

VENDOR REGISTRATION

Community Garage Sale

SALE DATE: SAT. MAY 11, 2019...9am - 4pm

Please - complete this application - sign and return this entire page with your payment. **Thank You!**

VENDOR RULES:

- Last sale vendors get first choice on their previous space (**Until April 11, 2019**) All spaces are assigned on a "first-come" basis. Fair management has the final decision in vendor placement.
- Fair management reserves right to refuse rental of space to vendor.
- If you sell baked goods, or produce a food product for sale - each item must be individually wrapped and must be labeled with a list of ingredients - as required by Lewis Co. Health Dept.
Products that fail to comply will not be allowed in the sale.
- "Adult" entertainment and illegal drug related products are NOT allowed. NO open flames.
Firearms and ammunition of any kind are NOT allowed - Wes Knodel Gun Shows is the licensed venue for these items.
- All vendors must register and pay in advance of sale day. No vendor registration on sale day.
- Vendor set-up Friday, the day before the sale, 9:00 am - 9:00 pm. Also, Sat. 7:00 am - 9:00am. Vendor tear-down Sat. night 3:00 pm - 9:00 pm. Please, no early tear-down. You are responsible for securing your space.
- Vendor agrees to hold the Southwest Washington Fair, Lewis County, it's Officers, Directors, Agents, and Employees harmless in any claims of theft, damage or injury.
- At the request of our vendors - space is limited to one each of "franchise" or "product line" sellers - such as "AVON," "WATKINS," "COOKIE LEE," "SCENTSY," "PARTY LITE," etc. for this event.
- All vendors entering the grounds between 7:00am - 9:00am on Sat. must have a vendor pass. Vendor passes will be distributed on Friday when you set-up. (Mailed to out-of-town vendors prior to sale day.)
- PLEASE - NO NAILS, NO SCREWS, NO TAPE in walls, posts, beams, floors... MANY BUILDINGS ARE NEWLY REMODELED AT GREAT EXPENSE...PLEASE HELP US KEEP THEM IN NEW CONDITION!**...vendors may bring in their own free-standing clothing racks, screens, free-standing displays, additional tables, chairs, show cases, additional lighting, ...as needed...all must fit within your space.
- For safety - please - absolutely no motor vehicles on the midway 9:00am - 3:00pm on sale day. Please -no vehicles inside buildings.**
- The individual signing this agreement is responsible for making sure all members of their party are aware of and abide by these show rules.*
- NO DUMPING:** Please - you must remove everything you bring with you - especially large items like furniture or appliances. The fair will bill you for any dumping expenses on any merchandise left behind.
PLEASE DO NOT LEAVE FREE MERCHANDISE ANYWHERE.

FOR FAIR OFFICE USE ONLY:

BUILDING: #

OUTSIDE: (By Vendor Request ONLY) #

LOCATION:

SOUTHWEST WASHINGTON FAIR & EXPO CENTER
 2555 North National Ave. Chehalis, WA 98532

PUBLIC HOURS - PARKING - ADMISSION:

Sale open to the public: Saturday only...9:00 am-3:00 pm. Use Blue and Green entrance gates. \$5.00 EARLY-BIRD buyer entry at 8:00 am.

Parking: free to the public and vendors in fairgrounds lots.

Admission-\$3.00 adults. Age 12 & under free all day. Vendors with vendor pass admitted free. Vendor passes distributed Friday during set-up and/or mailed to vendors upon receipt of payment and application.

VENDORS WANTED:

Non-profits, schools, churches, youth groups, service clubs, individuals, families, businesses, crafters, antique dealers, flea market vendors, commercial vendors, & out-of-town vendors are all welcome.

350 * INDOOR * VENDOR SPACES AVAILABLE:

> **Approx. 10' x 10' or 8' x 12' (Blue Pavilion)** ...only \$45.00 ...includes a 6' table, 2 chairs, vendor passes & access to electric where possible. (Space sizes are approximate).

OUTDOOR VENDOR SPACE AVAILABLE ON REQUEST:

Locations are available on main outdoor midway and in front of sale buildings- same rates as indoor space. These are NOT covered areas. Trailers are allowed.

Vendors are placed outdoors by their request only.

VENDOR QUESTIONS?/INFO:

Call (360) 740-2655 or (360) 740-1495, M-F, during business hours. If you call after hours, please leave a message and we'll return your call promptly. Please speak s-l-o-w-l-y and clearly to leave a message.

VENDOR SET-UP / TEAR-DOWN:

Set-up Friday, the day before the sale, from 9:00 am till 9:00 pm. Additional set-up time on Saturday, sale day, from 7:00 am - 9:00 am. No earlier, no later. All vehicles must be off the midway by 9:00 am on Sat.

You are responsible for covering your tables and securing your space. All buildings are closed and locked Friday night - and not unlocked until vendors arrive at 7:00 am Saturday morning.

Tear-down is from 3:00 pm - 9:00 pm. Saturday night. Everything must be removed from the fairgrounds by Saturday night.

VENDOR CONFIRMATION:

All vendors will receive a notification in the mail approximately one week before sale date with their building location and space number. Vendor admission passes for Saturday morning are mailed or distributed in-person on Friday during set-up. *If you're coming from out of town, to set up Sat. am - you'll get your vendor passes in the mail about a week prior to sale day.*

NO REFUNDS

FOR OFFICE USE ONLY: Vendor Passes #s _____
 Date Paid _____ Check # _____
 Cash _____ CC _____ Receipt # _____

Contact Name (print) _____ Phone (____) _____

Signature _____ Organization or Business Name (If applicable) _____

Mailing Address _____ City _____ Zip _____

We are selling: ___ garage sale merchandise ___ crafts / _____ big commercial / ___ other

State of Washington **requires** you to provide a tax I.D. # on this form. **Please provide one:** Individual

SS#: _____ OR Commercial UBI# _____ OR Non-Profit 91# _____

Vendor Passes - limit 4 per individual or family per space ... limit 8 per non-profit group or organization per space

How Many Vendor Passes Do You Need?

Number of Spaces _____ @ \$40.00ea. = _____

Number of Spaces _____ @ \$45.00 ea. = _____

Extra Chairs _____ @ \$ 2.00 ea. = _____

Extra Tables _____ @ \$ 6.00 ea. = _____

Total Amount Due With This Reservation = _____

Please make checks & money orders payable to:

Southwest Washington Fair & Expo Center

> Payment in-person or by mail-check or money order: Southwest Washington Fair & Expo Center2555 North National Avenue... Chehalis, WA 98532

> Payment by phone with VISA/MC/Discover...Fair Office...(360) 740 - 1495 (cannot run debit over the phone - must run as credit)

NOTE: To secure your vendor space-this completed form and payment must both be on file at the Fair Office before sale.

Returning vendors:

Pay \$45 for single space / \$40 per for multiple spaces - pay by March 15 - To get your regular spaces - pay by April 11, 2019.

New vendors:

Pay \$45 for a single space / \$40 per for multiple spaces - when paid by April 11, 2019.

AFTER APRIL 11: All spaces are \$45 each