



August 26 – September 6, 2021

Commercial Exhibitors & Concessionaires Information Manual

The Primary Audience of The Evergreen State Fair Consists of Family and Youth.



Snohomish County (aka “COUNTY” or “FAIR”) reserves the right to reject any exhibitor, exhibit, and/or exhibit contents that FAIR finds objectionable to the FAIR’s stated primary audience; and reserves the right to direct how displays, exhibits and/or contents are set up and displayed. By signing the License Agreement, Licensee agrees to abide by these terms and decisions.

Evergreen State Fair is a smoke-free event, thank you for not smoking or vaping on the Fairgrounds



INDOOR MASK GUIDELINES: Per the Local Health Officer Directive for Wearing of Masks in Public Indoor Spaces from the Snohomish Health District, beginning August 12, 2021. **Everyone ≥5 years of age in Snohomish County must wear a face covering within indoor public spaces.**

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DATES AND TIMES TO REMEMBER

Pre-Fair Move in and Set Up Information

Outdoor Spaces:

8am – 5pm August 16-22 by approval only: *Outdoor structures & trailers.*
 8am – 9pm Monday, August 23 & Tuesday, August 24
 8am – 10pm Wednesday, August 25

Gary D. Weikel Event Center:

8am – 9pm Monday, August 23
 8am – 9pm Tuesday, August 24
 8am – 10pm Wednesday, August 25

Fair-Time Schedule Information

All booths are required to be open for business and staffed during the following hours:

- **Thursday, August 26 – Tuesday, August 31, 10:30am – 10pm;**
- **CLOSED Wednesday, September 1;**
- **Thursday, September 2 – Sunday, September 5, 10:30am – 10pm;**
- **Monday, September 6 (Labor Day) 10am – 7pm**

a) **CONCESSION HOURS** (Aug 26 – Sept 5)
 8:50am – all vehicles off the grounds.
 9:45am – spaces manned.
10:30am – 10pm - Public hours

b) **LABOR DAY** Closing (Sept 6)
 • **10am – 7pm – Public hours**
 • 7pm – 8pm - Concessionaires may begin packing up their merchandise / displays.
 • 8pm – Vehicles are allowed onto the grounds.

Post Fair Move-Out

- a) 8am – 6pm, Tuesday and Wednesday, September 7-8.
- b) Buildings are to be cleared no later than 6pm on Tuesday, September 7.
- c) Unless pre-approved otherwise, outdoor displays/structures to be removed no later than 6pm on Wednesday, September 8.
- d) Food concession buildings/stands cleaned no later than Sunday, September 12th, unless pre-approved otherwise.

Inspections

Electrical, Health, Fire, Backflow Inspections – Wednesday, August 25 and Thursday, August 26; with Fire and Health inspections conducted daily.

SECTION 1 - GENERAL INFORMATION

1. License Agreements

1. **License Agreement.** No business shall be conducted on the Fairgrounds without an approved License Agreement (Agreement) or contract on file authorizing such activities. By this reference, all terms and requirements within this document are a legal part of the License Agreement.
2. **Annual Participation.** Agreement is valid for **the current year's fair only** and does not guarantee rights or acceptance to any future Fair or Fairgrounds events.
3. **Assignment, Sublease or Transfer of Space Privileges Prohibited.** Agreements, spaces, privileges, rights and duties of Licensee are personal and shall not be assigned, sublet, shared, delegated or otherwise transferred or sold in whole or in part to any other party.
4. **Space Assignments.** FAIR reserves the right to assign or reassign spaces at any time if FAIR feels the reassignment or location change is more advantageous to the FAIR.

2. Approved Products and Restrictions

1. **Authorized Products or Advertising Materials.**
 - Only the items listed on the Agreement may be exhibited, sold, displayed, distributed, or advertised.
 - Written requests must be submitted for FAIR's review and approval before changing or adding any products.
 - Licensee's use of a supplier or sponsor company products or names is not allowed unless otherwise approved in writing by FAIR (example, Coke, Maytag, etc.).
2. **TIPS AND TIP COLLECTION.** Tip jars or other means of soliciting and collecting tips or cash is not allowed.
3. **Solicitations and Advertising.**
 - All business is to be conducted within the confines of assigned booth space;
 - Prohibited - hawking, soliciting, sales, or distribution of any materials in aisles or while roving on grounds; posting of any advertisement, bill, sign, banner, or printed matter outside of assigned space; begging and panhandling.
4. **Product Removal** - FAIR reserves the right to remove or request removal of any item that is in violation of the Licensee Agreement or, in FAIR's sole opinion, it deems inappropriate in any way to the FAIR's stated primary audience. Violations may be subject to immediate removal from the grounds.

3. Business Practices, Removals, Cancellations

1. **Unlawful Business Practices.** Unlawful business practices in any form will not be tolerated. Violations may result in cancellation of Agreement, expulsion from the grounds, and forfeiture of fees paid, or all, as the FAIR may direct.
2. **Immediate Termination.** Snohomish County Sheriff's Office has authority to remove any person from the fairgrounds for any unlawful action.
 - **CANCELLATIONS, TERMINATION.** FAIR reserves the right to cancel or modify the Agreements of whatever kind should an act of Providence such as war, riot, fire, flood, storm, security threat, emergency, unsafe building conditions, adverse or unsafe weather conditions, or pestilence prevent the holding of the Fair in whole or part; strike, lockout or any other labor dispute, that may directly or indirectly involve the FAIR or the Licensee, which in the opinion of the FAIR may adversely affect the Fair or any of its activities.
 - At any time, FAIR in its sole discretion determines a need for the premises which is inconsistent with the use and occupancy by Licensee; or
 - At any time, upon violation of any term or condition established in the License Agreement, this manual and subsequent attachments.

4. County, State and Federal Regulations, Permits & Rights



1. **Americans with Disabilities Act (ADA).** Under Federal laws, accommodations for people with hearing, visual, physical, etc., disabilities upon advance request must be provided.
2. **Public Access & Non-Discrimination.**
 - a. No person shall be denied service or discriminated against regardless of race, creed, color, national origin, sex, the presence of any sensory, mental, or physical handicap, or the use of trained assistance dog/mini-horse by a blind, deaf, or physically disabled persons.
 - b. Unrestricted access must always be a consideration when planning concession layout.
3. **County, State & Federal Regulations.** Laws, regulations, and ordinances of the United States of America, State of Washington, Snohomish County, and other governmental agencies or entities, are Licensee's responsibility to abide by at all times.
4. **Washington State UBI Numbers** are required of anyone conducting sales on the Fairgrounds.
5. **COUNTERFEIT OR IMITATION MERCHANDISE** is illegal and strictly forbidden (*WA ST RCW Chapter 9.16*)
6. **Certification of Amusement / Inflatable Equipment and Rides** – Washington State law and regulations (RCW 67.42 and WAC 296-403A) requires Amusement rides, rock-climbing walls, inflatable devices (including trampolines) have a current

L&I operating decal for each piece of equipment. The decal certifies the equipment had an annual inspection and is insured. In order to get the operating permit, an operator must provide the following to L&I: Operating decal which must be displayed on the equipment in plain view of the public. **Questions?** Washington State Electrical Program at 360-902-5249. Visit website at: www.lni.wa.gov/tradeslicensing/electric

7. **AUDIO AND / OR VISUAL REPRODUCTIONS** – The FAIR expressly retains the right to take photographs, audio and/or visual transmission, reproduction, or recording of the Fair and any concession and products while vendor is participating in the Evergreen State Fair, for the Fair’s own records and publicity purposes.
8. **ANIMALS – PETS** are NOT allowed on the grounds at any time with the exception of animals who are pre-entered into competitive exhibits (these animals are tagged), service dogs/mini-horses who are trained to assist the blind or hearing impaired, and on-duty police dogs.
9. **ALCOHOLIC BEVERAGES, MARIJUANA PRODUCTS, AND WEAPONS** – are not allowed on the fairgrounds.
10. **SECURITY CHECKS** - Snohomish County has the authority to conduct bag, product, and security checks.

SECTION 2 – Deliveries, Move In, Set Up

**** Deliveries accepted August 16 – September 5, 2021 ****

PRE-FAIR DELIVERY ADDRESS (Until Aug 16 - 25): 14405 – 179TH Ave SE, Monroe, WA 98272.

DURING FAIR DELIVERY ADDRESS (Aug 26-Sept 5): 18306 Cascade View Drive, Monroe, WA 98272

- COD FREIGHT – will NOT accept at any time.
- FAIR is not responsibility for number of articles or condition of pre-fair deliveries.
- Limited delivery services to boothspace may be provided by Fair during day; packages will not be left if representative is not in booth to accept and sign for delivery.
- **AFTER FAIR** - FAIR does not store or hold packages and will not be responsible for any items left on the fairgrounds after Labor Day. Articles delivered prior to and after close of Fair will be refused.

1. Pre-Fair Move in and Set Up Information

Night Security begins Tuesday evening, August 24th - merchandise should not be left in booth space prior to this day.

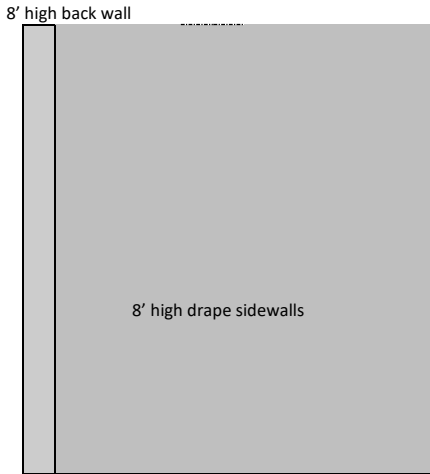
- a) **Forklift Services.** Services are on a “first come first served” basis. Hold Harmless waiver is incorporated into the signed License Agreement.
- b) **Set Up** should be completed by 9am on Thursday, August 26th;
- c) **Pre-Fair Vehicle Access Through Grounds (through Wednesday, August 25th).**
 - Stock or service vehicles may enter the grounds through green service gate.
 - Vehicles may park inside the fairgrounds until unloaded; then removed to one of the outside parking lots.
 - Employees assisting in set up should park in the west or east side parking lot.
 - Violators may be ticketed and risk impoundment at their own expense.

