



Kittitas County Fairgrounds

512 N. Poplar
Ellensburg, WA 98926
1-800-426-5340 · 509-962-7639
Fax: 509-962-7010



2011

Commercial and/or Concessionaire Applicant,

Thank you for inquiring about a Commercial and/or Concessionaire space at the 2011 Kittitas County Fair. The dates for this year's Fair are September 1-5, 2011. Please review the enclosed information carefully, prior to filling out the application.

IMPORTANT NOTE: **Returning your application does *not* guarantee you a space at the Kittitas County Fair.** All applicants will be contacted in writing advising them of the disposition of their application as soon as possible.

APPLICATION: Please complete the enclosed application and return it as soon as possible. Applications will be juried in the order received. When completing your application, it is important that you be very detailed in listing the items you intend to sell. Try to avoid using such terms as "etc." or "accessories" when making your list. Contract space, if granted, will be contingent on the items listed, and we will not allow the sale of any item that is not on your product list.

SELECTION: To further assist our staff in considering your company and/or product, please include brochures or photos of your product along with photos or a drawing of your booth set up. **PHOTOS WILL NOT BE RETURNED.**

DO NOT SEND ANY MONEY AT THIS TIME. New vendors will not receive verification of availability of space until after March 15th, 2011. If you have any questions or concerns, please do not hesitate to contact me by phone or Email at kathryn.anderson@co.kittitas.wa.us

Sincerely,

Kathryn D. Anderson
Administrative Secretary
Kittitas County Fair

enclosures

KITTITAS COUNTY FAIR

Application for Commercial/Concessionaire Booth Space

2011 Fair Dates: September 1-5, 2011.

Please complete this application and return it to the fair office. This application is not an offer of space. **DO NOT SEND MONEY AT THIS TIME.** New vendors will not receive verification of availability of space until after March 15th, 2011. All questions must be answered completely before consideration can be given. Please include a photograph of the booth, along with a copy of your liability insurance. Photographs become property of Fair Management and will not be returned.

SPACE PREFERENCE: OUTSIDE SPACE INSIDE SPACE
 10'x10' _____ **Home Arts Bldg.** 8'x8' _____
 10'x20' _____ **Armory Bldg** 8'x10' _____ (Photography/Fine Arts Only)
 10'x30 _____
 Other _____ **Food Vendors** (Specify exact dimensions of booth) _____

Dimensions of booth MUST INCLUDE TONGUE OR TIE DOWNS - THIS IS STRICTLY ENFORCED!!

CHARGES:

- Booth Rent (for commercial vendors – see accompanying breakdown)
- Security Deposit (for percentage-based vendors and concessionaires – per contract)
- Temporary Food Service Permit Application (concessionaires purchase from KC Health Department)
- \$10.00 Temporary City Business License or copy of current Ellensburg Business License (payable to KC Fair)
- Electrical Charge for usage over 1.5 kw

REQUIRED:

State of Washington Tax Revenue Number
Photographs of Booth
Two Business References
Copy of Product Liability Insurance (send only if accepted and contract sent)

PRODUCT LIST - Please list items you desire to sell at the fair. List by product name, brand, and description. Be specific - contracted use will be based on this list, which may be approved in whole or in part (extra space provided on back page).

USE CLAUSE WILL BE STRICTLY ENFORCED!!

<u>Name</u>	<u>Brand</u>	<u>Description</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

BUSINESS REFERENCES: (Prefer references of other Washington Fairs)

Name	Address	Phone
_____	_____	_____

Name	Address	Phone
_____	_____	_____

COMPANY INFORMATION: (PRINT legibly – Fill out complete mailing address)

Company/Organization: _____

Mailing Address: _____

City _____ State _____ Zip _____

Owner/Manager: _____ **Phone:** _____

Washington State Tax ID Number: _____ **Fax:** _____

Ellensburg City Business License: (check one) YES ___ NO ___ **Email:** _____

Signature _____ **Date** _____

Return form to: **KITTITAS COUNTY FAIR**
 512 North Poplar
 Ellensburg, WA 98926

COMMERCIAL BOOTH RENTAL FEES

2011 Kittitas County Fair

(Prices subject to change)

OUTSIDE SPACES

All Spaces are 10' x 10'

One Sided Booths	\$300.00
Corner Booths (Two sided)	\$325.00
	\$400.00
Three Sided Booths	\$450.00
South East Area Booths (Under Eaves of 4-H Building)	\$450.00

