

2017 Fair Dates:  
August 24 – September 4, 2017



14405 - 179 Ave SE, Monroe, WA 98272  
360-805-6700, Fax 360-794-8027, [www.evergreenfair.org](http://www.evergreenfair.org)

## COMMERCIAL EXHIBITOR SPACE APPLICATION

### 1) Commercial Exhibitor Applications are being accepted.

(The following products are already sufficiently represented and **not** being solicited or given consideration at this time: Psychics, Palm Readers, Tarot Card Readers; Temporary Tattoo, Airbrush or Face Painters; African, South or Native American Clothing, Products or Jewelry; Gaming or Amusement vendors.)

### 2) Food Concessionaire Applications **are not** being accepted this year.

### 3) Contact the Sponsorship Department -

a) **If you are interested in product sampling opportunities or a presence for less than 12 days.**

b) **If your company falls within one of the categories listed below:**

- Automotive Dealerships or Corporations
- Beverage Corporations
- Casinos
- Communication Companies and Corporations
- Hot Tubs and Spas
- Hotel Industry
- Mobile Tours
- Financial Institutions

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

### **Applications without supporting documentations will not be considered or returned.**

*Evergreen State Fair reserves the right to reject any application whose focus or nature is not based on "Family Values" or "Family Friendly" and suitable to the Fair's primary audience of "Family and Youth".*

1. Applications are **not** an offer, acceptance, **or** guarantee of space.
2. Answered completely and **legibly**.
3. Check the appropriate box if being submitted on behalf of a company or as an individual (if a company, the contract follows the company; if an individual, the contract follows the individual).
4. **PRODUCTS:** List the products you are requesting to sell / display / promote / give away - be specific. If a contract is issued, it will be based on this list only. **EXCEPTION:** The Evergreen State Fair reserves the right to select the items a company is allowed to sell – all products listed on the application may not be approved. Only approved items will be listed on your contract.
5. **SUPPORTING DOCUMENTATION:**
  - a) Brochures, handouts, flyers, photo, etc., that describes the products (these will not be returned).
  - b) Product Manufacturer or brand names are to be listed.
  - c) A recent photo and exact measurements of your booth or concession is required (photo will not be returned).
  - d) **NOTE:** Counterfeit Merchandise is illegal and strictly forbidden, including logos, etc., that may be identical to or substantially indistinguishable from registered trademarks.
6. The Fair reserves the right to dictate booth display and set up which, in its sole opinion, it deems appropriate.
7. Booth location will be determined by the Fair; however, please note on application if you have a preference. All applicant's business must be conducted only **within** the assigned space and nowhere else on the fairgrounds. Assigned locations are subject to change year to year, at Fair's discretion.
8. Sign the application where indicated (unsigned applications will be treated as incomplete).
9. **SHORT NOTICE AVAILABILITY** - Be sure to indicate on the application if you would be available on a last minute short notice basis. Cancellations prior to opening day do occur.
10. **IF ACCEPTED:**
  - a) A Washington State Unified Business Identifier (UBI) Number will be required one month prior to the Fair.
  - b) \$1,000,000 general liability with Snohomish County listed as 'additional insured' plus an "Additional Insured Endorsement Page" will be required.
11. **RE-APPLYING** - Applications are accepted for the 2017 Fair only and are not held over to the next year. If you are not accepted for 2017 but wish to be considered for 2018, you must reapply after January 1, 2018.

## 2017 Fair Rental Space Rates

If accepted, full space payment will be due by date indicated on the contract (all fees are to be paid prior to fair move in)

1. **Inside Boothspaces** (Price Per Space – Includes Basic Fee)
  - \$1,500 In-line spaces (spaces with one sales side open)
  - a. Commercial Building & Covered Plaza (space sizes are approximately 9½' x 9½')
  - b. Grandstand (space sizes approximately 9' wide x 10' deep)

**(CORNER SPACES ARE NOT AVAILABLE THIS YEAR)**
2. **Outside Spaces** - Assessed per frontage foot, plus basic fee. Frontage foot fee varies dependent on location.  
\$20 - \$40 per frontage foot (10 ft minimum), Plus Basic fee charge of \$1,150 per space
3. **Food & Non-Food Percentage Concessions**  
\$200 per space minimum guarantee towards 20% of gross sales, less sales tax whichever is greater;  
**PLUS** a basic fee charge of \$1,150 per space (basic fee is not credited towards the percentage payment).