2. Display & Layout Criteria

The primary audience of the Evergreen State Fair consists of family and youth. The FAIR (County) reserves the right to reject any exhibit and/or contents that FAIR deems objectionable to that audience. FAIR also reserves the right to direct how displays, exhibits and/or contents are set up and displayed. By signing the License Agreement, Licensee agrees to these terms.

1. **Expenses and Setup.** Licensees are responsible for own expenses incurred in connection with occupancy and operation of the assigned space. Any special arrangements for cleaning or other services must be made with Fair Management.
2. **Outdoor Spaces**
 - Height – No outside built-up exhibits or other materials used in the exhibit shall exceed eight feet (8’) in overall height, including company name or other advertising, except as pre-approved by FAIR.
 - Width – Running footage space sizes are outlined on each individual contract.
 - Fire Codes - All concessions and exhibits shall meet the criterion of the International Fire Code.
3. **Inside Spaces** – Event Center.
 - Single space are 10’ wide x 10’ deep (*drapery colors are Black and White*)

EXAMPLE ONLY – ACTUAL SPACE SIZE STIPULATED ON CONTRACT



1. **Drapery** – For safety precautions booths are draped with 8’ high back walls and 8’ high side walls of approved fire-resistant drapery fabric.
2. **Layout** – Booths will be set up in square formations (4 vendors per area) with 15’ aisle widths between each formation.
3. **No built-up** exhibits or other materials shall exceed eight (8’) feet in overall height, including company name or other advertising.
4. Canopy Tops are not allowed inside the buildings.
5. **DO NOT REMOVE DRAPES, POLES OR SPACE NUMBERS FROM EXHIBIT SPACES.**

3. Advertising Materials & Signs

All Licensee’s advertising and distribution materials are to be contained within their assigned space.

a) **SIGNS & ADVERTISING MATERIALS ARE SUBJECT TO THE FOLLOWING CONDITIONS:**

- **SIGNS** - are limited to the name of contracted Licensee, Company or primary products(s).
 - Trailers or Canopies – Roof signs must be securely attached and may not exceed a height of 36” above the roof at the front of the stand unless pre-approved by FAIR.
 - Width not to exceed the width of the assigned booth.
 - No signs or combination lengths of signs may exceed the total width of the stand.
 - FAIR may demand and effect the immediate removal of any sign or advertising materials based on contents, design or general appearance, or those which, at FAIR’s discretion it considers objectionable.

b) **QUALITY** – All signs should be of professional quality.

c) **FOOD CONCESSION MENUS – ARE REQUIRED** to include prices that are highly visible and readable to the public.

d) **BALLOONS** must be tethered and should not extend out into the aisle ways. Air tanks must have air-control valves and be secured as dictated by the Fire Marshal’s Office. Advertising on balloons to be pre-approved by FAIR.

SECTION 3 - FAIR TIME OPERATIONS

(August 26 – September 6)

1. Security & Bag Checks

- a) FAIR security is composed of Snohomish County Sheriff and Private Security.
- b) **BAG CHECKS** are established at all Fair entry gates. Sheriff and Private Security have been vested with the authority and responsibility to conduct bag checks for the safety and security of all patrons, public, employees, etc.
- c) **Evenings:** Commercial Building and Grandstand will be secured at closing times and locked thirty (30) minutes after closing. There will be no admittance after this time.
- d) **Mornings:** Commercial Building and Grandstand will be open at 8:30 a.m. daily for restocking. Only those concessionaires or their employees with appropriate ID will be admitted into the buildings before 10:00 a.m.

2. Civility, Conduct and Deportment

- a) Civility conduct and deportment with the general public, other vendors, FAIR representative and personnel, or vendor’s own employees and personnel is of extreme importance to the FAIR.
- b) Persons not practicing good civility, conduct and deportment may be subject to removal from the grounds and / or not invited to return the next year.
- c) Licensee shall ensure that all agents and representatives are clean, orderly, and polite in their conduct and speech.
- d) Licensee shall operate strictly within the limits of their assigned space, not in the aisles, walkways, or roadways. “Hawking” is not permitted.
- e) Disrupting or interfering with the operation of another concession is not allowed.
- f) **“Posing”** as a buyer at other concessions in order to solicit or sell to that concession’s customers is not allowed.
- g) Assigned spaces are to be kept clean at all times with no accumulation of trash, paper or other combustible materials.
- h) **PROBLEMS** with other vendors need to be brought to the attention of Fair Operations Office for resolution.

3. Consumer Refund Policy

a) REFUNDS AND SALES AGREEMENTS

Refund policy must be posted and “readable” in a highly visible location within assigned space. Additional refund information including telephone number and address must be available upon request.

SECTION 4 – LABOR DAY CLOSING PROCEDURES Labor Day, September 6, 2021

1. Labor Day Closing

FAIR IS “NOT” RESPONSIBLE FOR LOSS OR DAMAGE TO UNSECURED PRODUCTS OR DISPLAYS

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| 7:00 pm | Public and Carnival Closing Time |
| 7:00 pm – 8:00 pm | Concessionaires may begin packing up merchandise and displays. |
| 8:00 pm | Vehicles are not allowed onto the grounds until after this time. |
| 8:00 pm – Midnight | Displays may be removed and spaces cleaned up. |

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| a) All concessions must be manned until 7:00 p.m. | d) ALL merchandise that can be easily carried away should be removed on Labor Day. There is no security on duty after 7am on Tuesday. |
| b) During move out do not leave your space unmanned or products unsecured. | e) FORKLIFT SERVICES – Forklift and electrical disconnect services will be on a first come first served basis. Anticipate delays. |
| c) For public safety reasons, VEHICLES are not allowed on the grounds until after 8:00 p.m. or public has been cleared from grounds. | |

2. Post Fair Move Out

Tuesday and Wednesday (September 7-8) – 8am – 5pm, Exhibitors may continue removal of displays and clean up. Reminder to check UPS/Delivery area prior to leaving – FAIR will not hold unclaimed items after Labor Day.

3. Traffic Flow (After 8pm) – LABOR DAY.

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| <ul style="list-style-type: none">• WEST SIDE – Vendors with booth spaces on the west side of the grounds may line up and enter through the WHITE gate entrance (north gate through the equestrian park).• Vendors parked in the west lot may also carry their products out to their vehicles, or wait an extra hour then enter through the White gate or east side Blue gate. | <ul style="list-style-type: none">• EAST SIDE – Vendors with booth spaces in the middle and east side of the fairgrounds or parked in any of the east side parking lots should line up at the Orange gate area. Vendors may be directed through the east gates.• REFER STORAGE LOT – Vendors parked in the Special Permit Lot may enter the grounds through the gate north of the Scone building. |
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4. While Closing Your Display and Cleaning Up Before Leaving.

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| <ul style="list-style-type: none">• Please be courteous and patient.• Do not park in any building or building doors.• Do not park or leave vehicles in the middle of any roadway, thoroughfare, or aisle way. | <ul style="list-style-type: none">• No double parking - Watch out for pedestrians.• Vendors will be charged for any damages to Fairgrounds equipment or property occurring during move out. |
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SECTION 5 – PARKING, RV RESERVATIONS, & PASSES

SPEED LIMIT – 10 mph or less.

Restrictions do not include ADA wheelchairs, ADA electric wheelchairs, and ADA scooters.

1. MORNING OF DREAMS – Tuesday, August 31st, 9am – 11am – NO VEHICLES WILL BE ALLOWED INSIDE THE GREEN GATE DURING THIS TIME PERIOD.
2. GOLF CARTS AND CARRIER VEHICLES are not allowed on the grounds between 9:30 a.m. and 10:00 p.m. during the fair.
3. SKATEBOARDS, BICYCLES, SCOOTERS, roller skates, roller blades, skate shoes, razors, motorcycles, or similar recreational vehicles or toys are not to be ridden on the grounds.
4. PARKING – FAIR issued parking passes are accepted in “Official Fair Parking Lots” only (Red, Yellow, Blue, Purple) except for the following:
 - Green Lot is restricted for special parking permits.
 - White Lot is restricted for to horse show competitors.
 - Orange Lot is restricted to Refer & Supply Truck special permits.
 - Fair parking pass **is not valid in any of the private lots** surrounding the Fairgrounds.

5. **REFER & SUPPLY TRUCK “SPECIAL PERMIT” LOT:**

- Reserved spaces are available for refrigeration, supply and stock trucks/vans in the “Refer Special Permit Lot” located south of the speedway tracks.
- Personal vehicle parking spaces may be available after refer/stock trucks are accommodated.
- Special Permits for this lot are available at a separate purchase fee, which are not exchangeable with any other parking pass.
- A 30-minute unloading space is available in this lot.
- Fair Admission is required when entering the Permit Lot.

6. **GREEN LOT SERVICE GATE ENTRANCE**

- Commercial exhibitors are not allowed to park in the green gate parking areas.
- Delivery vehicles may access through this gate until 9:30am, then must be removed to other lots.

