



July 24 to July 27, 2008  
Food Concession Application

1. Organization/Business Name: \_\_\_\_\_
2. Responsible Individual: \_\_\_\_\_
3. Address: \_\_\_\_\_  
City, State, & Zip Code \_\_\_\_\_
4. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
5. All food spaces that use canopies/tents must be 20 x 20 and open on three sides.
6. **Exhibitors with trailers must include exact measurements including tongue, not amount of space desired.** \_\_\_\_\_
7. Fire Marshall requires prior approval on certain types of cooking. If selected for a space, the Fire Marshall will require additional paperwork.
8. Provide a photo of the actual booth or trailer that you will be using at this event. Please indicate service window and door locations. Photos will not be returned.
9. Attach your requested menu, including prices. The Fair must approve all items for sale and display.
10. If you would like to participate in our Cheap Eats Guide that is handed out at the entrance gates, please list up to 5 items on your requested menu that are priced under \$5.00.
11. Have you been a food vendor at the Washington County Fair & Rodeo before? \_\_\_\_\_ If yes, indicate most recent year \_\_\_\_\_
12. List two references from recent events or festivals in which you have participated.
 

Event	Year	Phone #
1. _____	_____	_____
2. _____	_____	_____

10. Please list below your **maximum capacity electrical needs**. One 20-amp outlet per vendor booth is provided. GFCI protection is required for all 125V 20-amp receptacles as required in 2005 NEC 210.8 B. This is to be provided by the vendor. All cords must be provided by the vendor and be in good working order, all end caps must be in place, and hard wiring of cords will not be allowed. Any additional 120 V 20 amp circuits that you may require must be ordered and paid in advance at \$25.00 per circuit. A limited number of 50 amp 240 V 4 wire are also available and must be ordered and paid for in advance. The charge for these outlets will be \$100.00 per outlet. The Fair Complex reserves the right to refuse to hook up any vendor. All equipment will be inspected and must meet all current electrical and health code requirements.

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11. Washington County Fair Complex has dry lot RV sites. No Power, No Water. Cost is \$100.00 per space. Sites are available on a first come, first serve basis upon arrival at the Fair. Reservations are not accepted.

12. Standard power hookups (20 amps) are available for actual refrigeration trucks and trailers only, near the dry lot RV area. Seven spaces are available and will be granted to those applications that request them first. Cost is \$125.00. If accepted, you will be assigned a space and billed with the license. Space not guaranteed.

Do you need a refrigerated truck hook up? \_\_\_\_\_

If yes, indicated exact size of truck \_\_\_\_\_

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Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Return to: Washington County Fair Complex, 873 NE 34<sup>th</sup> Ave. Hillsboro, OR 97124

**DO NOT SEND PAYMENT WITH APPLICATION**

**This application is not an offer or guarantee of space.**

Important information to consider **before** applying for a food booth:

1. All food stands must use cash registers approved by the Fair and are subject to random audits by Fair Food Concession representatives. Each register must have dual tapes (customer receipt's must be provided), readable tape, customer display (pivot display suggested), continuous grand total, cumulative "Z" tape, "X" reading, 30-day backup battery, "current" printing date and time on detail tape, consecutive transaction number, key protector, and price lookup (PLU) or preset keys. "Z" tapes must be provided to the Fair at the close of business daily to verify gross receipts. **This is mandatory; your food booth will not be**

**allowed to open for business with out the proper type of register.** A list of local rental companies is available upon request.

2. You must supply proof of general liability insurance of \$500,000 with Washington County, Washington County Fair & Rodeo, its employees, officials, agents and volunteers listed as additional insured.
3. All applicants must provide a photograph of the food booth that will be used at the Washington County Fair & Rodeo with their application.
4. All vendors must keep their food booth open and staffed at all times. Fair hours are 10:00 a.m. to 11:00 p.m. daily.
5. All food vendors pay a flat guarantee, and 22.5% of the gross sales (less the guarantee).
6. One 20-amp outlet per vendor booth is provided. GFCI protection is required for all 125V 20-amp receptacles as required in 2005 NEC 210.8 B. This is to be provided by the vendor. All cords must be in good working order, all end caps must be in place, and hard wiring of cords will not be allowed. Any additional 120 V 20 amp circuits that you may require must be ordered and paid in advance at \$25.00 per circuit. A limited number of 50 amp 240 V 4 wire are also available and must be ordered and paid for in advance. The charge for these outlets will be \$100.00 per outlet. The Fair Complex reserves the right to refuse to hook up any vendor. All equipment will be inspected and must meet all current electrical and health code requirements.
7. All food vendors must obtain a temporary restaurant license from Washington County Department of Health, 155 North First Ave MS-5, Suite 200, Hillsboro, OR 97124-3072, Phone (503) 648-8722. Their representative will be on-site beginning July 25<sup>th</sup>.
8. Fire Marshall requires prior approval on certain types of cooking. If selected for a space, the Fire Marshall will require additional paperwork. Fire Inspectors will be on-site beginning July 23<sup>rd</sup>.
9. Once payment has been made, cancellation of the space or failure to appear will result in the forfeit of all payments. Refunds will not be made due to rain or if the vendor feels the event did not meet their expectations.
10. Fair Management must approve all menu items and prices in advance.
11. Except for soft drinks, there are no exclusives on any food or merchant items. However, we try to minimize duplications.
12. Vendors may not have pets on the premises.

## HOW TO APPLY FOR A FOOD BOOTH

Fill out and return the vendor application: to Washington County Fair Complex, 873 NE 34<sup>th</sup> Ave, Hillsboro, OR 97124. Be sure to make a copy for your records. **DO NOT SEND PAYMENT WITH YOUR APPLICATION.** Sign the application where indicated.

Fair Management must approve all items displayed or sold at the Washington County Fair in advance. Items not listed on the application will not be allowed. Vendors will not be granted exclusive rights for the sale or display of certain products. All applicants (new and returning) are required to include a photograph of the booth that will be used at the Washington County Fair with the application. Photos will not be returned.

### **Applying for Space:**

- A.** The application requires that you choose a booth type (canopy or trailer). We will attempt to honor preferences for space, taking into consideration: 1) The number of years you have been a vendor at Washington County Fair; 2) The date your application was received; and 3) The compatibility with other vendors. Fair Management reserves the right to designate the space where any Licensee may present their exhibit as it is deemed beneficial to the Washington County Fair & Rodeo and its patrons.
- B.** If you are requesting space in an area that is sold out or your product is not compatible with other products already booked in the same area, your application will be held and you will be contacted later if space becomes available. If, at a later date space becomes available, you will be mailed a license. Do not solicit other vendors to share space in that doing so may void your application.

**Payment and Insurance:** Upon approval of the application by Washington County Fair & Rodeo, a space will be assigned, and a license to do business at the 2008 Washington County Fair will be issued. The license will become valid only upon receipt of the signed license, your payment as indicated on the license, and receipt of a certificate of liability insurance for \$500,000.00 per occurrence, naming Washington County, Washington County Fair & Rodeo, it's staff, officials, agents and volunteers as additional insured. These items must be received by the due date indicated. If not received by the due date, it may result in the license being canceled. Vendors will not be allowed to move on to the grounds without a signed license, payment, and certificate of liability insurance.

**ANY QUESTIONS?** Please contact Leah Perkins, Fair Coordinator, Washington County Fair, (503) 648-1416 ext. 202 or E-mail [lperkins@faircomplex.com](mailto:lperkins@faircomplex.com). We appreciate your patience. If you are assigned a space, you will hear from us. Washington County Fair does not contact vendors if they are not accepted.