



July 24 - August 2, 2020

2020 Inside Commercial Vendor Space Application Packet

Thank you for your interest in the 2020 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.

All sections of the application MUST be filled out or it will NOT be considered. Regardless, if you are a returning vendor or a new vendor.

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.

2020 Washington County Fair General Information

Dates: July 24 - August 2, 2020
Admission: FREE for all ages, each day, all hours of the Fair.
Fair hours:

- Friday, July 24, 2020 5:00 pm – 12:00 am
- Saturday, July 25, 10:00 am – 12:00 am
- Sunday, July 26 10:00 am – 10:00 pm
- Monday, July 27 5:00 pm – 10:00 pm
- Tuesday, July 28 5:00 pm – 10:00 pm
- Wednesday, July 29 5:00 pm – 10:00 pm
- Thursday, July 30 10:00 am – 10:00 pm
- Friday July, 31 10:00 am – 12:00 am
- Saturday, August 1 10:00 am – 12:00 am
- Sunday, August 2 10:00 am – 10:00 pm

Wingspan Event Center hours:

- Friday, July 24 5:00 pm – 10:00 pm
- Saturday, July 25 10:00 am – 10:00 pm
- Sunday, July 26, 10:00 am – 10:00 pm
- Monday, July 27 5:00 pm – 10:00 pm
- Tuesday, July 28 5:00 pm – 10:00 pm
- Wednesday, July 29 5:00 pm – 10:00 pm
- Thursday, July 30 10:00 am – 10:00 pm
- Friday, July 31 10:00 am – 10:00 pm
- Saturday, August 1 10:00 am – 10:00 pm
- Sunday, August 2 10:00 am – 10:00 pm

Website: www.bigfairfun.com
Email contact for vendors: julie_case@co.washington.or.us
Phone number: 503-648-1416, Ext. 200
Year-round office hours: 8 am to 5 pm, Monday-Friday

General Vendor Information

Indoor Space Locations:

- **Wingspan Event Center Inline Booth Space 10'X10' - \$1,295.00**
- **Wingspan Event Center Corner Booth Space 10' X 10' - \$1,495.00**

All booths inside the Wingspan Event Center come with pipe and drape and a 20-amp electrical service. Extra 20-amp electrical is available for \$110.00. 50-amp for \$150.00.

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).

REMEMBER: All Vendor Space, is licensed to you for the **ENTIRE RUN OF THE 10-DAY FAIR.**

YOU ARE REQUIRED to checked-in at the Vendor Concession Office and have been issued your Vendor Packet before moving in.

Move-In Days for Indoor Commercial Vendors in 2020 are Wednesday, July 22, Thursday, July 23, 2020, from 8 AM to 8 PM and Friday July 24, 2020 from 8:00 am to 4:00 pm. We open to the public at 5:00pm.

If additional time is needed for move in, please contact Julie Case 503-648-1416 extension 200

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:

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 \$110.00 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 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 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 for Monday or Tuesday, July 20, 21, and 22, 2020 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, August 3, 2020, 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 \$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 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. Cost is \$6.00 per day or \$50.00 for a season pass per vehicle.

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 2020 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, 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 2020 Washington County Fair!



2020 Inside 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:	_____
	<i>(Name that should appear on Vending License, if approved.)</i>
Name & Phone Number of Manager:	_____ Phone: _____
	<i>(Name of person who will run your operation at the Fair.)</i>
Permanent Mailing Address:	_____
City:	_____ State: _____ Zip Code: _____
Business Phone: (_____) _____	Home Phone: (_____) _____
	<i>(Given to Customers) (In case of emergency)</i>
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:

- **Wingspan Event Center Inline Booth Space 10'X10' - \$1,295.00**
- **Wingspan Event Center Corner Booth Space 10' X 10' - \$1,495.00**

Inline Booth _____ How many Booths _____ X \$1,295.00 _____
Corner Booth _____ How many Booths _____ X \$1,495.00 _____

All inside the Event Center booths come with pipe and drape and a 20-amp electrical service. Extra 20-amp electrical is available for \$110.00. 50-amp for \$150.00.

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:**

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 \$110.00 each: ____ Additional Requested x \$110.00 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 \$75.00 for the service. Please place your request here:

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

____ **Sewer Connection Cost: \$75.00**

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 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 for either Monday, Tuesday or Wednesday, July 21, 22 and 23, 2020 between 8 AM and 4 PM on each day and for the load-out, it will only be available to be scheduled for Monday, August 3, 2020, 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 Monday, August 3, 2020. Forklift service will NOT be available on Sunday August 2, 2020.

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, providing a parking area that does not run the risk of filling up. Cost is \$6.00 per day or \$50.00 for a season pass per vehicle.
Number of Vendor Parking Area Season Pass: # of _____

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, 801 NE 34th Ave., Hillsboro, OR 97124

EMAIL: julie_case@co.washington.or.us **PHONE:** 503-648-1416, Ext. 200 **FAX:** 503-648-7208

