

1. Applicants will be selected based on application date, participation in 2017 Fair and selection of products to sell/display. Applicants will be notified of acceptance/denial no later than 14 days after receipt of application. Accepted vendors will receive confirmation packets no later than July 2nd. Parking tickets and entry bracelets will be given **at check-in on July 17th or 18th.**

2. All vendors must be set up by **5pm on Wednesday, July 18th.** This is **MANDATORY** for L&I inspection and the Fire Marshall walk around, both scheduled to start at 5pm.

*Other Mandatory hours of operation: **Thursday, July 19th** 10:00am – 10:00pm
 Friday, July 20th & Saturday, July 21st 10:00am – 10:00pm*
 Sunday, July 22nd 10:00am – 6:00pm*

***Friday and Saturday the Carnival, Food Concessions and outside vendors must stay open until 10pm and can stay open later (until Midnight at the latest) if they are busy enough and choose to do so. Inside vendors, halls and barns all close at 9pm. From 9-10pm gate admission is free.**

3. The 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. Vendors are responsible for having appropriate stock on hand for the entirety of Fair.

4. Booth space must be staffed a half hour before gates open until closing all days of the Fair. **If you leave early, your participation will be forfeited for all future events.**

5. **Food Concessions:** Each sales transaction must be recorded on the **Food/Beverage Remittance Report** with an attached cash register tape. A representative from the Fair reads the register tapes daily. These are the sales records used to calculate the percentage of sales due to the Fair. Payment to the Fair can be made on a daily basis, but **must** be paid prior to leaving the grounds on **Sunday, July 22nd.**

6. A reservation cancelled within **7 days** from the date the agreement is processed will be refunded 100% of their rental fee. All others see below. **Cancelled:** **Cancellation Fee:**

Before July 1, 2018	25%
After July 1, 2018	50%
After July 11, 2018	100%

7. Sharing of space, displaying, advertising or selling other company's products or services along with apportioning or subletting of space **is not allowed.**

8. Each vendor will receive **TWO Admission Passes** per day. Additional passes are \$5 each, at your expense, **INCLUDING LOST PASSES.** Each vendor will receive **TWO Parking Passes** per day to park in the **North or South General Parking Lots.** All other vehicles parked in general parking will be \$5 each, at your expense. **Inside Parking Passes** for vendors or handicap are limited to the first **60** requestors. Only vehicles with an Inside Parking Pass will be allowed to park inside the gates.

9. Certificate of liability insurance is required listing the Enumclaw Expo & Events Association and the City of Enumclaw as additional insured under holder's policy for dates of July 19-22, 2018. Enumclaw Expo & Events Association, 45224 284th Ave SE, Enumclaw, WA 98022. Please list the name of your company on the policy.

10. Ice is available to purchase for \$3 a bag from the Expo Center. Please call (360) 226-3493 during the Fair and someone will deliver it to your booth. Cash must be paid at the time of delivery.

To reduce duplications or over saturation of products, not all proposed items are approved. Approved items will be included in the confirmation packet. This list also enables us to develop a product listing to help market the food area and vendor halls and refer the public to your booth.

Concessionaires, please list your 2018 menu items including prices. Vendors, please list the products you are requesting to sell / display / promote / give away and be specific. **This is required and must be returned with your application.** (Use the back of the sheet if more space is needed).

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Please enclose or email a description, photos of your booth and/or food products and a company logo for us to use at the Fair and in our advertising.

This is mandatory for first year vendors.

<i>Description</i>	<i>Unit Cost</i>	<i>Total</i>
Inside Vendor: 10'x10', black pipe & drape, 1 outlet	\$220 X () Booths	
Outside Vendor: 10'x10', power upon request	\$275 X () Booths	
Food Vendor: 10'wide x 20'deep, power and water upon request <i>(Fee to be applied to 20% of gross sales, whichever is greater. No refunds)</i>	\$440 X () Booths	
Nonprofit Vendor: 10'x10', inside or outside <i>(circle one)</i>	\$150	
End/Corner Booth Premium (limited quantity available)	\$75 (additional charge)	
Supply Truck Parking: We will have a designated lot for trailers and supply trucks in the South Parking Lot. <i>(Limit ONE Per Vendor)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> Not Needed	
Additional Staff Parking Passes: <i>(TWO per day, per vendor included in application fee)</i> Additional parking passes are at your expense.	\$5 Each X () Passes	
Additional Fair Admission: <i>(TWO per day, per vendor or FOUR per day for Food concessions included in application fee)</i> Additional Admission is at your expense.	\$5 Each X () Passes	
Metal Folding Chairs for rent	\$2.00 Each X ()	
8' Tables for rent	\$10 Each X ()	
	Total Amount Due:	

Date arriving on grounds: _____

Power requirements: _____ Date needed: _____

Water requirements: _____ Date needed: _____

Total payment is due with application. **Deadline for applications is June 29, 2018.** If application is selected, you will be contacted, payment will be processed and a confirmation letter sent. If application is not selected, payment will not be processed (if a check is sent, it will be returned).

Mail Application & Check to: Enumclaw Expo Center, 45224 284th Ave SE, Enumclaw, WA 98022

Make Checks payable to: Enumclaw Expo & Events Association

OR

Email Application & Credit Card Information to: info@enumclawexpo.com

Visa _____ or MasterCard _____ Acct #: _____ Exp: _____ / _____

CID: _____ Zip Code Card Billed to: _____

Signature: _____ Date: _____

Call or email with any questions to 360-226-3493 info@enumclawexpo.com