7. **SERVICE / STOCK VEHICLES**

- Stock / service vehicles are allowed through the green service gate between 7am to 9:30 am each morning.
- DO NOT use this gate after 9:30 a.m. After 9:30 a.m. merchandise must be hand carted or carried in.
- All vehicles are to be removed from the grounds by 9:45 a.m. Parking passes must always be displayed on vehicle dashboard with pass number visible.
- Violators may be cited, and vehicles impounded at owner’s expense.

RV RESERVATIONS & PARKING

- a) RV RESERVATIONS – RV reservation forms are available on-line at www.evergreenfair.org.
- b) FIRST COME FIRST SERVED – Hook-up and dry camping spaces are allocated on a first-come-first-served basis.
- c) PETS – You are encouraged to **NOT** bring your pets to the Fair. If unavoidable, the County’s leash laws remain in effect in the RV lot. Pets left in vehicles (other than inside an RV or Trailer) will be impounded by Animal Control with no notice to and at owner’s expense. Pets are not allowed in any other areas on the Fairgrounds at any time. Disturbances from Pets (day or night) in the RV lots will not be tolerated. Owners are responsible for clean up after their animals at all times.
- d) ELECTRICAL – 10 amps or 120 volts. Use only the electrical outlet and water hookup in your assigned space.
- e) RV LOT LOCATION – RV spaces are located on the east side of the Fairgrounds, next to the Blue Parking Lot.
- f) OCCUPANCY RESTRICTIONS – Occupancy is restricted to one (1) RV or trailer and one (1) other vehicle (example: commuter vehicle or small utility trailer) only. Additional vehicles or supply trailers must park in other designated areas.
- g) Park only in the space assigned to you.
- h) NOISE & CURFEWS - All campers must respect the rights of neighboring campers. Anyone making loud noise, being disruptive, etc., will be asked to leave and will forfeit their camping fees.
 - GENERATORS may be used until 11:00 p.m. (10:00 p.m. before and after fair-days).
 - CURFEW – outside lighting and noise curfew for the RV lot is 12: Midnight.
- i) PROHIBITED – Open flames are not allowed at any time.
- j) RV PUMPING SERVICES – are available at owner’s expense. See RV Camp Host regarding scheduling and payment procedures.
- k) DO NOT dump gray or wastewater on the ground. Violators will be subject to removal from the grounds (at their expense) and forfeit their camp fees.
- l) Fair assumes no responsibility for damage, injuries or loss to campers or their property.

SECTION 6 - SECURITY, FIRE, SAFETY

1. PUBLIC SAFETY

EMERGENCY OR INCIDENT REPORTING - In a medical or life-threatening emergency, call 911.

- 1. **FIRST AID STATION** - First Aid Station is located next to the Fair Administration Office (#405), and is available to all exhibitors, concessionaires, and their employees and patrons during public hours of the Fair.
- 2. **LOST PERSONS CENTER** - Refer persons who are lost or who have misplaced another person to the “Lost Person Center”, located next to the First Aid Trailer.
- 3. **EMERGENCIES** – Report lost children immediately to Sheriff, Security Officers or Lost Persons Center.
- 4. **LOST OR FOUND ITEMS** - Lost or found items should be reported to or turned into the Fair Office or West Pass Booth.
- 5. **LAW ENFORCEMENT, SECURITY:**
 - **SNOHOMISH COUNTY SHERIFF (SCSO)** Law enforcement matters should be reported to the SCSO Command Station (including lost children, thefts, vandalism, etc.)
 - **GATE SECURITY / BAG CHECKS** – Snohomish County has the right to conduct random screening of persons, bags, and other carry-in at any time. Commercial exhibitors and concessionaires are also subject to these random checks. Reminder, no weapons or intoxicating liquors are allowed on the fairgrounds.

- **PRIVATE SECURITY** - Night Watch personnel are assigned to attend exterior gates, patrol the grounds, and inside of the buildings from 10pm – 9am daily, beginning Tuesday, August 24th through 7am on Tuesday, September 7th. The Evergreen State Fair provides security at the days and times listed above, however the FAIR assumes NO responsibility for materials left in the booths.

Evergreen State Fair may be confronted with various emergency situations or hazardous conditions during the Fair’s annual run. FAIR needs to be informed of accidents and incidents that occur during the Fair. A report form in the Fairground’s office is available for reporting incidents including injuries or accidents to persons or property, verbal threats, violence, theft, fire, or hazardous conditions of any kind.

FAIR utilizes the National Incident Management Response System for emergency incidents that may occur. Vendors should acquaint themselves on where fire extinguishers, first aid and security services are located. Calm and good judgment is essential in any emergency.

2. Fire And Life Safety Requirements

Snohomish County Fire Marshal
425-388-3557

CODE COMPLIANCE AND ENFORCEMENT – Licensees who fail to comply with the International Fire Code shall be subject to immediate closure by the Snohomish County Fire Marshal’s Office. IFC 109

FIRE PROTECTION

Fire Protection is provided by Snohomish County Fire Protection District. Reasonable precautions shall be taken to prevent fire from occurring. FAIR will not be responsible for any loss resulting from fire. Fire extinguishers are provided in all buildings for use in the event of a fire. Food and outside vendors are required to have a Fire extinguisher within their booth that meet Fire Code.

3. Electrical

a) **ELECTRICAL APPLIANCES** – All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved – not the parts only, but the complete product. Concessionaires must have **GROUNDING EXTENSION CORDS** and all cords on any electrical device must be **GROUNDING** to prevent electrical shocks. Electrical appliances such as kettles, coffee pots, space heaters, air conditioners, or hot plates, which draw more than 200 watts and which are intended for personal convenience of concessionaire are not allowed without written consent of FAIR.

MULTIPLUG ADAPTERS such as multiplug extension cords, cube adapters, strip plugs, and other devices that do not comply with the International Fire Code or the Electrical Code are prohibited and shall not be used. 605.4 IFC

b) **EXTENSION CORDS** – 605.5 IFC

1. **PROHIBITED USE.** Extension cords shall not be used as a substitute for permanent wiring.
2. **USE WITH PORTABLE APPLIANCES.** Extension cords are permitted only with portable appliances or fixtures, while in immediate use, in accordance with the following:
 - Extension cord shall be plugged directly into an approved receptacle and shall serve only one appliance or fixture.
 - The current capacity of the cord shall be not less than the rated capacity of the appliance or fixture.
 - The extension cord is maintained in good condition without splices, deterioration or damage.
 - The extension cord is of the grounded type when serving grounded appliances or fixtures.

SECTION 7 – PERCENTAGE, FOOD, BEVERAGE & SAMPLING VENDORS

PERCENTAGE VENDOR CASHIER
OFFICE HOURS:

- Daily (Aug 27 – Sept 5) - 8:00 am – 4:00 pm
- Labor Day (Sept 6) – 8:00 am – 12:30pm and 7:00 pm – 8:30 pm
- Tuesday, September 7 – 8:30 am – 4:00 pm

1. COMPOSTABLE FOOD-SERVICE WARE

Food, beverage and sampling vendors are required to utilize compostable food service-ware products (plates, bowls, food trays, sampling cups, hot and cold beverage cups, cutlery, condiment cups, straws, drink stirrers, deli and sandwich wrap, to-go boxes, clamshells, similar containers).

To determine if your current food service ware products are compliant or to find suitable alternatives:

- 1) Check Cedar Grove Commercially Accepted Items Listing: <http://cedar-grove.com/compostable/accepted-items?/commercial/accepted-items/>
- 2) Or contact your US Foods (formerly FSA) Representative, Ted Stiers, ted_stiers@usfoods.com.

2. RECYCLING

Washington State RCW 70.93.093 requires recycling and Snohomish County is committed to enhanced recycling efforts:

- 1) **CARDBOARD** – Flatten and stack cardboard boxes and place in designated locations for removal.
- 2) **PLASTIC BOTTLES AND ALUMINUM CONTAINERS** are to be disposed of in designated recycling containers.
- 3) **PLASTIC ZIP TIES** – Dispose of these in appropriate trash cans – do not leave on the floors
- 3) **FOOD CONCESSIONAIRES:**
 - a) GREASE – dispose of “used grease” in designated grease containers.
 - b) FOOD SCRAPES – Use the “GREEN” food scrap totes to dispose of all the food scrapes noted below.
 - At Night – as needed, pull the scrap tote(s) to the main road nearest to your stand when leaving.
 - In Morning – pull empty container(s) back behind your stand.

RECYCLING
YES, put these in your food scrape
tote(s)



Food Scrapes:

Meat, fish, dairy, fruit, vegetables, coffee grounds & filters, tea bags, shells, bones, pasta, rice, eggshells, nutshells, bread, grains.

Food Soiled Paper:

Waxed cardboard, soiled paper bags, kitchen paper towels, paper napkins, uncoated paper plates, greasy pizza boxes, approved compostable take-out containers, shredded paper.

3. FOOD, BEVERAGE AND DRY GOODS SUPPLIERS

The Fair reserves the right to negotiate and retain product and goods supply companies for Vendors to utilize to meet their food, beverage, ice and dry goods supply needs.

4. REDUCED PRESSURE BACKFLOW ASSEMBLY

Required on all Fountain Soda Machines – Annual Testing & Certification Required

Fountain beverages may not be sold until your backflow assembly has been inspected by a City of Monroe Cross-Connection Control Specialist. Contact the City of Monroe for a list of local testers – 360-863-4616 or 360-863-4546.

Vendors who use post-mix soda machines are required to have a Reduced Pressure Backflow Assembly (RPBA) installed on the water line feeding the soda machines as required by the State of Washington DOH: WAC 246-290-490 and also by the Uniform Plumbing Code 603.4.12.

If your water line enters directly into the carbonator, your assembly must be installed before the carbonator. Some systems may mix CO2 with water inside the dispenser machines – in this case the assembly must be located right before the waterline enters the dispenser. There shall be no copper piping downstream of the assembly. The assembly is to be securely mounted to ensure stability.

