



Jefferson County Fair Association  
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 www.jeffcofairgrounds.org

## Vendor Space Application

The Jefferson County Fair Association would like to invite you to be a vendor at the 2024 Jefferson County Fair.

The Fair is the 2<sup>nd</sup> weekend of August. (9-11, 2024).

We have an attendance of roughly 13,000 over the 3 days.

Additionally, Our JeffCo Holiday Fair is an arts, crafts, gift fair the 1<sup>st</sup> weekend of November.

Please contact the Fair Director, Kristi or Malynda (Vendor Wrangler) at the above e-mail if you have any questions.

### Instructions for completing application

1. Read this information sheet as well as the application.
2. Application is neither an offer nor a guarantee of space.
3. Please answer all questions completely and legibly. The decision will be based solely on this application.
4. The list of products you are requesting to sell/display/promote/give away must be specific. The JCFA reserves the right to select the items a company/person is allowed to sell.
5. Fireworks or any materials considered hazardous will not be allowed. For example: Marshmallow shooters, potato guns, pop its. Items that shoot something or make loud noises that may disturb patrons or fair animals are not allowed.
6. All vendors must show proof of insurance with a minimum liability of \$1,000,000 on Bodily Injury/property Damage Listing the JCFA as additional insured. Proof of insurance must be on file in the Fair Office before opening day. At the JCFA's discretion **certain low impact vendors may sign an insurance waiver**. Complete the information for consideration.
7. Anyone preparing and selling food must have a Health Permit from the Jefferson County Public Health Dept. [www.jeffersoncountypublichealth.org](http://www.jeffersoncountypublichealth.org)
8. If a contract is issued, the location of your booth will be determined by Management, however, please note on the application your preference.
9. A recent photo of your booth is requested.
10. If you have a trailer a picture is required. Also include total length and power requirements.
11. 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.

### Fair Booth Rates (2<sup>nd</sup> weekend of August)

Food Vendors Includes power, water, garbage removal	12% concession fee \$200.00 deposit to be paid with signed contract	
New Commercial Building Includes power	10 x 10	\$140.00
	10 x 20	\$280.00
Old Commercial Building Includes power	10 x 10	\$135.00
	10 x 20	\$270.00
Outside Booth* Includes power	10 x 10	\$130.00
	10 x 20	\$260.00
Outside Spaces * Must provide own tent, etc. Indicate if power is needed	10 x 10	\$120.00
	10 x 20	\$240.00

\*See description on next page of Outside Space & Outside Booth



**Outside Booth:**  
roughly 10x10.  
Some have built  
in table, some  
have shelves.



**Outside Space:**  
10x10. Space you  
provide your own  
tent/canopy.  
Please indicate if  
you need power.

### Items to consider before applying

1. There are no special discounts for non-profit organizations or services.
2. Most spaces include power at no extra cost. Please indicate power requirements.
3. Equipment needs are your responsibility and at your expense. JCFA does not provide tables, chairs, electrical cords, adapters, RV adapters, tents, etc.
4. **Fair Food vendors:** pay 12% of their gross sales after sales tax. A \$200.00 deposit is due with signed contract to reserve your space. The difference, 12% of your gross sales minus sales tax minus the \$200 deposit already paid, to be paid after close of Fair on Sunday in Fair Office.

**Fair Non-Food vendors:** pay booth fee only no concession fees.

5. Fair Display Pocket Space: 18"x 18" space on wall in Commercial Building with a display pocket for brochures. Vendor may decorate space and post information. Vendor to refill display pockets as needed.
6. Availability is based on space available after previous years vendors have been invited.
7. Booth Space must be staffed: Fair 9:45am to 8pm Friday & Saturday, Sunday 9:45am -6pm
8. No vehicles are allowed on the grounds during Fair hours. All deliveries must be made before or after hours.
9. If accepted, full booth fee is due with completed contract.
10. A limited amount of admission passes are provided with booth rental. Any additional needed passes are at your expense. Parking is free.
11. Camping is available for a fee on a first come first serve basis. Reservation information is included with the contract packet if you are accepted
12. We do not grant exclusivity for any products. The JCFA reserve the right to limit the number of vendors selling/displaying "like items" in order to provide a wide variety of products and services for the general public. JCFA reserves the right to limit the number of concessionaires offering the same/similar food.
13. Except competition animals, trained assistance dogs and police dogs in the performance of duty, no other pets or animals are allowed on the grounds.
14. Non-profits - one day spaces may be available on a limited basis – attach separate request letter with this application – outside spaces only.

# Jefferson County Fair Events Vendor Application

**Do not send money with application.**

**If accepted a contract will be mailed to you, which you would sign and return with  
payment.**

Date of Application				
Contact Person				
Company or Business Name				
Address				
City, State, Zip				
Telephone				
e-mail address				
Web site				
UBI Number				
Total footage of trailer or setup				
Power Requirement				
Circle one	New Com	Old Comm	Outside Space	Outside booth
Insurance	Have own	Request waiver		

Contact Person during event if different from above:

Name	
Title	
Cell Phone	

### **Description of Products and Services**

Please list products, food items or services you are intending to sell, promote or display. Include a photograph or sketch of your booth set-up.

List below or attach list or menu.


**Please indicate which events you are interested in participating in.**