INSIDE SPACES

Home Arts Building (All spaces are 8' x 8')

One Sided Booths	\$365.00
Corner Booths	\$390.00

Armory Building (All Spaces are 8" x 10' (Fine Art and/or Photography Vendors ONLY)

One Sided Booths	\$300.00
Corner Booths	\$325.00

FOOD CONCESSIONAIRES

For more information call Kathryn @ 509-962-7639 or 800-426-5340

**RULES AND REGULATIONS
FOR COMMERCIAL VENDORS & FOOD CONCESSIONAIRES
AT THE KITTITAS COUNTY FAIR**

1. All vendors must be in place and ready for business no later than 10:00 am Thursday, (First day of Fair). All vendors will be open for business during Fair operating hours (see Vendor Handbook). **No booths may be dismantled or moved prior to 6:00 pm on Monday, Labor Day.**
2. **Set up day:** Prior to Fair, Concessionaires may begin setting up their booth space No Earlier than Monday, and Commercial Vendors may begin setting up their booth space No Earlier than Tuesday. During the Fair, booth personnel must work within the bounds of their space.
3. **Hours:** All vendors must have an attendant between the following hours: 10:00 am and 10:00 pm on Thursday through Sunday; and 10:00 am and 6:00 pm on Monday, Labor Day. Exception is educational non-profit booths only if arrangements are made with Fair Administration.
4. **Tear Down:** All booths must be removed from the fairgrounds no later than Tuesday following Fair, 5:00 pm. Any materials or equipment which has not been removed 48 hours after the close of the Fair shall become the property of the Fair, and if deemed appropriate, the Fair may take other steps which may involve disposing of such materials and equipment.
5. **Indoor Vendors:** The Fair will provide curtained booth space for all inside vendors - outside vendors are required to furnish their own. All decorations must be fire resistant proof (see Fire Rules and Regulations).
6. **Vendor/Concessionaire Booths:** Each vendor shall keep a neat and orderly booth, and shall at the end of the term, leave the premises clean of all refuse and materials. The Fair Administration will be the exclusive judge of the amount of damage or cleaning costs, to be charged vendor, after an inspection of area is done immediately after Fair closes.
7. All vendors shall provide an acceptable booth to house their display. Tables shall not be considered unless they are incorporated into an acceptable booth. Canopies are strongly recommended for outside booths. All booths shall have skirting - either wood or other suitable material - which will conceal boxes and other storage containers. **No supplies or other material will be stored where it is visible to the public.**
8. A vendor may only occupy a booth space that has been assigned by the Fairgrounds Administration and/or the Fair Board Director of Commercial Vendors/Concessionaires. The Director in charge, Vendor Superintendent, and Administration, only, may approve moving from one location to another.
9. All vendors and concessionaires shall comply with all rules and regulations, and laws of any government agency, (City, County, State), controlling the business of the vendor, (see Vendor Handbook).
10. **Sell within designated area:** No vendors will be allowed to sell outside their designated space. No walk-about selling (including in aisles or while roving on the grounds), day or night, will be permitted. No person shall be permitted to distribute advertising matter, handbills, fliers, tokens or other material at the Kittitas County Fair, except from their leased commercial/concessionaire booth or display space. Tacking or posting of the contracted space is prohibited. Anyone violating this rule is subject to removal from the Fairgrounds, forfeiting all contract money paid.
11. **County Ordinance #5.28 030, Soliciting Funds and Sales:** No person on the Kittitas County Fairgrounds shall solicit funds or offer any merchandise or services for sale unless they have been authorized, contracted, and licensed as a commercial vendor or concessionaire. Penalty for violation of this code is a fine of not more than two hundred fifty dollars and a term in jail not exceeding thirty days.
12. **License:** If the vendor is involved in either direct or indirect sales, it is agreed that he will purchase a temporary Ellensburg City Business (merchant) license at a cost of \$10.00. **This license is purchased through the Fair office and will be paid before the May 1st financial deadline.**
13. **All vendors shall have a Washington State Tax number** to sell any items at the Fair. Contact the Washington State Department of Revenue at 1714 S. 16th Ave., Yakima, WA 98902 (509) 575-2783.