After assembly installation, the assembly must be tested by a certified backflow assembly tester. Once tested, the certified backflow assembly tester must immediately send a copy of the test results to the City of Monroe Water Quality Office – Reminder to keep a copy of the test report for your records. Water Quality Office fax number is 360-863-4601.

4. DAILY REPORTS AND PAYMENTS

DAILY SALES REPORTING

- a) Sales reports are to be turned in daily to the Fair Vendor Cashier.
- b) Daily sales reporting forms and payment schedule will be in “vendor packets” at the pass booth.
- c) Each space requires a separate daily reporting form, which can accommodate up to three registers. Use additional forms for over three registers.

DO NOT “Z” OUT DAILY – FINES MAY BE IMPOSED \$\$\$

- a) **DAY 1** – Before you start any sales, attach the “Z” reading taken from each register to the ‘Daily Sales Report’.
- b) DO NOT “Z” again until the end of sales on the last day of the Fair. This reading will be turned in with your final sales report. Do not “Z” out daily!
- c) “X” READINGS and “over rings” are to be turned in each day along with daily sales reporting form.
- d) **LABOR DAY - THE FAIR DOES NOT CLOSE UNTIL 7:00 PM - CASH REGISTERS SHOULD NOT BE “Z’d” OUT UNTIL AFTER THIS TIME OR UNTIL FINAL SALES ARE CONCLUDED.**

5. CASH REGISTERS

CUBES - Use of CUBES are to be pre-approved, with specific type of back-up daily sales reports approved by Finance.

Otherwise, food concessionaires shall use cash registers meeting the following specifications. Registers should be ready for audit by Wednesday, August 25th.

a) **CASH REGISTER SPECIFICATIONS**

- Non-adjustable grand total.
- “Z” counters that cannot be reset; and “Z” reading.
- The ability to take daily “X” readings that will not alter the running “Z” total.
- Detailed journal tape and receipt tape at all times. Receipt tape must be given to the customer if requested.
- High amount of lockout.
- Print the date and time on the detail tape.
- Two-way displays and be placed in plain view of the customers at all times.
- Battery back-up with memory protection.
- Error correction and refund / void keys should be separate on both the key board and financial report.
- All non-sales must have a written explanation.
- Use a surge protector.

b) **CASH REGISTER SALES ALLOWED ONLY**

- All sales (including ‘tabs’) must be run in the cash register.
- Working from an open cash drawer, money apron, or cash box is not allowed.
- A verbal warning will be given on the first offense; after that the concession will be closed.
- All cash registers must have an identifying number on them.
- Auditing personnel will be on the grounds throughout the fair to sporadically monitor sales transactions and procedures.

c) **OVER-RINGS - DO NOT** deduct over-rings. Circle, date and initial the over-ring on the tape and write an over-ring slip with the amount and attached the over-ring slips to the journal or register tape.

d) **REGISTER CONDITION, SUPPLIES, AND REPAIR**

- All cash registers must be in good working order.
- Before using a replacement register during Fair, Vendor Cashier must be notified.
- Any register leaving the grounds during fair must be checked out by the Vendor Cashier.
- Equipment must be functioning properly before fair with enough supplies (paper/ink) available throughout fair-time.

6. FOOD AND HEALTH SAFETY

FOOD VENDORS, SAMPLINGS, DEMONSTRATORS WHO CONDUCT FOOD SAMPLING

<p>SNOHOMISH HEALTH DISTRICT</p> <p>Environmental Health Division</p> <p>3020 Rucker Avenue, Suite 104, Everett, WA 98201-3900,</p> <p>fax: 425-339-5254, tel: 425-339-5250</p>	<p style="text-align: center;">CONTACT THE SNOHOMISH HEALTH DISTRICT REGARDING THE LATEST REGULATIONS AND REQUIREMENTS.</p> <ul style="list-style-type: none"> • All food vendors and non-food exhibitors who conduct demonstrations with public sampling must obtain operational and food handlers permits as required by the Snohomish Health District. • Permits – Avoid penalties by obtaining required permits no less than thirty (30) days prior to the Fair. • Contact the Snohomish Health District for permit applications, information and updated requirements. • SAMPLING. Unless specified differently, approved sampling shall not be more than 1-2 oz servings. • NO bare hand contact with ready to eat foods; • NO food service workers working ill; <p style="text-align: center;">EQUIPMENT REQUIRED BY THE HEALTH DISTRICT IS LICENSEE’S RESPONSIBILITY TO PROVIDE</p>
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FOOD SAMPLING AND GIVEAWAYS

All food/beverage sampling must be approved in advance by FAIR and Snohomish Health District. Upon approval, concessionaires shall be allowed to give out food samples only within their assigned space.

WASTE WATER

Use “gray” water drains for disposing of waste water. DO NOT dump waste water in flower beds or storm drains. Use only an approved septic disposal source.

“ZERO TOLERANCE POLICY”

Snohomish County and the Evergreen State Fair are committed to safe guarding the public health when attending any event sponsored or featured at the Fairgrounds. Through mutual cooperation with the Snohomish Health District, a “Zero-Tolerance” policy has been established for this year’s annual fair. Snohomish Health District has Snohomish County and Evergreen State Fair’s complete support and authority in handling all public food and health safety issues.

Licensee will strictly adhere to all Snohomish County Health District’s food and sampling requirements, including but not limited to:

- Insuring all potentially hazardous foods are handled with adequate temperature control including cooking all ground beef products to a minimum of 155° F;
- Provide and use a bi-metal stem thermometer with a range of 0 - 220° F, a digital thermometer or a thermocouple;
- Utilize separate handwashing and vegetable washing sinks;
- Have available and use an approved sanitizing solution during all hours of preparation and service;
- Insure all food handlers have current Washington State Food Handler’s Cards with copies posted on-site;
- Insure cross-contamination does not occur between raw and ready-to-eat foods;
- And providing in general, excellent sanitation practices.

Violations:

Any critical violation in food handling practices will result:

1. In immediate on-site correction of that violation;
2. Repeated critical violations will result in permit suspension until the following day after the correction has been made;
3. A written plan of action must be submitted to the Snohomish Health District and a satisfactory re-inspection made prior to resuming business;
4. Any repeated critical violation after will result in immediate closure of operation for the duration of the fair and loss of future participation considerations.

7. ALLERGEN PRODUCTS

NUT AND PEANUT OIL PRODUCTS & BI-PRODUCTS – Distinct signage must be posted if any food items have been prepared or manufactured with nut or peanut oils or peanut products.

8. FIRE CODES AND SAFETY

**Snohomish County
Fire Marshal
425-388-3557**

CODE COMPLIANCE AND ENFORCEMENT – Licensees who fail to comply with the International Fire Code shall be subject to immediate closure by the Snohomish County Fire Marshal’s Office. IFC 109

FIRE PROTECTION - is provided by Snohomish County Fire Protection District 7. Reasonable precautions shall be taken to prevent fire from occurring. FAIR will not be responsible for any loss resulting from fire. Fire extinguishers are provided in all buildings for use in the event of a fire. Outside vendors are required to have a Fire extinguisher within their booth.

VENTILATION HOODS AND SUPPRESSION SYSTEMS – Commercial-type food heat processing equipment that produces grease-laden vapors shall have a ventilating hood and duct system as established within the International Mechanical Code, including an approved fire suppression system installed under the provisions of the International Fire Code 904.11. All booths using heat producing equipment shall have a compliant “K” type extinguisher within 30’ of travel distance. IFC 904.

BARBECUES – Outdoor barbecues must be located ten feet (10’) from combustible walls, roofs, or other combustible materials, with a **4’ minimum** setback required between cooking equipment and customers.

BARBECUES, PORTABLE OR PIT require approval of the Fire Marshal and shall comply with the following:

- a) Indoor locations – Shall be constructed as commercial food heat-processing equipment in accordance with the International Mechanical Code.
- b) Outdoor locations – Shall be constructed of concrete or approved noncombustible materials and shall not be located within ten feet (10’) of combustible walls, roofs, or other combustible materials.
- c) Hot ashes, cinders, smoldering coals or greasy or oily materials subject to spontaneous ignition shall not be deposited in a combustible receptacle or within ten feet (10’) of other combustible materials. These materials shall be placed in a metal receptacle with a tight-fitting lid, in an area non-accessible to the public. 305.2 IFC

FIRE EXTINGUISHERS

- **OUTDOOR VENDORS** – Outdoor vendors shall have a 2A10BC 5-pound dry chemical extinguisher located in their booth. Units shall be mounted in a location that is visible and accessible for inspection at all times.

- **FOOD & COOKING DEMONSTRATIONS** – Commercial cooking equipment shall have a **K- type fire extinguisher**. If they have a UL300 extinguishing system or cooking equipment involving vegetable or animal oils and fats, 904.11.5 IFC dry chemical hood suppression systems are required with either a sodium bicarbonate or potassium bicarbonate fire extinguisher with a minimum rating of 40BC. If the vendor cooks food that produces grease-laden vapors, the cooking surface shall have an approved hood and duct system and also have an automatic fire extinguishing system that has been serviced within the last year. 904.11.6 IFC All hood systems shall be cleaned by an approved technician within the last year. 904.3.3 ICC.