## Items To Consider Before Applying

1. There are no discounts in fees between “for-profit” and “non-profit” agencies or companies.
2. Any individual (18 years or older), company, corporation, partnership, institution, etc., may apply; Washington State residency is not required.
3. Contracts are issued for the 2017 Fair only and do not guarantee participation in any other future fairs.
4. Booth space are to be staffed from 9:45 a.m. to 10:00 p.m. for 12 days (August 24 - September 4).
5. Ensure you have enough stock available for entire fair.
6. Only products listed on the contract may be sold, displayed or advertised – indicate priority items and secondary items.
7. Sharing of space; displaying, advertising or selling other company products or services; and apportioning or subletting of space is not allowed.
8. Equipment needs are your responsibility and at your expense - Fair does not provide any equipment.
9. A limited amount of admission and parking passes are provided with contract. Additional passes are at your expense.
10. RV parking is available for a fee on a first come first serve basis. RV reservation information will be included with the contract material if you are accepted.
11. Except competition animals, trained assistance dogs, and police dogs in the performance of their duty, no other pets or animals are allowed on-site.

## Selection Criteria

Selection is based on the following criteria:

1. “Number of years” you have been submitting applications **is not** a basis for selection.
2. Sponsors receive first priority in allocation of spaces.
3. 2016 Fair Exhibitors who have been invited to return, have first opportunity to retain their exhibit space (*if available*) or upgrade to a better space.
4. Focus or nature is based on “Family Values” or “Family Friendly” and suitable to the Fair’s primary audience of “Family and Youth”.
5. Number and location of spaces available determines the number of new applicants accepted - similar or like-products/services are generally not placed in the same general area.
6. Specific location and size of space available can be a limitation for many applicants (example: inside or outside; on grass, gravel or pavement, etc.).
7. Utility needs (electrical, water, etc.) may also limit the kind of exhibitors we can locate in available areas.
8. New and innovative products or services are always sought to change the look and feel of a particular area.
9. Quality products that present no liability to us.
10. Financial return to the Fair and receiving fair-market value for our exhibit space is of primary importance.
11. Experienced exhibitors who have the knowledge and ability to staff and display their booths for a large 12-day event is important.
12. Exhibitor’s application and presentation of application material are sometimes a factor.

**When are applicants notified?** – The process ongoing through July. Notifications will be Emailed as soon as determinations are made regarding each application.

# 2017 FAIR SPACE APPLICATION

Fair Dates: August 24 – September 4, 2017



Commercial Exhibits & Concessions Dept  
14405 – 179<sup>th</sup> Ave SE, Monroe, WA 98272  
360-805-6700 \* [www.evergreenfair.org](http://www.evergreenfair.org)

## DO NOT SEND MONEY WITH APPLICATION

(This is an application for consideration only)

## PRINT CLEARLY OR TYPE

(Eligible or incomplete applications will be rejected)

This application does not indicate acceptance into this year's fair. All questions must be answered and product/service information received before consideration will be given. Refer to application cover letter regarding restrictions and exclusions.

Evergreen State Fair reserves the right to reject any application whose focus or nature is not based on "Family Values" or "Family Friendly" and suitable to the Fair's primary audience of "Family and Youth".

(1) FAIR ASSOCIATION MEMBER – Priority consideration may be given to members of one of the following Fair Associations? (check all applicable ones):

- Washington State Fair Association (WSFA)  
 International Association of Fairs & Expositions (IAFE)  
 National Independent Concessionaires Association (NICA)

(2) UNIFIED BUSINESS IDENTIFIER (U.B.I.) NUMBER:

\_\_\_\_\_  
Issued by Washington State Department of Revenue.  
Required for participation in annual fair if you are accepted.

