

OTHELLO FAIR - FOOD VENDOR REGISTRATION GUIDE

Booth Requirements/Info:

1. Point of contact for Food Vending: Anthony Dailey (509)660-0009 firetr5@hotmail.com
2. All food booth applicants must submit a completed food vendor application with a menu and a picture of your booth closed for transport and a picture of your booth set up.
3. **Vendor registration fees must be received no later than September 1st if paying by check. If you are unable to send payment in advance, payment must be made in cash or money order upon arrival, but BEFORE you are able to set up. We will not accept checks at the fair.**
4. Included with the registration fee are two vendor passes to the fair and one back gate parking pass. Additional passes can be purchased at the fair office or sent in with your application registration fees. Prices are listed on the Food Vendor Application.
5. **All vendors must be completely set up and operating by 10:00am Wednesday (the first day of fair) and cannot be disassembled or closed before 11:00pm on Saturday (the last day of fair).**
6. If it is necessary to bring a vehicle into the fairgrounds to restock your booth, this is only permitted from 7:00am-9:00am each morning. **Under no circumstances will any vendor vehicles be allowed on the fairgrounds after 9:00am.**
7. All vendors and your representatives shall conduct his/her business in accordance with the laws of the State of Washington and the Othello Fair Board. All business will be conducted in your designated area only.
8. Othello Fair Board does not in any manner guarantee or assure the vendor that sidewalks, paths, streets, or avenues on its grounds, aisles, and passageways in its buildings, stands or enclosures will be kept free from obstruction caused by people crowding, loitering, standing or sitting therein. Passage through such crowding or blocking of said sidewalks, paths, streets, avenues, aisles, or passageways shall in no manner affect the terms of the vendor agreement.
9. At the expiration of the agreement, premises occupied by the vendor shall be surrendered to the Othello Fair in the same condition as when vendor possession was taken. Before you leave, your area is to be 100% free of any/all debris, food, or trash. If your space is not left in the same condition you arrived, you will not be asked to return to this fair in the future.
10. The vendor assumes all risks of damage or loss to person or property from all and every cause; including fire, weather elements, violation of law or negligence either on the part of Othello fair, its servants, agents, or employees or any other person; it being the understanding and agreement between the parties that they Othello Fair incurs no liability or obligation to the vendor other than to permit him/her the use of the ground or space as described. Natural disasters shall not in any manner affect the agreement between any vendor and Othello Fair.
11. All vendors must be insured and be required to have a current certificate of insurance to be sent to Othello Fair with signed agreement the following coverage amounts:
 - a. Bodily Damage - \$300,000 each person injured / \$300,000 each occurrence
 - b. Property Damage - \$100,000 each occurrence / \$100,000 aggregate
12. Othello Fair has the right to ask you to leave or, if necessary, to remove you from the fairgrounds if anything you are selling is not in the best interest of the fair. There will be no refunds.
13. All vendors may be inspected periodically without notice by the Adams County Health Department and/or Othello Fair Board Members.
14. Vendors must keep their area neat, clean and safe. All materials for decorating must be fire-resistant.

Advertising Restrictions:

1. No person will be permitted to distribute advertising materials upon the grounds except from their place of business or vendor space. The taking or posting of any advertisements, bills, etc. other than within the space occupied by the vendor is strictly prohibited. Anyone violating this rule is liable for a fine of no less than \$250 and/or permanent expulsion from the grounds.
2. Begging, soliciting, petition signing, or public speaking is positively prohibited. The parking lot is included in these advertising restrictions.

General Info & Policies:

1. Fair Hours:
 - a. Wednesday 10:00am - 10:00pm
 - b. Thursday 10:00am - 10:00pm
 - c. Friday 10:00am - 11:00pm
 - d. Saturday 10:00am - 12:00am
2. Fair Office Hours: Monday-Sat. 8:00am - 8:00pm
3. All vehicles needed for delivery/restocking must be removed as soon as delivery has been made to allow for space for other vendors' deliveries and restocking needs.
4. All vehicles will be parked in designated areas only. This rule will be strictly enforced for the protection and safety of vendors, their exhibits, and spectators at the fair and to allow space for emergency vehicles.
5. Parking at the Back Gate is \$10.00 for the week and requires a parking pass for each vehicle parking at this lot. One Back Gate parking pass has been included. Additional passes can be purchased as part of your application, at the Back Gate, or at the Fair Office all week.
6. If camping, please obtain a Campground Registration (found on our website www.othellofair.org). **Registering as a vendor does not register you for a camping space.** This requires a separate registration form and separate fee to be sent in. Camp spaces fill up fast and are on a first come first served basis.
7. Othello Fair will not be responsible for loss, damage or injury of any person, animal or personal property while on the fairgrounds or in connection with fair activities. The Othello Fair Board will take every precaution within its power for the safe preservation of all vendor supplies, articles, and/or displays.
8. No smoking is allowed in any fair buildings - State law requires you to be a minimum of 20 feet away from any access (doors, windows, vents) to any building.
9. Pets are only allowed in the campgrounds during the fair. Exceptions are service animals and Police/Sherriff K9s. All dogs must be kept on a leash. If any animal is causing disturbances, the owner will be asked to remove the animal from the fairgrounds and/or be asked to leave the fairgrounds.
10. Othello Fair Board reserves the right to remove any individual or group whose conduct or actions are not in the best interest of the fair attendees, other vendors or board members.

Note from the Adams County Health Department:

The following link is a fillable pdf with an online payment link at the bottom. There are two Health Department email contacts if vendors have any questions.

https://www.co.adams.wa.us/temp_food_point_and_pay.fi.pdf

Let us know if we can assist you in any way.

Environmental Health Director

425 E main St, Suite 700 - Othello, WA 99344

509-488-2031 Ext. 2056 - Fax 509-331-0030 www.co.adams.wa

OTHELLO FAIR FOOD VENDOR APPLICATION

BUSINESS NAME / ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PRODUCT(S) _____

CONTACT NAME & PHONE _____ (____)____-_____

EMAIL _____

WERE YOU A VENDOR AT OUR FAIR LAST YEAR? YES____ NO____

Each vendor space comes with one back gate parking pass and two week-long gate entry vendor passes. If you require more, please specify how many and add this to your check total.

Please check/fill in applicable boxes...

Food Booth Fee	\$750	#	\$
Additional Back Gate Parking	\$10	#	\$
Youth (6-14) weekly pass	\$15	#	\$
Adult (15+) weekly pass	\$24	#	\$
Senior (60+) weekly pass	\$15	#	\$
TOTAL TO BE INCLUDED:			\$

Will your booth require electric accessibility? Yes____ No____

1. Please read and familiarize yourself with the Othello Fair Food Vendor Registration Guide.
2. Please attach a detailed list of all items to be sold and attach a photo of your setup booth.
3. If you require a camping space for the week, please complete the separate camping registration and mail this separate form as well, we cannot guarantee a camping space without all campground paperwork and payment. *****Please email Becky becsterflint@yahoo.com for the campground form.*****
4. Payment needs to be in the form of Check, Money Order or Cashier's Check to Othello Fair – please do not send cash! Payment needs to be received by September 1st. If you are unable to prepay, you must have payment upon arrival (**cash or money order only**) **BEFORE** you are permitted to set up your space.
5. If you have any questions, please contact Anthony Dailey at (509)660-0009 or firetr5@hotmail.com.

PRINTED NAME _____

SIGNATURE _____ DATE _____

Please mail completed application and attachments to:

OTHELLO FAIR - VENDOR
PO BOX 298
OTHELLO, WA 99344