



# July 30 – August 2, 2008 Commercial Vendor Space Application

ATTN: Kathi Mattinen, 1900 7<sup>th</sup> Avenue, Longview, WA 98632  
email expo@co.cowlitz.wa.us Phone 360-577-3121 FAX 360-577-6254

Date: \_\_\_\_\_

Company or Organization \_\_\_\_\_

Unified Business Identifier (U.B.I.) Number: \_\_\_\_\_ (issued by Washington State Dept. of Licensing,  
Master License Service, P.O. Box 9034, Olympia, WA 98507-9034 (360) 664-1400 e-mail mls@dol.wa.gov)

Authorized Representative(s) (print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone #(s) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

**Please list item(s) you intend to sell or display. These product listings are extremely important. WE DO NOT GRANT EXCLUSIVITY FOR ANY PRODUCTS. PLEASE DO NOT ASSUME WE KNOW WHAT YOU SELL EVEN IF YOU HAVE PREVIOUSLY BEEN A VENDOR WITH US. IF YOUR PRODUCT IS NOT LISTED HERE (including brand names) YOU WILL NOT BE ALLOWED TO SELL/DISPLAY IT!!! YOU MAY ATTACH A SEPARATE SHEET IF NECESSARY.**

**PLEASE NOTE: It is required your booth space is open and manned during all hours of the fair!! Thank you!**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basic Booth Spaces and Fees: please enter number of spaces requested

<b><u>COMMERCIAL VENDOR SPACE</u></b>	
# spaces	
_____	<b>Indoor \$450.00 per 10' x 10' Space</b>
_____	<b>Outdoor \$350.00 per 10' x 10' space</b>
<small>A \$50.00 discount per space is available to groups with proof of non-profit status. Please attach proof with application)</small>	

Power and Water Needs:  
check all that apply ...

\_\_\_\_\_ 110 volt outlets.

\_\_\_\_\_ 220-volt outlets.

\_\_\_\_\_ Water (outdoor only) – vendor must provide all hose necessary from supply source.

All contractors are required to furnish their own cords (minimum #12-2 wire). **We will not provide extension cords.** Any booth handling flammables must have an ABC Fire Extinguisher in their booth space.

**IMPORTANT NOTES:**

**Insurance requirement:** General liability insurance with a limit of not less than \$1,000,000 (some types of vendors may require a higher limit) for each occurrence written by an insurance company authorized to conduct business in the State of Washington. The vendor shall be named insured, as well as the Cowlitz County Fair & Thunder Mountain Pro Rodeo, its' Officers, Directors, Agents and employees" shall be named as additionally insured. Certificate of Insurance MUST be on file not later than July 14, 2008. Vendors may use their own policies or be added through a rider on the Cowlitz County Fairs' policy.

My Policy – please FAX or mail copy for file records (Please indicate booth name on policy)

I need to purchase a rider on the Cowlitz County Fair policy (\$50 per contracted space)

Commercial vendors must meet all requirements established by the Cowlitz County Health Department, the City of Longview Fire Marshall, and the Cowlitz County Risk Manager.

No food will be allowed as a handout from non-food commercial booth spaces. Some samples will be allowed, but must be approved by the fair management prior to the fair. No coffee makers, portable heaters or "like" appliances are permitted in commercial vendor spaces.

No pets are allowed on the grounds (including campground), with the exception of service animals.

No tents or overhead canopies are allowed in the indoor vendor area as directed by the City of Longview Fire Marshall. The Cowlitz County Fair is unable to rent tables, chairs, skirting, etc.

***By signing this application, I/We agree to abide by all rules & regulations of the Cowlitz County Fair & Thunder Mountain Pro Rodeo if my application is accepted and if space is available.***

Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**Please return this application to Cowlitz County Expo Center, 1900 7<sup>th</sup> Avenue, Longview, WA 98632.  
DO NOT SEND A DEPOSIT WITH THIS APPLICATION. A contract will be mailed to you if space is available. Your deposit will be due with the returned contract. To ensure a valid contract, balances must be paid in full 30 days prior to Fair.**