for at the same time you pay the License Fee.

### **Insurance:**

The Washington County Fair requires that each accepted vendor secure a General Liability Policy of \$1,000,000.00 per occurrence, \$2,000,000.00 as the Aggregate Limit to cover July 23-29, 2019. Washington County, Washington County Fair Board, their elected officials, officers, employees, and volunteers must be named as Additional Insureds. Also, proof of Workers' Compensation Coverage must also be provided for any vendor with paid employees (including family members.)

### **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.

## SELECTION PROCESS

The number of new Food Concession applications received each year is always greater than the space we have available since we have a very high return rate with our vendors. Unfortunately, this means not all applicants will receive a Vendor License.

New applicants are selected based on the following criteria:

- Uniqueness of the menu, lack of duplication with what we currently have.
- Appearance of the Food Concession in the color photos submitted with the application.
- 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 Food Concession 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 Food Concession

Booth Name: \_\_\_\_\_

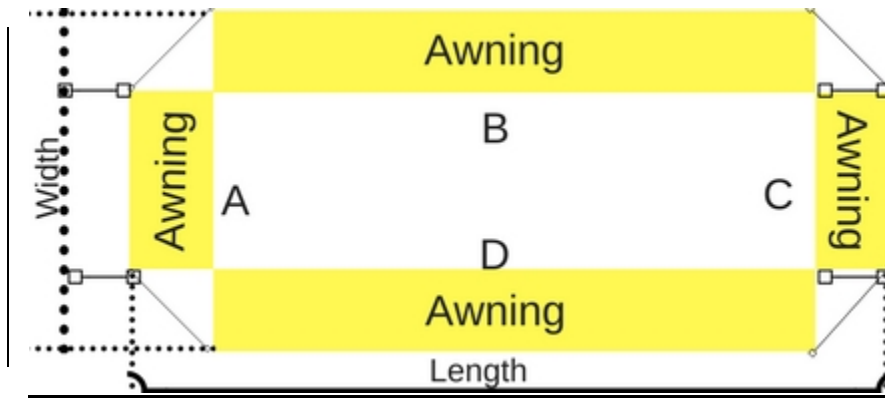
Trailer      or      Non-Trailer

**Menu items to be offered: Specifically and individually list ALL food and allowable beverage items (Lemonade, Iced Tea, or Fresh Fruit drinks) you are requesting to sell and their prices. 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: Photo and Schematic of Booth/Stand

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



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

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

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

Indicate Service Counter Location:      A          B          C          D

Indicate Cash Register Location:      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 4: 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 5: 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:**

If you will need a water service hook-up, including the gray water tanks, they will cost of \$50 per service hook-up. Please place your request here:

Water/Gray Water Service Hook-up: \_\_\_\_\_ Requested x \$50.00 each = \_\_\_\_\_

**Section 6: Parking**

**RV PARKING:**

There are a limited number of RV spaces available to be utilized by vendors during the Fair. This includes 7 spaces measuring 20' x 40', with limited water and power (only 20 amp service) at \$150.00 each, and 16 RV Dry-Lot spaces (no tents) measuring 20' x 40' with no Power or Water, at \$100.00 each. Please place your requests here:

**RV space with power and water:** \_\_\_\_ Requested at \$150.00 each = \_\_\_\_\_

**Dry-Lot RV space:** \_\_\_\_ Requested at \$100 each = \_\_\_\_\_

**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.

Number of Vendor Parking Area Season Pass: \_\_\_\_\_

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