

**CLATSOP COUNTY FAIR & EXPO
93937 WALLUSKI LOOP
ASTORIA OR 97103**

DEAR PROSPECTIVE FOOD CONCESSIONAIRE:

We are looking forward to your participation in this year's **CLATSOP COUNTY FAIR**. This year's Fair Theme is "Peeling and Squealing" and our colors are orange & yellow, please decorate your booth in relation to our theme and colors. This year the Fair will be held (5) days, **July 31– August 4, 2012**. Our hours will be **10 AM UNTIL 9 PM, Tuesday through Saturday**.

SET UP :	MONDAY, JULY 30	TIME: 10AM TO 4PM.
RELEASE:	SATURDAY, AUGUST 4	TIME: AFTER 9 PM.
	OR	
RELEASE:	SUNDAY, AUGUST 5	TIME: 8 AM UNTIL 12 NOON.

****Anyone leaving before these dates and times, without prior permission, will not be asked back in the future.**

Parking and Gate Admission: There will be vendor RV parking spaces available @ \$20.00 per night. Each vendor will be issued two passes that will allow admission and parking in the vendor lot. Due to limited space in the vendor lot each vendor will be issued four (4) passes that will allow free parking in the lower field lot and free admission to the fair. If you have staff needs beyond this you can purchase extra passes for \$4.00 each that will allow for parking and admission to the fair.

All requests will be handled by mail on first come basis with consideration of merchandise sold or promoted and space available. Management reserves the right to deny application request if judged inappropriate for our County Fair. Our policy is to not duplicate goods or services sold or promoted and keep items conducive with a family atmosphere.

VENDOR SPACE COST:

FOOD VENDORS:	Will be outside ONLY.	
Food Vendor Space	minimum of 10 feet	
	\$15.00 a frontal foot	\$150.00 deposit required
	OR	with application
	15% of Gross, whichever is greater	

May be Additional cost to vendor for special electrical needs.

EARLY RESPONSE IS IMPORTANT!

Payment **MUST** accompany space request or will not be considered.

******NO REFUNDS AFTER**** JUNE 1, 2012**

Enclosed you will find your vendor space application form with show terms and conditions, concession rules and fire regulations. Please note these. Failure to adhere to these, you may be asked to leave the premises and not invited to participate in future activities. **Vendor space is non-transferable. If you are unable to use the space, please notify the fairgrounds so that it may be assigned to the next party on our list of applications.**

If you need more information please call our office at **503-325-4600**. If we are away, please leave a message. Our fax number is **503-325-5004**.

Clatsop County Fairgrounds & Expo Center
92937 Walluski Loop
Astoria, Oregon 97103
Office: 503.325.4600 Fax 503.325.5004

Fair Dates: Tuesday July 31, 2012 – Saturday August 4, 2012

2012 Food Vendor Application

Thank you for your interest in the Clatsop County Fair. Please complete the application below and return to the Clatsop County Fair Board no later than April 6, 2012.

COMPANY:		
DBA NAME:		
OWNERS NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
WORK PHONE:	CELL PHONE:	
CONTACT PERSON(S) IN CHARGE OF BOOTH:		
NAME:	PHONE:	
NAME:	PHONE:	

List all items that you are requesting to sell, including menu & pricing:_____

The Clatsop County Fair reserves the right to select the items a company is allowed to sell. Only approved items will be listed on the rental agreement.

TYPE OF STAND: () Self Contained Trailer () Portable Metal () Portable Wood () Other
Explain Other:_____

Front footage:_____ **DEPTH:**_____
SPECIFY IF SALES ARE MADE FROM: () FRONT () SIDE () BOTH

ELECTRICAL REQUIREMENTS: AMPS:_____ VOLTS:_____
SPECIAL ELECTRICAL NEEDS:_____
(MAY BE ADDITIONAL COSTS TO VENDOR FOR SPECIAL ELECTRICAL NEEDS)

ALL FOOD BOOTHS WILL BE LOCATED OUTSIDE

FOOD VENDOR FEES:

FOOD VENDOR SPACE MINIMUM OF 10 FEET @ \$15.00 A FRONTAL FOOT OR 15% OF GROSS WHICHEVER IS GREATER.

