

# **SOUTHWEST WASHINGTON FAIR**

## **GUIDELINES FOR COMMERCIAL SPACE RENTAL DURING ANNUAL FAIR**

### **All Commercial Renters Agree to Abide By These Guidelines In Addition to Vendor Contract**

#### **INTRODUCTION**

These rules apply to commercial and concession vendors, sponsors, associations, corporations and all other individuals while on the fairgrounds.

Exhibitors, commercial and concession vendors and sponsors agree to obey all laws and regulations of the United States, State of Washington, Lewis County and other governmental agencies or entities.

It is your responsibility to know the rules and regulations contained in this policy booklet. It is important that everyone working in your booth be aware of these rules. The management of the Southwest Washington Fair reserves the right to amend, add to and interpret the following rules and regulations to decide all questions and differences with respect to incidents connected to, arising out of, or relating to the Fair.

**SOLICITATIONS** It is the policy of the Southwest Washington Fair that:

All solicitations for sales, charitable contributions, or other purposes must be made from within the confines of an assigned booth that has been leased from the Southwest Washington Fair.

No one shall be distributing advertising matters, handbills, fliers, tokens, food samples or other materials on the fairgrounds, except from within an assigned booth or display.

The tacking or posting of any advertisement, flyers, handbills, posters, banners or any other printed matter, other than in assigned booth space, is strictly prohibited unless approved by Fair Management.

No one shall solicit or distribute materials or samples in aisles or while roving the fairgrounds.

No hawking of merchandise or products is allowed.

Anyone violating these rules is subject to removal from the fairgrounds.

#### **VENDOR AGREEMENTS**

Every individual or company doing business on the Fairgrounds during the Southwest Washington Fair must have a signed contract regarding that activity. Vendors are prohibited from assigning, subletting or apportioning the whole or part of the space assigned to them. The vendor shall display and sell only those items listed and approved on the countersigned vendor contract.

If any vendor substitutes or adds any food items, prizes, giveaways, products or services that have not been approved by the Fair Management and/or deletes any such items approved by the Fair Management, it is a material breach of the vendor contract and the Management may terminate the vendor agreement immediately upon notice to the vendor of the violation.

Included in the vendor fees for the Fair are: 12 one day admission tickets, one season parking pass for the parking lot designated on the permit.

All additional personnel working in the booth must purchase a ticket at the price of \$5.00/day up to a limited amount (see Vendor Contract) and at \$10.00/day thereafter.

#### **VENDOR SPACE SET UP**

Please see your contract regarding when you may set up. All booths must be set up completely and ready for business by 10:00 am Tuesday, August 13th. A vendor is not allowed to work on installation of their booth during operating hours of the Fair. **ALL VEHICLES MUST BE OFF THE FAIRGROUNDS EACH MORNING BY 9:45 AM.** Any improvement erected on vendor space must be approved by Fair Management. No vehicle will be allowed on fairgrounds after closing.

Booth spaces must be clean and presentable at all times. All concession material must remain in place the entire length of the Fair. No vendor is permitted to remove their display prior to 7 pm Sunday, August 18th.

All concession and concession material must be removed from fairgrounds by Monday, August 19th unless other arrangements have been made with Fair Management.

**PARKING AND TRAFFIC POLICY** ... It is the policy of the Southwest Washington Fair that::

Parking will be managed to maximize the use of areas designated for parking. All overnight parking will be in area designated by Fair Management. Fair Management reserves the right to tow away, at the owner's expense, any vehicle which in the opinion of Fair Management hinders the safety or orderly operation of the Fair. Only vehicles authorized by Fair Management are allowed on the fairgrounds during fair hours. All vehicles must be off fairgrounds by **9:45 am** during the Fair unless they have made prior arrangements with Fair Management. If you are setting up on Monday, before opening day of fair, you will be directed by traffic attendants.

#### **SECURITY**

Security begins the day prior to Fair at 10:00 am and ends after closing on the last day of the Fair. The grounds are patrolled 24 hours a day during Fair. The Fair assumes no responsibility for materials left in your booth. If you have anything in your display that could be carried away, we suggest that you take it with you when you leave each night. Report any problems to the Guest Services Booth or the Fair Office and Security.

#### **GIVEAWAYS - SAMPLING**

All giveaway items must be approved by Fair Management and must be included in your contract (i.e. key chains, pens).

All samples of food for giveaway must be approved by Fair Management and Lewis County Health Department. Upon approval, vendors are allowed to give out food samples only within the premises of their assigned booth.