14. **Admission:** Each commercial vendor shall receive worker's Season Passes for each separate location. The number of passes is determined by the cost of the booth rental. Each vendor is entitled one season pass per \$100.00 booth rent, with a minimum of two (2) passes, and a maximum of six (6). Concessionaires receive passes based on their gross percentage from the previous year. Additional passes may be purchased from the fair office at \$21.00 per season pass. Season passes are transferable but can be used by only one person per day. **Vendors are responsible to get passes to workers prior to Fair. No worker will be allowed to enter gates without a pass. NO EXCEPTIONS.**
15. **Prohibited Displays/Sales/Materials:** It is understood by Lessee that Kittitas County will not permit the display, promotion, sale or use of alcohol, illegal drugs and/or related paraphernalia, or any other merchandise identified herein or otherwise prohibited by state or local statute. No vulgar, offensive or obscene material of any type or nature will be displayed, exhibited, presented or offered for sale. The Fairgrounds Administration and/or the Fair Board Director(s) of Vendors shall be the sole judge of what is vulgar, offensive, or obscene and their judgment shall be final. Failure to abide will result in expulsion from the Kittitas County Fairgrounds and forfeiture of all rental monies paid by the terms of this agreement.
16. **Ban Of Items Sold:** Lessee agrees that the Fairgrounds Administration and/or the Fair Board Director(s) of Vendors reserves the right to ban the sale of any item that, in their sole opinion, presents a risk to public safety or could be construed to be a nuisance. These items include, but not limited to the following: laser items & pointers, hair paint spray, silly string, snap poppers, poppets, pull poppers, fart gas, fart bags, bomb bags, cap guns, caps, spud guns, or any real weapon look-alike, and lighters are to sold to legal age only (no sales to minors).
17. **Displays & Sales:** All vendors, when granted a privilege to display and sell merchandise may do so, only as stipulated by conditions agreed to in a validated contract. Under no circumstances can the privilege holder sublet to or authorize any other individual or firm to use described vendor space. Infraction of this rule will result in immediate dismissal of the unauthorized operator as well as rescinding all privilege rights of original vendor. **Only those items listed in the contract may be sold from the assigned space. If items have not been added to the current contract before Fair, the vendor will not be allowed to sell them.** Be thorough when making out the list of items. The Fair Administrative Secretary and/or Director in charge is the sole judge as to what can and cannot be sold, and will be strongly enforced.
18. **Give-Away Items & Samples:** No gas balloons or similar novelties may be given away without approval of the Fair Administration. **Commercial vendors** will not be permitted to give away food and drink, except in form of samples, as means of promoting a product being sold by the vendor. Only those sample items listed in the contract may be given away as samples. **Concessionaires** can only sell food items listed on their contract - No non-food items may be sold.
19. **Re-Stocking:** Vendors with vehicles will be allowed through the 7th/Poplar Vendor gate between 7:00 am and 8:45 am during the five days of fair. No vehicles are allowed through the gate after 8:45 am, except concessionaires with special vehicle pass to re-stock booths. Commercial vendor vehicles must be off the grounds by 9:00 am, Concessionaire vehicles must be off grounds by 9:45am. No all-day vehicle parking is permitted on the Fairgrounds. Do not park in front of doorways or in vehicle traffic lanes. Your vehicle will be towed away. **Please put the following information on your dashboard so you can be found in an emergency: your name and the building or location where you can be found.** Restocking is permitted in the evenings after 10:00 pm for a limited length of time. Indoor vendors must be out of buildings immediately after closing, unless arrangements are made with the Director in charge of building. Buildings are secured immediately after closing. Unload quickly and get your vehicle off the grounds. Buildings will be open for vendors at 8:00 am.
20. **Security:** The Fair will not assume any responsibility for damaged or lost articles of vendors, but will use every means possible to protect said vendors by furnishing 24-hour security on the grounds. However, they will not be checking individual tents, and booths, so vendors should remove anything of large value or provide your own security from 10pm to 10am the next morning. Buildings will be locked at closing time each evening. There will be no re-stocking of booths after closing. All buildings will be open at 8:00 am daily for commercial vendors only.

21. **Extortion:** The Fair Administration will use every precaution to guard against extortion, in any form, practiced upon patrons of the Fair. A violation of this rule will cause the forfeiture of the contract money paid, or expulsion from the grounds, or both, as the Fair Administration may direct.
22. **Ups / Mail / Shipment Of Product:** A time and place will be designated each year for package delivery and pick-up on or near the Fairgrounds. The 7th /Poplar Vendor Gate is where UPS waits for pickup from the hours of approximately 11:30am to 12:00pm. This information will be in your vendor packet and posted in the Fair office, as well as announced on the P.A. system. **Absolutely no packages will be signed for at the Fair office prior to or during the fair.**
23. **Public Address Systems:** Use of public address systems and other sound amplification will not be permitted except by special arrangement and approval from the Fair Administration.