2. **CANOPIES, TEMPORARY STRUCTURES (Outdoor)**

Sidewalls, drops, and tops of tents, canopies and temporary membrane structures shall be made of flame retardant materials. Floor coverings, buntings, decorations or effects shall be made fire retardant in an approved manner. A certificate shall be retained on the premises indicating, size, fabric type and type of solution utilized. (International Fire Code)

3. **DISPLAY DRAPES, CURTAINS, DECORATIVE MATERIALS.** Decorative materials, including natural or artificial, straw, leaves, dry vines, or any other highly flammable materials shall conform to Chapter 8 IFC. Electrical bulbs shall not be decorated with paper or other combustible materials. (International Fire Code) Questions concerning fire retardant treating should be directed to the Snohomish County Fire Marshal’s Office.

4. **GAS, LIQUID, AND SOLID FUEL BURNING EQUIPMENT** designed to be vented shall be vented to the outside air as specified in the Mechanical Code. Such vents shall be equipped with spark arrestors when required.

6. **FLAMMABLE AND COMBUSTIBLE LIQUIDS** – Such liquids shall not be stored in any structure, booth, tent, trailer or aid-supported structure. Fuel tanks of vehicles or equipment on display shall be sealed and batteries disconnected. 314.4 IFC

7. **OPEN FLAME AND SPARK PRODUCING EQUIPMENT** shall not be used in assembly areas unless used in conjunction with approved heating or cooking appliances in areas not accessible to the public. 308.1 IFC

8. **HEATING, COOKING EQUIPMENT, WOOD BURNING STOVES AND APPLIANCES** on display shall be installed as specified by manufactory’s specifications or the Mechanical Code and shall be approved by the Fire Marshal. 308.1 IFC. Open-flames equipment shall not be operated within ten feet (10’) of exits, aisles, passageways or near combustibles. 308.1.5 IFC.

9. **LPG (LIQUEFIED PETROLEUM GAS)** shall be used only with approved heating or cooking appliances.

- a) Tanks shall not be kept inside any structure, booth, trailer, tent or air-supported structures. Portable LPG containers are allowed to be used temporarily for demonstrations or public exhibitions. Such containers shall not exceed a 12-pound water capacity. Chapter 61 IFC
- b) No open flame or spark producing equipment shall be used within 25’ of any LPG container. Chapter 61. IFC
- c) LPG containers shall be protected from vehicular damage and rigidly secured to prevent containers from being dislodged or knocked over. Chapter 61 IFC.
- d) Weeds, grass, brush, trash or any other combustible materials shall be kept not less than ten feet (10’) from LPG containers. 6107.3 IFC

9. ELECTRICAL

- a) **ELECTRICAL APPLIANCES** – All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved – not the parts only, but the complete product. Concessionaires must have **GROUNDING EXTENSION CORDS** and all cords on any electrical device must be **GROUNDING** to prevent electrical shocks. Electrical appliances such as kettles, coffee pots, space heaters, air conditioners, or hot plates, which draw more than 200 watts and which are intended for personal convenience of concessionaire are not allowed without written consent of FAIR.
- b) **MULTIPLUG ADAPTERS** such as multiplug extension cords, cube adapters, strip plugs, and other devices that do not comply with the International Fire Code or the Electrical Code are prohibited and shall not be used. 605.4 IFC
- c) **EXTENSION CORDS** – 605.5 IFC
 - 1. **PROHIBITED USE.** Extension cords shall not be used as a substitute for permanent wiring.
 - 2. **USE WITH PORTABLE APPLIANCES.** Extension cords are permitted only with portable appliances or fixtures, while in immediate use, in accordance with the following:
 - Extension cord shall be plugged directly into an approved receptacle and shall serve only one appliance or fixture.
 - The current capacity of the cord shall be not less than the rated capacity of the appliance or fixture.
 - The extension cord is maintained in good condition without splices, deterioration or damage.
 - The extension cord is of the grounded type when serving grounded appliances or fixtures.

SECTION 8 – COUNTY NPDES REQUIREMENTS

NPDES COMPLIANCE PROCEDURES FOR ALL PARTIES UNDER CONTRACTUAL AGREEMENTS WITH SNOHOMISH COUNTY PARKS & RECREATION


NUMBER: 11b
APPROVED: 9/17/10

- 1.0 PURPOSE: This Procedure outlines responsibilities of all parties under any contractual agreement, as defined in Section 3.0, with Snohomish County Parks & Recreation Department in regard to the National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit held by Snohomish County.
- 2.0 AUTHORITY: A Phase I Municipal Stormwater Permit, was issued to Snohomish County by Washington State Department of Ecology on January 17, 2007 as authorized by the State of Washington Water Pollution Control Law, Chapter 90.48 Revised Code of Washington (RCW), and the Federal Water Pollution Control Act. The permit requires the County to establish procedures that will eliminate, reduce or minimize pollutant discharges to surface waters.
- 3.0 APPLICABILITY: This Procedure applies to all parties (PART(Y)/IES)) under contractual agreement with Snohomish County Department of Parks & Recreation (PARKS). Contractual agreements covered by this procedure include, but are not limited to, construction contracts, lease agreements, facility license agreements, right-of entry permits, special use permits, and interlocal and interdepartmental agreements.
- 4.0 COMPLIANCE WITH OTHER LAWS: Compliance with this procedure does not constitute waivers of the requirements of any other law or regulations; nor does it indicate compliance with any other law or regulation. Compliance with all applicable federal, state, and local laws and regulations is required.
- 5.0 ACRONYMS
- | | | | |
|----------------|---|-------|---|
| BMP | Best Management Practice | NPDES | National Pollutant Discharge Elimination System |
| CESCL | Certified Erosion and Sediment Control Lead | SCC | Snohomish County Code |
| Ecology or DOE | Washington State Department of Ecology | SWM | Surface Water Management |
| IVM | Integrated Vegetation Management | SWPPP | Stormwater Pollution Prevention Plan |
- 6.0 DEFINITIONS:
- 6.1 "Contaminant" means a solid, liquid, or gaseous substance that, if discharged to a drainage facility, natural drainage system, receiving waters or groundwater, will alter the physical, chemical, or biological properties thereof to the extent that the discharge will render the facility, system, or water harmful, detrimental, or injurious to the public health, safety, or welfare, or to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses, or to livestock, wild animals, birds, fish, or other aquatic life. Contaminants may include, but are not limited to the following: Trash or debris; construction materials; petroleum products including but not limited to oil, gasoline, grease, fuel oil or heating oil; antifreeze and other automotive products; metals in either particulate or dissolved form; flammable or explosive materials; radioactive materials; batteries; acids, alkalis, or bases; paints, stains, resins, lacquers, or varnishes; degreasers and solvents; drain cleaners; pesticides, herbicides, or fertilizers; steam cleaning wastes; soaps, detergents, or ammonia; chlorine, bromine, or other disinfectants; heated water; animal wastes; sewage; animal carcasses; food wastes; bark, soils, sediment, rock and other fibrous materials; collected lawn clippings, leaves, or branches; dyes, except as allowed in SCC 7.53.090(11); and wastewater general by commercial or industrial activities.
- 6.2 "Discharge" means to throw, drain, release, dump, spill, empty, emit, or pour any matter into receiving waters, groundwater, a natural drainage system, or a drainage facility, or to cause or allow matter to be thrown, drained released, dumped, spilled, emptied, emitted or poured into receiving waters, groundwater, a natural drainage system, or a drainage facility, or to cause or allow matter to flow, run, or seep from land into receiving waters, groundwater, a natural drainage system, or a drainage facility.
- 6.3 "Drainage Facility" means any part of a man-made physical system designed or constructed to collect, treat convey, store, or control the flow of stormwater. Drainage facilities include, but are not limited to, storm water conveyance and containment facilities, including pipelines, constructed channels and ditches, infiltration facilities, retention and detention facilities, stormwater treatment facilities, erosion and sedimentation control facilities, and all other drainage structures and appurtenances.
- 6.4 "Prohibited Discharges" means the following discharges to any drainage facility, natural drainage system, receiving water, or groundwater within Snohomish County except as allowed in SCC 7.53.090 or conditionally allowed in SCC 7.53.095: (1) Any discharge not completely composed of stormwater; (2) Any discharge that causes or contributes to a violation of State Water Quality Standards or State Sediment Management Standards; (3) Any discharge that causes or contributes to a violation of any NPDES permit or State Waste Discharge permit issued to the County; (4) Any discharge that causes the County to be in violation of the State Underground Injection Control Program (Chapter 173-218 WAC); and (5) Any discharge that contains contaminants.
- 6.5 "Source control best management practices" or "source control BMPs" means structures, equipment, supplies, or operations that are intended to prevent pollutants from coming into contact with stormwater through physical separation or areas or careful management of activities that are sources of pollutants.
- 6.6 "Waters of the state" include those waters as defined as "waters of the United States" in 40 CFR Subpart 122.2 within the geographic boundaries of Washington State and "waters of the state" as defined in Chapter 90.48 RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and watercourses including storm drainage systems and ditches within the jurisdiction of the State of Washington.
- 7.0 COUNTY ACCESS: County personnel shall have reasonable access to all Park property to conduct annual inspection and maintenance activities, perform audits of user activities, and respond as necessary to all spills or other emergencies.
- 8.0 SOURCE CONTROL: SCC Chapter 7.53 requires any person storing or using materials that may contain contaminants in a manner that could result in prohibited discharges to streams, lakes, groundwater or the County's storm sewer to implement source control BMPs. Source control BMPs include, but are not limited to those described in Volume IV of the County Stormwater Management Manual. The PARTY shall be responsible for utilizing all known, available, and reasonable methods of prevention, control and treatment (AKART) to prevent pollution from entering waters of the State, and for providing the proper training to all individuals engaged in such activities. The PARTY shall conduct all activities in a safe, responsible manner and in accordance with all governing regulations or laws. Activities that have the potential for being pollution generating and are subject to this requirement include, but are not limited to the following:
- Application of Fertilizers and Pesticides
 - Building Exterior Cleaning and Maintenance
 - Chemical Handling
 - Cleaning of Animal Handling Areas
 - Dust Control
 - Fueling of Equipment and Vehicles
 - Land Disturbance Activities (soil erosion)
 - Landscape Maintenance and Vegetation Disposal
 - Maintenance of equipment and vehicles
 - Paving operations
 - Trash management
 - Vehicle Washing
- 9.0 SPILL RESPONSE, CONTAINMENT AND REPORTING REQUIREMENTS: PARTIES that engage in activities that pose a risk of polluting waters of the State must have a spill response plan that addresses prevention, spill control, containment, cleanup, and response. A copy must be made available to PARKS at their request. Spill containment and cleanup kits must be readily accessible. All spills shall immediately be reported to PARKS by contacting the Parks NPDES Compliance Officer at (425) 508-6614 and to all appropriate agencies identified in the PARTIES Spill Response Plan.
- 10.0 REVISIONS TO PROCEDURE: This procedure shall be revised and updated as needed to adhere to Snohomish County Phase I Municipal Stormwater Permit revisions, or procedure modifications required by PARKS. All revisions shall be numbered and dated and provided to PARTIES.