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### **SALES TAX NUMBER - UBI NUMBER**

All vendors selling anything must have a Washington State sales tax number. This number must be given to the fair office - to be included on your vendor agreement.

### **INSURANCE**

Vendors must have a Certificate of Insurance naming the Southwest Washington Fair, Lewis County, their agents, officers, directors and employees as additionally insured. If you do not presently have insurance, you may be able to purchase it through the Fair Office.

### **VENDOR HOURS**

All vendors shall open their booths on time and remain open until specified closing times. The Fair gates open at 7:00 am for exhibitors. During all hours of the Fair, vendor booth must be staffed by a competent attendant. For security reasons all persons must leave the grounds within 1 hour of closing each night. No one is allowed to stay overnight in their booth.

Vendor hours are as follows: Tuesday - Wednesday - Thursday... 10 a.m. to 10 p.m.      Friday and Saturday ...10 a.m. to 11 p.m.      Sunday...10 a.m. to 7 p.m.

### **RAFFLES**

A copy of registration with the Washington State Gambling Commission must be provided to the Fair Office, along with an application for raffles. Groups must have approval from the Southwest Washington Management. The name, address and phone number of the winner of the raffle must be provided to the Fair office within two (2) weeks after the date of the drawing. If a raffle is being conducted in a commercial space, the group will pay commercial rates for that space. If raffle is conducted outside of a commercial space a \$100.00 fee will be charged for the booth to hold the raffle. The Southwest Washington Fair retains the right to limit the number of raffles on an annual basis.

### **GIVEAWAYS**

All giveaway items must be approved by Fair Management and must be included in your contract (i.e. key chains, pens).

All samples of food for giveaway must be approved by Fair Management and Lewis County Health Department. Upon approval, vendors are allowed to give out food samples only within the premises of their assigned booth.

### **HEALTH DEPARTMENT REQUIREMENT for ALL FOOD CONCESSION VENDORS**

Each food booth needs a permit from Lewis County. This permit must be applied for at least seven (7) days prior to fair. Contact Lewis County Public Health Services directly at [www.lewiscountytwa.gov](http://www.lewiscountytwa.gov) or (360) 740-1222 for more information.

### **ACCOUNTING REQUIREMENT for ALL FOOD CONCESSION VENDOR**

Food Concessionaires must turn in a "Daily Sales Report" with a "Z" tape from your register and any over-ring slips attached daily. Any "voids" on the "Z" tape will be added back into gross amount. Turn in the "Daily Sales Report" to the concessions office every day between 8:30 am and noon; along with the previous day's register tapes. A new form will be given to you each day. On Sunday, bring your summary sheet to the Fair office between 8:30 pm and 10 pm with payment for the balance owed on your account. Payment for your balance owed must be made on Sunday, August 18th before you leave the grounds. If you fail to do this, an additional \$100.00 will be added to your fee. The fee for your booth is 20% of gross sales, \$500.00 minimum. All Food Booths must use a cash register.

### **INSURANCE**

Vendors must have a Certificate of Insurance naming the Southwest Washington Fair, Lewis County, their agents, officers, directors and employees as additionally insured. If you do not presently have insurance, you may be able to purchase it through the Fair Office.

### **ELECTRICAL AND PLUMBING**

All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved - not the parts only - but the complete product. Vendors must use **grounded extension cords**. Electrical appliances such as coffee pot, air conditioners, heaters, etc., which draw more than 200 watts and are intended for personal use are not allowed. If your booth needs power, you need to request this in writing prior to the fair. We have limited power supplies. There may be an additional charge for large power needs. Concession vendors will be billed after the Fair (see contract).

### **CAMPING**

All overnight camping is restricted to camping areas only (Oak Grove and Bridle Acres). Camping must be arranged and paid for prior to the Fair at the Fair Office. During the Fair, space may be purchased at the Guest Services Booth if available. Please call the office for fees and availability. Space will be assigned at the time payment is received & no spaces will be held without payment.

### **PETS**

The only animals permitted on the grounds are entries and service dogs. All other animals are prohibited.

### **TENTATIVE FAIR OFFICE HOURS**

*The week prior to the fair:*

Monday—Monday ..... 8:30 a.m.—7 p.m.

*During the fair:*

Tuesday...Thur..... 8:30 a.m.—10 p.m.

Friday & Saturday ..... 8:30 a.m.—11 p.m.

Sunday..... 8:30 a.m.—9 p.m.

**Vendor Agrees to Abide By These Rules at Fair Time:**

Vendor Business Name

Vendor Contact Signature

  X  

Date

  X