



Clark County Fair 2016 Vendor Fact Sheet

Fair Dates

Friday, August 5- Sunday, August 14, 2016

Fair Hours & Admission

Fair is open to the public:

Friday, August 5	8:00 a.m. to 11:00 p.m.
Saturday, August 6	10:00 a.m. to 11:00 p.m.
Sun-Thurs, August 7-11	10:00 a.m. to 10:00 p.m.
Fri-Sat, August 12-13	10:00 a.m. to 11:00 p.m.
Sunday, August 14	10:00 a.m. to 10:00 p.m.

General Admission:

\$11.25 for 13 years – 61 years
\$8.25 for 7 years – 12 years
\$9.25 for 62 years and over
Free for kids 6 years & under

****Vendors are required to staff their booths all open hours of the fair****

Set Up & Move Out Times

Set up:	Mon-Wed, August 1-3	8:00 a.m. to 8:00 p.m.
	Thurs, August 4	8:00 a.m. to 11:00 p.m.
Teardown:	Sun, Aug 14	10:00 p.m. for Exhibit Hall Vendors through purple gate 11:00 p.m. for South Hall 2-3 and outdoor vendors
	Mon, Aug 15	8:00 a.m. to 5:00 p.m.

Restocking Hours during Fair

Opening Day August 5: 6:00 a.m. to 7:30 a.m.

Remainder of Fair: 7:00 a.m. to 9:30 a.m. (Exhibit Hall & South Halls not open until 9:00 am)
All Vehicles must be off the grounds 30 minutes prior to fair opening

Vendor Admission & Parking Pass Pickup

Passes will not be mailed. Passes can be picked up at the Concessions Ticket Office located across from the Exhibition Hall during the following hours:

July 6 – July 29, 2016,	Mondays	8:00 a.m. to 5:00 p.m.
	Tuesday-Friday	10:00 a.m. to 2:00 p.m.
August 1-3		9:00 a.m. to 7:00 p.m.
August 4		9:00 a.m. to 9:00 p.m.
August 5	Opening day	8:00 a.m. to 7:00 p.m.
August 6 - 14, 2016		9:00 a.m. to 7:00 p.m.

Booth Information

Indoor booths: Each indoor booth includes pipe and drape & 5amp/600 watt electrical outlet.

Outdoor booths: Vendor is responsible to provide a tent/canopy. 5amp/600 watt electrical outlet is included.

TABLES, CHAIRS, CARPET, SIGNAGE AND FORKLIFT SERVICES CAN BE ORDERED THROUGH TRADESHOW SUPPLY HOUSE AT (360) 624-4498

Insurance & UBI Numbers

Most of our commercial vendors are covered under our event insurance policy during fair. Exceptions include all food vendors, tattoo artists, chiropractors, herbal supplements, henna tattoos, inflatable amusements, massage therapists, health practitioners. Vendors of these products/services will need to provide a certificate of insurance prior to the event.

A UBI number is required by the **Washington State Dept of Revenue**. A temporary number can be issued at no cost over the phone. Please contact them at **(800) 647-7706**.

Important Reminders

Deliveries, Parking and Security

- There is no designated exhibitor parking lot so plan accordingly. It is difficult to designate a lot that is optimal for all vendors due to the layout of the fairgrounds. Vendors are welcome to arrive early to restock through the loading dock or designated gate for outdoor vendors.
- RV parking is available at \$28 per day with electrical and water or \$22 self contained.
- We do not provide storage for deliveries. Freight will not be accepted until July 29th.
- Freight must include the company name you are exhibiting under and **booth number!** We cannot accept COD shipments.
- Fair staff will attempt to accommodate deliveries to vendor booths during fair when possible. Any shipments requiring a forklift will need to be pre-arranged through our decorator service at the prevailing equipment and labor rate (360) 624-4498.
- The loading dock is for 20 minute unloading only. Vehicles left parked at the loading dock will be towed.
- Buildings have limited overnight security during fair. Theft & loss is the responsibility of the exhibitor. If you have an item of high value, plan on taking it with you at closing.

Booth Etiquette & Restrictions

- **NO SELLING OR GIVING AWAY OF WATER ALLOWED**
- We do not allow helium balloons.
- The fair prohibits the sale of toy guns, knives and any items containing nudity.
- The fair does not allow stickers of any kind.
- Noise levels on PA systems must not interfere with neighboring booths.
- Booth location is determined at time of contract. Please do not ask to have your booth moved because you are unhappy with your location. While we know location is important, your product and merchandising are what sells!
- We do not offer exclusivity of products and services, however we will try to limit similar items within the same location.
- No boxes, racks or items of any kind are to extend into the aisle from your booth. Your product must remain within your booth space. Repeat violations of this rule may result in the items being removed and stored until the end of fair.
- Booth sidewall height cannot exceed 8' high. Vendors are required to finish the back portion that extends higher than the 3' side rail.
- Do not solicit other vendors or attendees outside your booth space.
- Use of any decorative materials in your booth must include proof of fire retardant certificate for the fire marshal.
- For indoor vendors, please plan on exiting your building within 20 minutes after fair closing.

PLEASE REFER TO YOUR CONTRACT & VENDOR MANUAL FOR ALL INFORMATION REGARDING YOUR OBLIGATIONS AT THE CLARK COUNTY FAIR.