ALL FOOD VENDORS WILL BE REQUIRED TO REPORT DAILY SALES TOTALS TO THE CLATSOP COUNTY FAIR BOARD BY THE END OF BUSINESS EACH DAY. ALL FOOD VENDORS MUST USE A CASH REGISTER AND PROVIDE A CASH REGISTER TAPE AT THE END OF BUSINESS EACH DAY. FAILURE TO DO SO WILL RESULT IN A \$300.00 DAILY FEE.

I/WE UNDERSTAND THE FOOD VENDOR REPORTING POLICY AND AGREE TO ABIDE BY THE POLICY. I/WE FURTHER UNDERSTAND THAT FAILURE TO REPORT DAILY TOTALS WILL RESULT IN A \$300.00 DAILY FOOD VENDOR FEE.

SIGNATURE _____ **DATE:** _____

FIRE AND HEALTH RULES & REGULATIONS

ALL CLATSOP COUNTY FAIR FOOD VENDORS MUST MEET THE OREGON STATE FIRE & HEALTH REQUIREMENTS. QUESTIONS MAY BE DIRECTED TO THE FOLLOWING AGENCIES:

OREGON STATE FIRE MARSHALL: DAVE JONES: 503.373.1540 EXT. 255
OREGON STATE HUMAN SERVICES: MAUREEN TAYLOR: 503.325.8500

I/WE UNDERSTAND THAT ALL FOOD VENDORS WILL BE REQUIRED TO MEET ALL FIRE AND HEALTH REQUIREMENTS DURING THE CLATSOP COUNTY FAIR.

SIGNATURE _____ **DATE:** _____

ATTACH BROCHURES, PHOTOGRAPHS, DETAILED DRAWINGS OR ANY INFORMATION ABOUT YOUR PRODUCT AND BOOTH AS IT LOOKS WHILE IN OPERATION. THIS APPLICATION, ALONG WITH THE ATTACHMENTS YOU FURNISH, IS YOUR OPPORTUNITY TO PROVIDE A PROFESSIONAL AND COMPLETE PRESENTATION.

ALL PHOTOGRAPHS BECOME PROPERTY OF THE FAIR

REFERENCES: (INCLUDE FAIRS, SPECIAL EVENTS WITH CONTACT NAME & PHONE NUMBERS)

CONTACT NAME: _____ PHONE NUMBER: _____
CONTACT NAME: _____ PHONE NUMBER: _____
CONTACT NAME: _____ PHONE NUMBER: _____

ALL APPLICATIONS MUST BE RECEIVED BY NO LATER THAN APRIL 6, 2012

I UNDERSTAND THAT THIS IS AN APPLICATION ONLY AND DOES NOT GUARANTEE A SPACE IN THE CLATSOP COUNTY FAIR AND THAT I WILL BE NOTIFIED BY NO LATER THAN MAY1, 2012.

SIGNATURE: _____ **DATE:** _____

RETURN VENDOR APPLICATION AND DEPOSIT TO:

**CLATSOP COUNTY FAIRGROUNDS
92937 Walluski Loop
Astoria, OR 97103**

**QUESTIONS & ADDITIONAL INFORMATION PLEASE CONTACT:
GARY FRIEDMAN, FAIRGROUNDS MANAGER – 503.325.4600**

INTER OFFICE INFORMATION:

DATE APPLICATION WAS RECEIVED: _____
CONFIRMATION LETTER SENT: _____ VENDOR RIBBONS SENT: _____
BOOTH ASSIGNMENT: _____ BOOTH DEPOSIT: \$ _____