EVERGREEN STATE FAIR ZERO WASTE PROGRAM AND REQUIREMENTS

These Requirements Apply to All Commercial Exhibitors and Food Vendors



RECYCLING & FOOD WASTE

Washington State RCW 70.93.093 requires recycling at all large public events and Snohomish County is committed to enhanced waste diversion which includes recycling as well as composting of food waste and organic materials.

RECYCLING – Use the **BLUE** recycling totes to dispose of recyclables listed below, unless otherwise indicated:

ACCEPTED ITEMS

- CARDBOARDS – Flatten, secure and stack cardboard boxes in designated locations for removal.
- GLASS BOTTLES & JARS – Remove caps and lids. No broken glass (garbage).
- METAL or ALUMINUM CANS & BOTTLES – Empty containers before dumping.
- PLASTIC – BOTTLES, JUGS, TUBS, and CUPS – All other plastic items are garbage.
- GREASE & COOKING OILS – Dispose of in designated ‘used – grease’ containers only – strain out food debris before placing in these containers.

NO:

- ZIP TIES – Are garbage and should be disposed of in the designated Gray ‘Garbage’ totes.
- PLASTIC BAGS – no plastic bags of any kind. Recyclables should not be bagged in plastic either.
- PLASTIC ITEMS NOT LISTED ABOVE – Any plastic not specifically listed above should be put in the garbage.
- STYROFOAM – All foam packaging and peanuts go in the garbage.
- WIRES, CORDS, or HOSES.

A full list of acceptable Recyclable items can be found at:
<http://wmnorthwest.com/snohomishcounty/guidelines/recycling.htm>

FOOD WASTE & ORGANICS – Use the **GREEN** compost totes to dispose of all food waste:

ACCEPTED ITEMS

- FOOD WASTE – All pre- and post-consumer food waste or scraps including bones as well as all commercially compostable food service products.
- FOOD SOILED PAPER – including pizza boxes, paper towels, napkins, waxed paper, and unlined paper products.
- WAXED CARDBOARD – Flatten boxes before putting in totes.
- CLEAN, UNTREATED WOOD – less than 4-inch diameter, less than 4 feet in length.

NO:

- DIAPERS or PET WASTE – Goes in garbage
- ROCKS SOIL, or DIRT
- Milk or other beverage cartons
- Wood >4 INCHES
- CLEAN CARDBOARD – Clean dry cardboard should be recycled.

A full list of accepted Food Waste/Compost items can be found at:
<https://cedar-grove.com/compostable/residentially-accepted-items>



COMPOSTABLE FOOD SERVICE WARE

Food Vendors and Sampling Exhibitors

Vendors are required to use commercially compostable products for ALL food service products. These products include but are not limited to: Plates, bowls, food trays, hot and cold beverage cups and lids, utensils, deli and sandwich wraps, to-go boxes, clamshells and similar containers, condiment cups, straws and drink stirrers. Items marketed as “sustainable”, “renewable”, or “bio-degradable” are NOT the same as “commercially compostable” and will not be accepted! Limited exceptions will be made for reusable souvenir cups. Recyclable drink bottles or cans are accepted.

INSPECTIONS – Product inspections by the County Office of Sustainability will be conducted prior to Fair opening and sporadically during the Fair.

COMPLIANCE – If a vendor’s product does not meet the established requirements, vendor will be required to remove the product from stand. Continued non-compliance will result in non-compliance fees for not using compostable food service items. Non-compliance fee will be \$275 per day of non-compliance. Fees are equal to the cost of picking up a compactor for landfill instead of composting. Procedures will consist of:

- a) Vendor will be given notice (warning) that items are not in compliance and advised to replace non-compliant items by the following day.
- b) Inspectors will recheck the following day. If vendor is still not in compliance, they will be assessed a \$275 per day fee until all items are in compliance.
- c) Continued non-compliance may affect future participation.

Food Services of America’s on-site commissary will be available to provide approved products to meet the vendor’s needs. For products not purchased through FSA, verify the item is acceptable by Cedar Grove Composting facility – <http://cedar-grove.com/compostable/accepted-items/>

Unsure where to purchase accepted products?

The Evergreen State Fair has partnered with Food Services of America (FSA) to secure approved compostable food service products. Pre-orders can be placed beforehand, and FSA will deliver directly to your Fair site. Acceptable items are also available for purchase on-site at the Fairgrounds every day of the Fair in FSA’s commissary.

- New customers will need to contact Ted Stiers with FSA by July 31 for pre-orders.
- FSA will take back any unbroken cases of purchased items at list price.

Placing orders for compostable products

To place orders with US Foods (formerly named FSA), contact Ted Stiers at (425) 326-7988 or ted_stiers@usfoods.com. You can also call the US Foods order line at (425) 249-4944.

Questions?

Contact Kevin Ruuhela, the Snohomish County Energy & Resource Conservation Specialist, with any questions on complying with this Compostable Food Service Policy – kevin.ruuhela@snoco.org or (425) 388-3117.

Evergreen State Fair

CANOPIES AND DRAPERIES

CANOPIES

(Snohomish County Fire Marshal Requirements)

Indoors – If used for product display, canopy frames cannot exceed the dimensions of the boothspace (9'wide x 10' deep in the Grandstand; 9.6" x 9.6" in the Commercial Building). Per Fire Code, canopies used inside the buildings cannot have canopy sidewalls or top covers on them.

Outdoors – Per Fire Code, sidewalls, drops, and tops of tents, canopies and temporary membrane structure shall be made of flame retardant materials. Floor coverings, bunting, decorations or effects shall be made fire retardant in an approved manner with a certificate available on-site indicating size, fabric type, and type of solution utilized.

SECURING CANOPIES – Canopies are required to be secured via:

- Large canopies – staked into the ground (check with Fair Vendor Services before staking)
- Smaller canopies – are required to have no less than 30-pound weights on each leg (concrete blocks are not acceptable).

Example of approved canopy weights

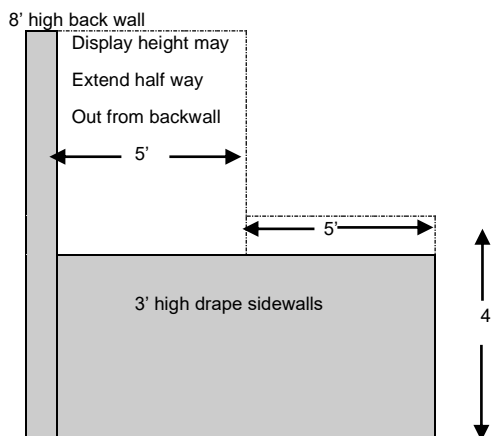


BUILDING DRAPERY

COMMERCIAL BUILDING, GRANDSTAND, PLAZA SPACES

DO NOT REMOVE DRAPES, POLES OR SPACE NUMBERS FROM EXHIBIT SPACES

EXAMPLE ONLY – ACTUAL SPACE SIZE STIPULATED ON CONTRACT



6. **Drapery** – Both buildings are draped with 8' high back walls and 3' high side walls of approved fire-resistant drapery fabric – EXCEPTION: some Grandstand spaces have 6' high back walls.
7. **Height** – see diagram - Backgrounds may extend out from the booth back wall no more than five (5') feet on each side. From that point to aisle no partition, display, etc., may extend above 4' in height, unless approved otherwise by Fair Management.
8. **Only size** exceptions are indicated on individual contracts.
9. **THE FOUR (4')** foot extended portions of the exhibit should be finished so the exposed areas are not reasonably objectionable to adjacent concessionaires.
10. **No built-up** exhibits or other materials shall exceed eight (8') feet in overall height, including company name or other advertising.
11. Any variables from this must be approved in advance by Fair Vendor Services.

WA State Department of Labor & Industries Laws

2021 Minimum Wage is \$13.69 per Hour

“Worker Rights in Washington State”

For more information see www.WorkplaceRights.Lni.wa.gov

Workers must be paid the Washington minimum wage.

Workers in all industries who are 16 years of age or older must be paid at least the minimum wage for all hours worked. Workers who are 14 or 15 may be paid 85% of the minimum wage. Tips cannot be counted as part of the minimum wage.

➤ **Overtime pay is due when working more than 40 hours.**

You must be paid one and one-half times your regular rate of pay for all hours worked over 40 in a fixed seven-day workweek that is designated by your employer. Agricultural workers are generally exempt from overtime.

➤ **There are a few exceptions to minimum wage and overtime laws.** A few occupations are not covered by minimum wage or overtime requirements under limited circumstances.

