



VENDOR APPLICATION FOR COMMERCIAL SPACE

Submit to: Leslie Andersen, Vendor Coordinator
1775 Front Street
Lynden, WA 98264
(360)354-4111 ext. 200

This application is not a contract and does not guarantee a space at the Fair. Do not send money with application. Please type or print clearly. All information must be completed or application will not be accepted.

Company or Organization: _____
(Name which you would like to be identified by on your contract, if accepted)

UBI # (application will not be processed without UBI #): _____

Authorized Representative: _____

Phone #: _____ Cell # _____ E-mail _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Type of products or service: Be specific. Include brand names of products. Include a picture of your booth set up. You may attach additional information. If your product is not listed here, you will not be allowed to sell it. Application is not complete without this information. We do not guarantee exclusivity.

Have you exhibited before at the NWWF? _____ If Yes, when? _____

Under what name: _____

Space size and location requested: please keep in mind that corner spaces are not always available.

Outside: _____ 10x10 _____ 20x10 _____ Other _____ Corner

Expo Bldg. _____ 10x10 _____ 20x10 _____ Other _____ Corner

Commercial Building _____ 8x8 _____ 10x8 _____ Other _____ Corner

Would you like to be contacted in the event of a last minute cancellation? _____

Minimum time needed in order to set up your booth, travel time included? _____

Please list other fairs or events where you have exhibited:

By signature on this application I hereby authorize the Northwest Washington Fair Association to secure information concerning any of above facts and my signature requests the companies to furnish information requested by the Northwest Washington Fair Association.

Signature of person signing contract _____ Title _____ Date _____



2008 Northwest Washington Fair Vendor Fact Sheet

This sheet is intended to give you an overview of some of our policies. A complete Vendor Rules and Regulations will be included, upon acceptance, with your contract.

Fair Dates – Monday, August 11 – Saturday, August 16, 2008

****Payment (non-refundable) is required with signed contract****

There are no discounts in space rental fees for non-profit organizations.

General Liability Insurance is required with not less than One Million Dollars (1,000,000.00) combined single limit per occurrence and One Million Dollars (\$1,000,000.00) Aggregate for bodily injury to one or more persons and property damage with Northwest Washington Fair Association listed as additional insured. Also included must be the “additional insured endorsement” page.

Set up:

Friday, August 8	9 a.m. to 5 p.m.
Saturday, August 9	9 a.m. to 6 p.m.
Sunday, August 10	8 a.m. to 8 p.m.

All vehicles need to be removed from the Fairgrounds by 8:30 a.m. Monday, August 11, 2008

*****If you need to set up at a different time you must get prior approval from the Fair Office*****

Teardown: Saturday, August 16 ALL exhibits are to remain intact until 10:30 p.m. closing time.
Sunday, August 17 Dismantling and removal will also be 10 a.m. to 6 p.m. Sunday, and 9 a.m. to 4 p.m. Monday & Tuesday following Fair.

Booths must be staffed from 10 a.m. to 10:30 p.m. Monday through Saturday of the Fair, no exceptions.

Restocking hours during Fair: Vehicles will be allowed on the Fairgrounds from 6 a.m. to 8:30 a.m. with a pass. No vehicles are allowed inside the gates after 8:30 a.m.

Vendor Admission and parking/camping passes: There is no designated exhibitor parking lot. Please return the parking and camping form, which will be included with your contract packet, to reserve a parking and/or camping spot. You will also need to return the form requesting passes for your booth workers. These passes are available as either season passes or daily passes.

Electricity: 110 volt, 20 amp of power is included with your booth rental fee. Additional power, if needed, must be ordered on “Attachment A”. Order form will be included in your contract packet, upon acceptance.

Indoor Booths: The Fair will provide 3' high sidewalls of drapes and 8' high back walls of drapes. No built-up exhibits or other construction shall exceed 8' in background height and 4' in sidewall height (without special permission from the Fair Management) including company name or other advertising. All carpets must be taped down on edges with vinyl tape only (residue free). No blue or clear plastic tops or unpainted wood or plywood on the display. All tables are to be in good condition, fully skirted, and must compliment the color scheme of the booth.

Outdoor Booths: In some outside areas the Northwest Washington Fair will provide the tents. No blue tarps will be permitted for coverage, shade or awnings. No blue or clear plastic tops or unpainted wood or plywood on the display.

Subletting of space is not allowed.