

## Requirements for Vendors & Concessionaires Fair 2005

- ❖ Each exhibitor needs to have signed and returned the original copy of the Space Reservation Agreement along with payment to the: Jefferson County Fair, PO Box 242, Port Townsend WA 98368 If you have any questions please call (360) 385-1013 or email: jeffc fairgrounds@olympen.com.
- ❖ **All** vendors must show proof of insurance with a minimum liability of \$1,000,000 on Bodily Injury/property Damage Listing the JCFA as additional insured. Proof of insurance must be on file in the Fair Office before opening day. Insurance can be purchased through the JCFA. At the JCFA's discretion certain low impact vendors may sign an insurance waiver. Contact the Fair Office for details.
- ❖ We do not grant exclusivity for any products. The JCFA reserve the right to limit the number of vendors selling/displaying "like items" in order to provide a wide variety of products and services for the general public. JCFA reserves the right to limit the number of concessionaires offering the same/similar food.
- ❖ Free standing booths or concession stands may be subject to inspection by the State Electrical Inspector. A black or red seal from Labor and Industries must be on any wheeled vehicle and will be subject to inspection.
- ❖ Food vendors must obtain a County Health Permit from the Jefferson County Health Department, 615 Sheridan, Port Townsend WA 98368. Phone (360) 385-9400, at least ten days prior to the fair. All vendors must comply with all applicable City, County, State and Federal laws and regulations
- ❖ **Fireworks or any materials considered hazardous WILL NOT be allowed** The JCFA reserves the right to restrict or remove vendors, without refund, that have been misrepresented to the JCFA in application or operation or are deemed to be unsuitable or objectionable by the JCFA. This applies but is not limited to noise, persons, animals, things, conduct, printed materials, or anything of a character that might be objectionable to the show or the management. Offenders will be asked to leave the fair if any of the terms are violated. As an offender no refund will be given
- ❖ Fair hours are Friday and Saturday from 10:00am to 10:00pm. (Buildings close at 9pm) Sunday hours are from 10:00am to 6:00pm. Booths and concessions must be occupied at all times. No items are to be removed prior to Sunday closing time except for those sold. Exhibits may be removed after 6:00pm Sunday. **NO VEHICLES WILL BE ALLOWED ON THE GROUNDS UNTIL 7pm**, to allow pedestrian traffic to clear. Exhibits may also be removed on Monday from 9:00am to 4:00pm. **Vendors leaving before 6pm will not be invited back next year.**
- ❖ All booths must be ready for operation by **NO LATER** than 9:45am Friday and **ALL VEHICLES REMOVED FROM THE FAIRWAY**. Buildings will be open Tuesday through Thursday for booth preparation between 9:00am and 8:00pm, and Friday morning after 7:00am. During the fair they will be opened at 9:00am.
- ❖ Distribution of advertisements, promotional brochures, solicitations or any sales, **must be** confined to rented booths or spaces. This includes the placement of materials on parked vehicles within the fairgrounds.
- ❖ All press, commercial photographers, etc must report to the Fair Office to obtain a Fair Press Identification Badge so you will be readily identifiable to the Fair Staff.
- ❖ **NO DOGS OR PETS** (except guide dogs on a leash and 4H Show dogs) are allowed on the fairgrounds.
- ❖ Rental fees are payable when the Space Reservation Agreement is returned. Any booth where sales are made will pay 10% of gross sales after sales tax, payable at 6pm Sunday. Food booths will pay 15% of gross sales after sales tax. The restaurant building will be open after 6:00pm for receipt of booth sales payments.
- ❖ Notice of reservation cancellation must be received at least 30 days prior to opening day in order to receive rental refund.
- ❖ Vendors will receive 6, single day Vendor passes with paid booth contract. Vendors renting two booths will receive 12 passes. Vendors have the option to purchase (in advance) additional passes for booth workers at \$3.00/single day pass. Discount season passes may also be ordered at \$10.00 each. Passes will be mailed to vendors with contracts completed at least two weeks prior to the Fair. All other vendors must pick up their passes at the Fair Office prior to Thursday at 10pm. There will be no advance passes sold after 10pm Thursday night of Fair week. **It is the responsibility of the vendors to hand out**

**passes to their staff. No persons will be allowed to enter the Fair without a pass or paid entry. No Passes will be held at the gate.**

- ❖ For your convenience RV and campsites are available on the fairgrounds. **All vendors camping on the grounds will be required to stay in the campground.** Please use the enclosed form for your camping reservation or contact Glenda Meek, PO Box 1141 Port Hadlock, WA 98339- Phone (360) 385-0195 (after 5:30PM). Free vehicle parking is also available on the fairgrounds.
- ❖ Best-decorated booth or concession in the theme of the fair will receive cash prizes. Fair theme is “On the Trail with Lewis & Clark”. Prizes will also be awarded to the booth with the best interactive-educational display. (See flyer included for additional information) Cash prizes for each category: First place- \$75.00, Second place- \$50.00, and third place- \$25.00.
- ❖ Please help us maintain the Booth Spaces. Approval from the Fairboard is required for painting or changes. Please remove all staples, nails, etc. from your booth space. Your help to maintain the booths is greatly appreciated.

**Questions regarding the government of the Fair shall be addressed to the Jefferson County Fair Association**