See www.WorkplaceRights.Lni.wa.gov and click on Minimum Wage or Overtime. Unless you are exempt, you cannot waive the right to minimum wage or overtime pay.

➤ **Workers Need Meal and Rest Breaks.**

Most workers are entitled to a 30-minute meal period if working more than five hours in a day. If you must remain on duty or work during your meal period, you must be paid for the 30 minutes.

Most workers are entitled to a 10-minute paid rest break no later than the end of the third hour. Your employer may schedule the break or allow “mini” breaks, such as two five-minute rest breaks. Agricultural workers must have a 10-minute paid rest break within each four-hour period of work. If you are under 18, check out the Teen Corner to see break requirements.

➤ **You must agree to deductions from pay**

Your employer may deduct from your wages when required by state or federal law and for certain other deductions under an agreement between you and your employer. For complete information, go to www.WorkplaceRights.Lni.wa.gov and click on “Pay Requirements.”

➤ **Your Employer Must Schedule a Regular Payday.** You must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work) gross pay, the pay period and all deductions taken.

Teen Corner

(information for teens age 14-17)

For more information see www.TeenWorkers.Lni.wa.gov

- The minimum age for work is generally 14, with different rules for ages 16-17 and for ages 14-15.
- Employers must get a minor work permit in order to employ teens, including family members.
- Teens don’t need a work permit; however, parent must sign the parent/school permission form provided by the employer. If you work during the school year, a school official must sign too.
- Many jobs are not allowed for anyone under 18 because they are not safe. Learn more about prohibited jobs and teen safety at www.TeenWorkers.Lni.wa.gov.
- Work hours are limited for teens; more restrictions apply during school weeks.
- If injured on the job, ask your health-care provider to help you file a claim for medical benefits.

MEAL AND REST BREAKS FOR TEENS.

- In Agriculture, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10minute paid break for each four hours worked.
- In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three hours.
- In all other industries, teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid break for every two hours worked.

Learn more about teen safety, work hours, and prohibited jobs:

www.TeenWorkers.Lni.wa.gov

or call 1-866-219-7321

EMPLOYEE WEARING APPAREL AND UNIFORMS - RCW 49.12.450

Washington State RCW 49.12.450 sets forth the circumstances in which employers are required to provide or pay for clothing that they require employees to wear on the job. RCW 49.12.450 is to be applied in all situations, regardless of the impact on any of the provisions of RCW 49.46, the Minimum Wage Act.

If the required clothing is a “uniform,” the employer must absorb the full cost. A “uniform” is defined as:

1. Clothing clearly identifying the person as an employee of a specific employer.
2. Apparel specially marked with the employer’s logo.
3. Unique apparel to identify historical or ethnic background.
4. Formal attire.

If the required apparel fits into one of the above categories, regardless of color, it is a uniform, and the employer is required to furnish the apparel or compensate employees for the apparel.

The employer may not require deposits or make deductions from employee wages for uniforms. The basis for this conclusion is drawn from the statutory requirements that clearly places the burden of purchase upon the employer regardless of whether the uniform is issued from employer stock, a uniform rental company, or purchased by the worker from a retail or wholesale establishment.

The cost of normal wear and tear and loss due to workplace conditions is part of the cost of doing business and is wholly the responsibility of the employer.

If required clothing is of a common color and conforms to a general dress code or style, the employer is not responsible for the cost.

Only the following are considered common colors:

- Tops: white, tan, and blue (including light and dark variations of those colors).
- Bottoms: tan, black, blue, and gray (including light and dark variations of those colors).

If the required clothing is any color other than those above, the employer must provide or compensate the employee for the apparel.

If an employer changes the color of required clothing within two years after original requirements were institute, the employer must compensate or provide new clothing to affected employees. The two-year period is calculated from the date the first directive goes into effect. The employer must furnish or compensate the employees for the new required clothing only if they are actually affected by the change, regardless of when in the two-year time period a particular employee is hired. For example, an employer requires white tops and black bottoms, effective six months after an earlier directive that tan ops and gray bottoms be worn. The employer in this situation would be obligated to purchase or cover the expense of the changed requirements for all affected employees.

The employer may change common color specifications at the end of any two-year period without incurring expense (provided the apparel meets the general dress code standards) even if some employees had worked fewer than two years.

The employer may require two sets of clothing of a common color and which conforms to a general dress code, in order to accommodate changing seasons. For example, the employer may require shorts for summer wear and full-length trousers for other seasons.



August 26 – September 6, 2021

2021 INSURANCE REQUIREMENTS

If You Already Have General Liability Insurance - Give This Page To Your Insurance Agent

INSURANCE DEADLINE – AUGUST 1, 2021

Both of these documents are required:

1. Certificate of General Liability Insurance; AND
2. Additional Insured Endorsement (must accompany the Certificate of Insurance).

1. CERTIFICATE OF INSURANCE

- a) **INSURED** must be the same name as the “Licensee” name on the Fair License Agreement.
- b) **MINIMUM SCOPE & LIMITS OF INSURANCE:** The LICENSEE shall maintain coverage at least as broad as and with limits no less than:

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and a \$2,000,000 aggregate limit. CG 00 01 current edition;

Automobile Liability: (Required if using automobiles in the course of your work). \$1,000,000 combined single limit per accident for bodily injury and property damage. CA 0001 current edition, Symbol 1;

Workers’ Compensation: To meet applicable statutory requirements for workers’ compensation coverage of the state of states of residency of the workers providing services under this Agreement.

- c) **DESCRIPTION OF OPERATION / LOCATIONS / VEHICLE** – REQUIRED Additional insured wording should read:

“Snohomish County and Evergreen State Fairgrounds, its officers, elected officials, agents and employees are covered as additional insureds, as respects to the activities of the Named Insured at the Evergreen State Fair; August 26 – September 6, 2021.”

- d) **CERTIFICATE HOLDER** should read:
- Snohomish County
Evergreen State Fairgrounds
14405 – 179th Avenue SE
Monroe WA 98272-1149**

2. ADDITIONAL INSURED ENDORSEMENT FORMS

Either of the following Additional Insured Endorsement (AIE) are acceptable:

1. **CG 20 11** Additional Insured – Managers or Lessors of Premises
- OR:
2. **CG 20 26** Additional Insured – Designated Person or Organization.
(Equivalent endorsement forms may be used)

NAME OF PERSON OR ORGANIZATION should read: **“SNOHOMISH COUNTY AND EVERGREEN STATE FAIR, ITS OFFICERS, ELECTED OFFICIALS, AGENTS AND EMPLOYEES”**



2021 INSURANCE BUY-IN APPLICATION

August 26 – September 6, 2021

If You Do Not Have General Liability Insurance Coverage

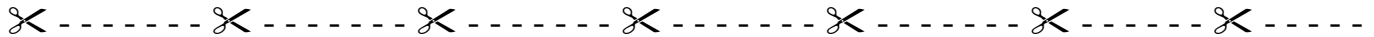
GENERAL LIABILITY INSURANCE COVERAGE BUY-IN APPLICATION

\$1M General Liability Insurance coverage may be available to Commercial Exhibitors and Concessionaire's for this year's Fair (acceptance based on application).

EXCLUSIONS: Not all vendors, companies or corporations qualify for this program. Also the following do not qualify: dunking booths, petting zoos, ear piercing booths, haunted houses, stroller or wheel chair rentals, national corporations-companies-chain stores, organ grinders, liquor stands, motor sport activities, game booths, pony rides, tattoo parlors (permanent), inflatable amusement devices, exotic animals, metallic balloons, medical exams-testing-blood tests, mechanical rides, fireworks, and weapons.

1. **RATE:** \$100.00 per space.
2. **NOTE:** This rate may vary after below application is review by insurance carrier.

If you wish to buy into this policy, complete the following in detail and mail back to the Fair, along with a check for **\$100.00** dollars per space, endorsed to the Evergreen State Fair, before August 1, 2020 (*credit cards accepted*).



2021 Evergreen State Fair – General Liability Coverage
(Base price is \$100 per space, subject to review of application by Insurance Carrier)

Company Name: _____

Years of Fair Experience: _____

Type of Product or Display: Food/Beverage Display or Information only Product Sales
 Amusement Arts/Crafts Other (Explain): _____

Number of Booths or Spaces: _____

Coverage Ever Been Cancelled or Refused? No Yes (if Yes, please explain on back of form)

Claims Filed in the Last 3 Years: _____

Signature(s): _____ Date: _____

(Add additional pages if needed to further explain any of the above responses)

Payment by check should be made payable to Evergreen State Fair and mailed before August 1, 2021, to Evergreen State Fair, 14405 – 179th Ave SE, Monroe, WA 98272

If this box is checked, Fair Office will call you for your Credit Card Information

ADMISSION AND PARKING PASSES

(PASSES WILL NOT BE MAILED – pick up at Fair Pass Booth no later than Wednesday, August 25, 2021)

STANDARD CONTRACT ALLOCATION

Standard ticket allocation for the full fair is:

- SEASON ADMISSION BADGE ➤ 1 Season Admission Badge per contract, plus
- ADMISSION PASSES ➤ 36 Admit-One entry passes for first contracted space;
- Food concession admission passes are outlined on individual license agreement.
- Sponsorship passes are allocated through the sponsorship contract only.
- Food, non-food percentage, daily, and per diem contracts – ticket allocations outlined on contract.
- Multiple spaces allocations are outlined on the contract.
- For 2021, Parking in outside parking lots is free.

