



Vendor Contract

Wheat Land Communities' Fair

P.O. Box 14 Ritzville, WA 99169
E-mail: fair@goritzville.com
Website: www.fair.goritzville.com

Please read and fill out the contract completely and return with your payment and proof of insurance by Sunday August 13th for consideration.

Booth Name: _____
Contact Person: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____
Cellular Phone: _____ E-mail: _____
UBI: _____

We agree to appear at the Wheat Land Communities' Fair, Aug.31- Sept 3, 2017, in Ritzville, Washington and understand the rules as stated in this contract.

Vendor Signature: _____ Date: _____

Thank you for being a part of our fair!

Certificate of Insurance: All vendors are required as a condition of this contract to provide a copy of their certificate of liability insurance. If you do not have your own insurance, an Additional Insured Endorsement may be available through the Wheat Land Communities' Fair at an additional cost. Please call for more information.

Space Requirements: Standard booth dimensions are: 8' x 8' for indoor space and 10' x 10' for outdoor space. Indoor booths will be provided with drapes for the back and sides. If needed, vendor must provide their own tables and chairs. Electrical connections and water service may be available if needed. Location will be determined by Fair Management. Every effort will be made to accommodate your preference of location as indicated:

- Inside a building (Corner Perimeter Inside)
 Outside building
 Electrical required # outlets _____ Amps required _____

Fees: Fees are based on location, date of application, services required and type of booth. Fees must accompany all contracts.

<u>Vendor/Location</u>	<u>Rate</u>	<u>Rate after Aug. 13th</u>
Commercial – Inside, per 8 x 8 space	\$110.00	\$125.00
Commercial – Outside, per 10 x 10 space	\$110.00	\$125.00
Food Vendor - Outside	\$110.00	\$125.00
Educational/Non-profit – Inside, per 8 x 8 space	\$45.00	\$55.00

Commercial Vendors: A detailed list, catalog and/or brochure of products you wish to sell and/or display is required as a condition of this contract, including prices, along with a photo or sketch of your booth. Please attach when submitting your contract. The Fair reserves the right to limit the sale or display of any item(s) that may be objectionable or detract from the common good of the Fair and its patrons.

Food Vendors: A detailed list or menu of items you wish to sell is required as a condition of this contract. Please attach when submitting your contract. The Fair reserves the right to limit menu items to prevent duplication with other concessions.

Food concessionaires must obtain a Temporary Food Service Permit from the Adams County Health Dept. (509-659-3321) prior to the first day of the event. Fees double if permit not issued in advance.

Educational/Non-Profit Vendors: A brief description of the theme of the booth is required as a condition of this contract. No items may be sold from the booth. The Fair reserves the right to limit any theme that may be objectionable or detract from the common good of the Fair and its patrons.

Theme:

Vendor Passes: All vendors will be issued two transferable passes for authorized persons working in the booth. A vehicle pass will be issued to all vendors which will allow limited access to the grounds for restocking before and after fair hours.

Camping: RV and campground facilities are available at the fairgrounds on a first come, first serve basis for an additional fee. RV's parked anywhere on the grounds will be assessed the same rate as those in the designated RV area.

Fair Hours, Check-in, Set Up and Take Down: Daily fair hours are 10am-9pm on Thursday, 10am-10pm Friday & Saturday, and 10am-2pm on Sunday. All vendors must check in at the fair office. Upon receipt of the completed contract (including proof of insurance) and applicable fees, vendors will be notified of their location and provided with passes.

Vendors must be set up and have support vehicles off of the grounds by 8am on Thursday and by 10am each day thereafter. Vendors may begin taking down their booths at 2pm on Sunday. It is important that all vendors remain in place until the end of the fair. Vehicles will only be allowed on the grounds after 2pm. **NO EARLY DEPARTURES ALLOWED.**