

OTHELLO FAIR - COMMERCIAL VENDOR REGISTRATION GUIDE

Booth Requirements/Info:

1. Point of contact for Commercial Vending (nonfood items): Kylie Gray Eilers 509-318-4376 kylie@dcdrillinginc.com.
2. All commercial booth applicants must submit a completed commercial vendor application. If this is the vendor's first year at the fair, included with the application must be a detailed list of all items to be sold and a photo of booth setup. Once the application has been reviewed and approved, you will be sent a contract which must be completed and returned.
3. Registration fee is dependent upon the location (inside or outside) and size of space required (please see Commercial Vendor Application form below for prices). The deposit may only be paid by check or money order payable to Othello Fair and mailed to the address at the bottom of the application.
4. Included with the registration fee are two week-long 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 Commercial Vendor Application.
5. **All vendors must be completely set up 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 allowed from 7:00am-9:00am each morning. **Under no circumstances will any vendor vehicles be allowed on the fairgrounds after 9:00am for restocking purposes.**
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. Weather conditions shall not in any manner affect the contract between any vendor and Othello Fair. 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 persons crowding, loitering, standing or sitting therein. Passage through or over the same difficult or impassable and such crowding or blocking of said sidewalks, paths, streets, avenues, aisles, or passageways shall in no manner affect the terms of the contract.
9. At the expiration of the contract, premises occupied by the vendor shall be surrendered to the Othello Fair in the same condition as when vendor possession was taken.
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.
11. All commercial vendors must be insured and be required to have a current certificate of insurance to be sent to Othello Fair with signed contract with 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. No laser lights, noisemakers, bottle poppers, silly string or any other items that explode or are flammable or may cause excessive noise shall be sold on the fairgrounds.
13. No guns of any type (pop, laser, water, lights, etc.) shall be sold on the fairgrounds.
14. No knives, stars, swords, etc. shall be sold on the fairgrounds.
15. Anything that the Adams County Sherriff's Department could consider dangerous WILL NOT be sold or allowed on the premises of the fairgrounds.
16. No pornographic or obscene material may be sold.
17. 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.
18. All vendors may be inspected periodically by the Adams County Sherriff's Department, Adams County Health Department, and/or Othello Fair Board Members.
19. 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 material upon the grounds except from their place of business or vendor space. The taking or posting of any advertisement, bills, etc. other than within the space occupied by the vendor is strictly prohibited. Anyone violating this rule is liable for a fine no less than \$250 or expulsion from the grounds.
2. Begging, soliciting, singing, 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 8:00am – 10:00pm
 - b. Thursday 8:00am – 10:00pm
 - c. Friday 8:00am – 11:00pm
 - d. Saturday 8:00am – 12:00am
2. Fair Office Hours: Monday-Sat. 8:00am – 8:00pm
3. Supply delivery/restocking must be completed before 9:00am – no exceptions!
4. 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.
5. 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.
6. Parking at the North Lot is free. 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.
7. If camping, please obtain a Campground Registration (found on our website)

www.othellofair.org). **Registering as a food or commercial vendor does not register you for a camping space.** This requires a separate registration and separate fee to be sent in. Camp spaces fill up fast, are not guaranteed and are on a first come first served basis.

8. Othello Fair will not be responsible for loss, damage or injury of any persons, animal or property while on the fairgrounds or in connection with fair activities. The fair management will take every precaution within its power for the safe preservation of all stock, articles, and/or displays.
9. 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.
10. Pets are only allowed in the campgrounds during 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.
11. 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.
12. Commercial Vendor Application **MUST** be received no later than one week before fair set up to secure your space.

OTHELLO FAIR COMMERCIAL VENDOR APPLICATION

BUSINESS NAME / ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PRODUCT(S) _____

CONTACT PERSON & 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 to your check total.

Please check applicable box/boxes...

10x10 inside space... \$150	Additional Back Gate Parking... \$10	# _____
10x20 inside space... \$300	Youth (6-11) weekly pass... \$15	# _____
10x10 <i>outside</i> space... \$100	Adult (12+) weekly pass... \$21	# _____
10x20 <i>outside</i> space... \$200	Senior (60+) weekly pass... \$15	# _____
10x30 <i>outside</i> space... \$300		
10x40 <i>outside</i> space... \$400	TOTAL TO BE INCLUDED \$	

Will your booth require electric accessibility? Yes _____ No _____

1. Please review the Othello Fair Commercial Booth 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 in as well, we cannot guarantee a camping space without all paperwork and payment.

****Please email Becky becsterflint@yahoo.com or Tammy acfatreasurer@hotmail.com for the campground form.****

4. Payment need to be in the form of Check, Money Order or Cashiers Check – please do not send cash!
5. If you have any questions, please contact Kylie Gray Eilers 509-318-4376 kylie@dcdrillinginc.com.

PRINTED NAME _____

SIGNATURE _____ DATE _____

Please mail completed application and attachments to:

OTHELLO FAIR - VENDOR
PO BOX 298
OTHELLO, WA 99344