## SECTION 1 – Applicant Information

(Check one)  Corporation  LLC  Partnership  Sole Proprietor  Individual  Other (explain)

a) COMPANY OR BUSINESS NAME AS IT APPEARS ON YOUR "INSURANCE POLICY" (also list AKA names):

\_\_\_\_\_

b) Person Authorized to Sign Legal Paperwork: \_\_\_\_\_

c) Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

d) E-mail Address (mandatory): \_\_\_\_\_

e) Telephone Number including Area Code: (\_\_\_\_\_) \_\_\_\_\_

f) Business Cell Telephone Number including Area Code: (\_\_\_\_\_) \_\_\_\_\_

g) Company Web Site: \_\_\_\_\_

h) Contact Person if different from above:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Day-time phones: \_\_\_\_\_

Evening/weekend: \_\_\_\_\_

On-Site Show Manager:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Day-time phones: \_\_\_\_\_

Evening/weekend: \_\_\_\_\_

## Section 2 – Products

- Fair may eliminate from consideration any application that does not provide a clear description of products, display or services.
- If a contract is issued, only items approved on the contract may be sold or displayed at your booth – all items listed on this application may not be approved. Note which products are primary and which are secondary considerations.
- Enclose brochures, photographs or other items showing products you wish to sell, display, advertise – these items will not be returned.
- MANUFACTURE OR \*BRAND NAMES are required where applicable.
- **Food Applications are not being accepted this year.**

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Attach Additional Sheets If Needed.

## Section 3 - Concession Space

- Refer to rate schedule for prices.
- NON-PROFITS - No special discounts for non-profit organizations or services – one-day informational spaces may be available on a limited basis – attached separate request letter with this application – outside space consideration only.
- NOTE. Checking only inside space will eliminate applicant from outside space consideration – check both if you want consideration for either.
- Fair reserves the right to dictate booth location, display and set up which, in its sole opinion, it deems appropriate.

1. **SPACE PREFERENCE -**

- INSIDE SPACE** - I would prefer:
- One regular booth (1 sales side, approximately 9' wide x 9' deep)
  - ~~One corner booth (2+ sales sides) (not available this year)~~
  - More than one booth (how many: \_\_\_\_\_)
  - Multiple booth spaces in different locations (how many: \_\_\_\_\_)
    - Inside only
    - Inside & Outside (outside complete below information also)
- OUTSIDE SPACE** - I would prefer: \_\_\_\_\_ (Note: Fair does not furnish outside booth tents, canopies, equipment, etc.)
- a. Number of running foot frontage: \_\_\_\_\_ x Depth: \_\_\_\_\_ (10' x 10' Minimum)
- b. **REQUIRED** - Attached a diagram of booth structure to be set up in outside space? (e.g. canopy, trailer, etc.)
- Footage requested should include considerations for trailer tongue if item is not removable.
  - Include photograph of structure or trailer -- photograph will not be returned.
  - Canopies and tents must be fire resistant according to Uniform Fire Code standards.

2. **UTILITIES** – Indicate whether your space requires:

- Access to Potable Water (potable water hose is required)     Access to Gray Water Septic System
- Describe: \_\_\_\_\_
- Electrical** – One 110 volt, 20 amp outlet is furnished with most spaces. If your electrical needs are in excess of this, note below. Additional charges may apply.  
Describe electrical needs and equipment: \_\_\_\_\_

- Licensee is responsible for providing own electrical equipment (power cords, strips, etc.) which must meet WA ST Uniform Fire Code.
- Licensee may not connect or disconnect themselves from County's electrical panels.