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512 N. Poplar
Ellensburg, WA 98926
509-962-7639 or 800-426-5342 FAX 509-962-7010

www.kittitascountyfair.com
kathryn.anderson@co.kittitas.wa.us

FIRE REGULATIONS: VENDORS AND USERS

International Fire Codes®

Chapter 24

The following fire regulations are mandatory and shall be carried out by all persons utilizing a designated space or booth at the Kittitas County Fairgrounds:

FIRE ACCESS: Section 2403.8.5

1. No display or exhibit shall be installed or operated that will interfere in any way with access to any fire lane, fire break, exits, or with the visibility of any exit, or of any exit sign.
2. No display shall block access to fire-fighting equipment such as fire extinguisher stations, fire hose cabinets, and fire hydrants.

TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES: Section 2404

3. **Flame-resistant treatment:** (Section 2404.2) The owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effect shall be composed of flame-resistant material or shall be treated with with a flame retardant in an approved manner, (see NFPA 701).
4. **Label:** (Section 2404.3) Tents, canopies, or membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type.
5. **Certification:** (Section 2404.4) An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent is located. The affidavit shall attest to the names and address of the owners of the tent, canopy, or membrane structures.
6. Any display, exhibit, booth or temporary construction in connection therewith shall not be built of highly combustible material. Any combustible construction material must be approved by the Ellensburg Fire Marshal prior to use.
7. Any paper or fabrics used in construction of displays or vendors shall be fire resistive or treated with an approved fire retardant solution prior to use in displays.
- 8.

ELECTRICAL:

9. All electrical extension cords must be of the three-wire, grounded, hard usage type #14 minimum. The capacity of the extension cord must be greater than the total capacity of the equipment supplied. No two-wired extension wiring will be allowed. All extension wiring shall be protected from physical damage and must be maintained in good condition, free from damage.
10. Electrical equipment and installation shall be inspected and approved by the State Electrical Division or licensed electrician.

COMMERCIAL COOKING: Section 2404.

11. Commercial cooking will only be allowed in approved locations and with approved equipment. Prior approval by the Ellensburg Fire Marshal is required.
12. **Open or exposed flame:** (Section 2404.7) 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 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official. All units are required to be inspected prior to use. Any other open-flame equipment must be used in an approved

outside location. All such locations shall be provided with a minimum of 2A, 10BC rated fire extinguisher, mounted in a location accessible to occupants.

13. **Portable LP-gas containers,** (section 2404.16.2.1) with a capacity of 500 gallons (1893L) or less shall have a minimum separation between the container and structure not less than 10 feet.
14. The use and storage of portable Liquefied Petroleum (LP) Gas containers inside buildings or tents is prohibited.
15. **Protection and security:** (Section 2404.16.3) All Liquefied Petroleum (LP) Gas tanks located on the exterior of buildings or tents shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP- gas containers shall be securely fastened in place to prevent unauthorized movement..
16. The use, storage, and handling of all flammable and combustible liquids shall be subject to written approval from the Ellensburg Fire Marshal.

SMOKING: Section 2404.6

17. By order of the State Fire Marshal, NO SMOKING will be allowed in the tents, canopies, membrane structures, inside all buildings, and barns.

COMBUSTIBLE MATERIALS: Section 2404.5

18. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. The quantity and location of the above materials is subject to review by the Fire Marshall.
19. Shavings, sawdust, bark dust or like material utilized for a public performance or exhibit shall be prohibited unless treated with an approved fire retardant solution prior to use.
20. The areas within and adjacent to the tent shall be maintained clear of all combustible materials, waste, or vegetation that could create a fire hazard.
21. Trash receptacles used in displays and exhibits shall be constructed of a non-combustible material.
22. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

VEHICLES ON DISPLAY INDOORS: Section 314.4

23. The use or exhibiting of gas or liquid fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:
 - a) The battery or batteries must be disconnected.
 - b) The battery terminals must be insulated in a safe and approved manner.
 - c) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
 - d) Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - e) Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

I have read and accept all of the above Rules & Regulations set up by the International Fire Codes.

Vendor/Users **Print Name & Company**

Signature

Date

Phone #