

# JEFFERSON COUNTY FAIRGROUNDS COMMUNITY GARAGE & TACK SALE SELLER CONTRACT

Jefferson County Fairgrounds

4907 Landes St. Port Townsend, WA 98368

Mailing Address: PO Box 242 Port Townsend, WA 98368

March 15, 2025 | 9:00 AM – 4:00 PM

VIP Shopping: 8:15 AM – 9:00 AM

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Thank you for signing up for the Community Garage & Tack Sale at the Jefferson County Fairgrounds on Saturday, March 15, 2025, from 9 AM to 4 PM. This advertised event is a fundraiser supporting the fairgrounds and a great opportunity to sell your gently used items while supporting a good cause.

New this year, we're adding a Tack Sale in the Horticulture Building, featuring horse tack, riding gear, and farm-related items.

The Community Garage and Tack Sale is a **community-focused event** that highlights **gently used goods, handcrafted items, and creatively repurposed treasures**, while also providing a space for **local nonprofits to participate and connect with the community**. It's the perfect opportunity to buy, sell, and give new life to pre-loved items! Be ready for a fun day of selling, and don't forget to bring change for cash sales!

## **Next Steps:**

Fill out the contract below and email it to [office@jeffcofairgrounds.org](mailto:office@jeffcofairgrounds.org) . We accept cash, check, or online payment—if paying online, please request payment instructions when submitting your contract.

## Garage Seller Information

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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### Seller Type (Check One)

- Community Garage Sale Space
- Tack Sale Space

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### Booth Information

Booth Type	Booth Fee (per space)	Quantity Requested	Total Fee (\$)
10 x 10 Space in Heated Building	\$ 50.00		
10 x 10 Space in Non-Heated Building	\$ 40.00		
10 x 10 Space in Outside Booth	\$ 30.00		
10 x 10 Space in Horticulture Building (Tack Sale Items Only)	\$ 40.00		
Additional 6ft Tables (\$10 each, as available)	\$ 10.00		

**Total Due:** \$ \_\_\_\_\_

Payment must be made at the time of application to reserve space.

Payment methods accepted: Cash, Check (payable to Jefferson County Fair Association), or online payment.

Each 10 x10 Booth rental is provided with one six foot table. Additional tables may be purchased as available.

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## Rules & Guidelines

1. **Prohibited Items:** Weapons, explosives, illegal substances, hazardous materials, or any item deemed inappropriate by event staff.
2. **Booth Setup & Clean-Up:** Sellers must maintain a clean and organized booth. All unsold items and trash, including cardboard boxes and packing materials, must be removed at the end of the event.
3. **Liability:** Sellers assume full responsibility for their booths, merchandise, and any incidents occurring within their rented space. Jefferson County Fairgrounds is not responsible for lost, stolen, or damaged property.
4. **Cancellations:** You may cancel and receive a full refund up to 30 days before the event. No refunds will be issued within 30 days of the event.

### 5. Setup Time:

#### Indoor Booths Setup

- **Time:** Noon – 7:00 PM on Friday, March 14th.

#### Outdoor Booths Setup

- **Time:** Setup for outdoor booths takes place on the morning of Saturday, March 15th. All setups must be completed by 8:15 AM.

#### Check-In

- All vendors must check in at the Fair Office to be directed to their assigned spot.

### 6. Tear Down:

- Begins at 4:00 PM; no early tear-down allowed.
7. **Wi-Fi:** Wi-Fi will be provided for this event. Login information will be sent with your confirmation email.
  8. **VIP Shoppers:** Booths must be ready for VIP Shoppers by 8:15 AM. VIP Shopping passes will be available for sale starting at 8:00 AM at the Information Booth. VIP Shopping passes will be \$10 each.

## Insurance & Indemnity Clause

Garage Sellers are responsible for their own liability insurance. Sellers agree to indemnify, defend, and hold harmless the Jefferson County Fairgrounds, its employees, and volunteers from any claims, damages, or losses arising from participation in this event.

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## **Signature Agreement**

By signing below, the Garage Seller agrees to all terms, conditions, and guidelines outlined in this contract.

**Garage Seller Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_