

## VENDOR REGISTRATION

# Community Garage Sale

**SALE DATE: SAT. APRIL 15, 2017...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 March 15, 2017**) 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 4:00 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 - 4:00pm 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-4:00 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:\$2.00 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 4:00 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 Center ....2555 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 March 15

### New vendors:

Pay \$45 for a single space / \$40 per for multiple spaces - when paid by March 15

**AFTER MARCH 15: All spaces are \$45**