3. ~~**FOOD BOOTH APPLICANTS:**~~

- ~~• Food spaces are limited to specific outside locations that have electrical, water and gray disposal utilities availability to them.~~
- ~~• If accepted, Snohomish County Health District temporary food service permit is required.~~
- ~~• Food booths must also meet Snohomish Fire Marshal and Snohomish Health District's requirements, including but not limited to having a ventilating hood and duct system, and a three compartment sink.~~
- ~~• **CASH REGISTERS** – All accepted food concessions are required to have cash registers with tapes and two-way displays. Cash register specifications will be included in contract material – all cash registers and sales are subject to daily audits.~~
- ~~• **BACKFLOW** assemblies and on-site certification are required for post-mix dispensers.~~
- ~~• Required – use of **COMPOSTABLE SERVICE WARE PRODUCTS ONLY.**~~

4. **EXCLUSIVITIES** -- Some products may be regulated by the Fair with supplier exclusivities issued.

## Section 4 - References

1) Have you or your company ever exhibited at the Evergreen State Fair?     Yes     No  
If Yes, what year: \_\_\_\_\_ Under what name: \_\_\_\_\_

2) **REFERENCES:** If you or your company exhibited at any other Fair or similar event, please list:

Event Name	Year	Contact/Phone	Under What Name Did You Exhibit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing this application, I hereby authorize the Evergreen State Fair to secure information concerning any of the above facts from the references listed. Unsigned applications will not be considered.

\_\_\_\_\_  
 Applicant's Signature & Title
 
 \_\_\_\_\_  
 Date



## 2017 FAIR COMMERCIAL SPACE RATES

### 1. INSIDE BOOTHSPACES (Price Per Space - Includes Basic Fee)

- \$1,500 In-line spaces** *(spaces with one sales side open)*
- ~~**\$1,800 Corners & Multiple sided spaces**~~ *(spaces with two + sales sides open)*
- Inside Space Sizes:
  - a. **Commercial Building & Covered Plaza** *(space sizes are slightly less than 9.5' x 9.5')*
  - b. **Grandstand** *(space size approximately 9' wide x 10' deep)*

### 2. OUTSIDE SPACES (Per Space, Non-Percentage)

- \$1,150 basic fee plus \$20 - \$40 per frontage foot per space.**
- (Example: 10' frontage x \$20 per frontage foot = \$200 plus \$1,150 basic fee = equals \$1,350 for a 10' x 10' in a low traffic area.)
- 10' x 10' Minimum.
  - Outside Spaces are assessed a basic fee plus a frontage foot fee per space.
  - Frontage foot fees vary dependent upon assigned locations.
  - Spaces over 20' x 20' may be assessed at a square footage rate plus basic fee.

### 3. FOOD & NON-FOOD PERCENTAGE CONCESSIONS (Per Space)

- \$1,150 basic fee, plus \$200 minimum guarantee towards 20% of gross sales, Whichever is greater (less sales tax).**
- Percentage concessions are assessed both a percentage of gross sales plus a basic fee per space.
  - Basic fee is not credited towards the percentage payment.
  - All food concessions are required to use cash registers with tapes.
  - Food concessions are required to have a 3-compartment sink.
  - Obtain permits and meet health requirements as established by the Snohomish Health District.
  - Meet safety requirements as established by the Snohomish County Planning and Development Office.
  - And meet electrical & fire requirements as established by the Snohomish County Fire Marshal's Office.

#### Basic Fee

Basic fee covers Fair's expenses related to vendor's participation in the annual fair (utilities/electricity, trash disposal services, administrative fees, fire, health & safety/electrical inspections and permits, security, traffic/parking controls, first aid services, etc.), including a limited number of daily admission and vehicle parking passes allocated to the vendors (*outlined in individual contracts*).

#### Insurance & UBI Numbers

- 1) Insurance is required from anyone doing business on the Fairgrounds. Requirements - \$1,000,000 general liability; and Insurance certificate with separate Additional Insured Endorsement page noting that "Snohomish County, Its Officers, Elected Officials, Agents and Employees are named as Additional Insured".
- 2) Washington State Department of Revenue UBI numbers are required.

#### Other Considerations

- 1) RV Hookups (\$170/\$200), Non-Hookups (\$120/\$150), Tent Camping (\$120)
- 2) Telephone Service Lines – Local & 1-800 lines (\$130 each); Incoming & Outgoing service lines (\$150 each). Analog equipment required.