Complete the information below if requesting exchanges from the standard allocation or wanting to purchase discounted Passes. Return This Form with Your Signed Contract

1. Check the option below which best meets your need. Amounts listed below are for exchanges **before 8/1/2021**.

Check One ADMISSION PASSES (admission passes are not exchangeable for parking passes)

- a) Exchange Season Admission Badge for 12 Admit-One Entry tickets.
- b) OR – Exchange 12 Admit-One entry tickets for One (1) additional Season Admission Badge.
- c) OR – Exchange 24 Admit-One entry tickets for Two (2) additional Season Admission Badges.
- d) OR – Other Exchange Considerations - Explain: _____

2. ADDITIONAL PASSES – “ADVANCED DISCOUNT ONLY”, offers not valid after 7pm on Wednesday, August 26, 2020

Description	# Requested	Price Each		Totals
<input type="checkbox"/> Discount Admission Single-Entry tickets (37 - 49)		x \$ 9.00	=	
<input type="checkbox"/> Discount Season Admission Badges (max 2)		x \$ 99.00	=	

(prices include all applicable taxes)

AMOUNT ENCLOSED:
 (do not mail cash)

SEASON ADMISSION BADGE(S) – If retaining or purchasing additional Season Admission Badges, clearly **print** name(s) of person(s) who are to receive the Badge(s):

Date: _____

Contracted Concession Name: _____



2021 ADMISSION, PARKING, & GATE PROMOTION SPECIALS INFORMATION SHEET

August 26 – September 6, 2021

1. VENDOR/EXHIBITOR ADMISSION AND PARKING PASSES



- ALL ADMISSION PASSES ARE BAR CODED AND REGISTERED TO LICENSEE.
- PASSES WILL NOT BE MAILED – PICK UP AT PASS BOOTH BY 8/25/21.
- USED AND LOST PASSES WILL BE DEACTIVATED.

- a) **VENDOR WORKER / PERSONNEL ADMISSION AND PARKING PASS** allocations are outlined on individual Agreements. Additional passes will need to be purchased.
- b) **EXCHANGES** - Refer to Ticket Exchange Form.
- c) **WILL CALL PROCEDURES** - Pass Booth “will-call” service available by leaving passes in a #10 envelope (legal size) with company name, space number, and employee’s name.
- d) **PROHIBITED** – These passes are not to be sold, transferred, or given away on Fairgrounds property. Violations may result in immediate expulsion from the grounds, forfeiture of fees paid, and may lead to legal prosecution by the Snohomish County Prosecuting Attorney’s Office.

2. ADMISSION (prices subject to change)

NEED MORE PASSES – Use the following discount prices and Gate Promotion specials to make your passes go further.

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|-------------------------|----------------------|------|-------------------------|----------------------|------|---------------------------|----------------------|------|---------------------------|----------------------|------|-----------------|---------------------|------|-----------------|---------------------|------|---------------|----------------------|-----|-----------------|----------------------|-----|-------|-----------------------|------|-----------------|----------------------|------|------|-------------|---|------|---------------|----------------------|-----|-----------------|----------------------|-----|-------|-----------------------|------|---------------|--------------------|-----|---------|----------------|
| <p>a) GENERAL ADMISSION</p> <table border="0" style="width: 100%;"> <tr><td>\$14</td><td>Regular Price – weekday</td><td>(13-61 years of age)</td></tr> <tr><td>\$16</td><td>Regular Price – weekend</td><td>(13-61 years of age)</td></tr> <tr><td>\$11</td><td>Senior Citizens – weekday</td><td>(62-89 years of age)</td></tr> <tr><td>\$14</td><td>Senior Citizens – weekend</td><td>(62-89 years of age)</td></tr> <tr><td>\$11</td><td>Youth – weekday</td><td>(6-12 years of age)</td></tr> <tr><td>\$14</td><td>Youth – weekend</td><td>(6-12 years of age)</td></tr> </table> <p>b) LABOR DAY ADMISSION:</p> <table border="0" style="width: 100%;"> <tr><td>\$12</td><td>Regular Price</td><td>(13-61 years of age)</td></tr> <tr><td>\$9</td><td>Senior Citizens</td><td>(62-89 years of age)</td></tr> <tr><td>\$9</td><td>Youth</td><td>(6 – 12 years of age)</td></tr> </table> <p>c) ALL DAYS:</p> <table border="0" style="width: 100%;"> <tr><td>Free</td><td>Senior Citizens</td><td>(90 years and older)</td></tr> <tr><td>Free</td><td>Kids</td><td>(5 & Under)</td></tr> </table> | \$14 | Regular Price – weekday | (13-61 years of age) | \$16 | Regular Price – weekend | (13-61 years of age) | \$11 | Senior Citizens – weekday | (62-89 years of age) | \$14 | Senior Citizens – weekend | (62-89 years of age) | \$11 | Youth – weekday | (6-12 years of age) | \$14 | Youth – weekend | (6-12 years of age) | \$12 | Regular Price | (13-61 years of age) | \$9 | Senior Citizens | (62-89 years of age) | \$9 | Youth | (6 – 12 years of age) | Free | Senior Citizens | (90 years and older) | Free | Kids | (5 & Under) | <p>d) ADVANCED ON-LINE SALES (includes service fee – closes 8/25/21)</p> <table border="0" style="width: 100%;"> <tr><td>\$12</td><td>Regular Price</td><td>(13-61 years of age)</td></tr> <tr><td>\$9</td><td>Senior Citizens</td><td>(62-89 years of age)</td></tr> <tr><td>\$9</td><td>Youth</td><td>(6 – 12 years of age)</td></tr> </table> <p>e) ADVANCED GROUP TICKET SALES – (closes 2:00 p.m., August 14th)</p> <table border="0" style="width: 100%;"> <tr><td>\$10</td><td>Regular Price</td><td>(50 - 149 Tickets)</td></tr> <tr><td>\$9</td><td>Regular</td><td>(150+ Tickets)</td></tr> </table> | \$12 | Regular Price | (13-61 years of age) | \$9 | Senior Citizens | (62-89 years of age) | \$9 | Youth | (6 – 12 years of age) | \$10 | Regular Price | (50 - 149 Tickets) | \$9 | Regular | (150+ Tickets) |
| \$14 | Regular Price – weekday | (13-61 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$16 | Regular Price – weekend | (13-61 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$11 | Senior Citizens – weekday | (62-89 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$14 | Senior Citizens – weekend | (62-89 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$11 | Youth – weekday | (6-12 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$14 | Youth – weekend | (6-12 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$12 | Regular Price | (13-61 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$9 | Senior Citizens | (62-89 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$9 | Youth | (6 – 12 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Free | Senior Citizens | (90 years and older) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Free | Kids | (5 & Under) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$12 | Regular Price | (13-61 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$9 | Senior Citizens | (62-89 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$9 | Youth | (6 – 12 years of age) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$10 | Regular Price | (50 - 149 Tickets) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$9 | Regular | (150+ Tickets) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3. PARKING

For 2021 Evergreen State Fair
All Parking in outside lots is FREE
 (Red, Yellow, Blue, Purple and White Lots only)

- | | | |
|---|-------|---|
| STOCK/REFER PERMIT PARKING LOT: | \$200 | Refer Electrical Hookup |
| (Special permit parking only – no other parking passes are valid in this lot nor are permits exchangeable with any other parking passes – limited number of spaces available) | \$150 | Stock Trucks (no utilities) |
| | \$150 | Personal Vehicles (limited - available after Refers and Stock trucks) |
| | \$250 | Limited Special Consideration Parking spaces available |



GIVEAWAYS, RAFFLES, DRAWINGS, SOUND DEVICES APPLICATION

Evergreen State Fair
14405 – 179th Ave SE, Monroe, WA 98272
360-805-6700, FAX 360-794-8027

All of the below require pre-approval from Fairgrounds Management. Fairgrounds reserves the right to reject any item that may infringe on sales of another vendor in the same general area.

COMPANY: _____

Building: _____ Space # _____

NOT ALLOWED: BOTTLED WATER OR HELIUM BALLOONS

(Note, certain specific or similar items may not be approved due to close proximity to like-product sales spaces).

RESTRICTIONS – Names, addresses, email addresses and phone numbers of persons entering drawings or raffles are restricted to the exclusive use of the Licensee; these lists shall not be sold or transferred to any other entity.

a. **GIVEAWAYS** – Giveaway items (example, pens, key chains, bags, balloons, etc.) should have Company’s logo imprinted on them.

1. _____
2. _____
3. _____

b. **FREE DRAWINGS** - Request permission to conduct a free drawing for the following items:

1. _____
2. _____

- a) Drawings must be conducted within your assigned space.
- b) Ticket stubs are to be imprinted with Licensee’s (Company) name, address, phone number, list of prizes including value of each and include date, time, and location of drawings. *(attach sample to application)*.
- c) Anyone may be eligible to participate in the drawing; No purchase shall be required to receive a prize.
- d) Prizes may not include discounts on the purchase of particular products or services.
- e) Prize winners shall not be required to travel to receive prizes. Licensee shall mail, ship, or otherwise deliver prizes to winner.
- f) Fair is to receive the name, address, and telephone number of all winners and a description of their prizes within one (1) week following close of Fair.

c. **RAFFLES**

- Raffles shall comply with regulations established by the Washington State Gambling Commission. Telephone (800) 345-2529.
- Raffle tickets must show day, time and location of drawing and award.
- Winners contact information and a description of their prizes shall be submitted to the FAIR within one-month of award.

1. _____
2. _____

d. **PUBLIC ADDRESS SYSTEM - SOUND DEVICES**

Sound devices (recorders, PA systems, etc.) are not allowed unless they are an integral part of the display and have been pre-approved.

- If approved, volume of any sound devices must not interfere with the activities and sales of other concessionaires.
- Hawking is not permitted.
- Approval may be revoked at any time at FAIR’s discretion.

TYPE OF DEVICE: _____

Licensee’s Signature: _____ Date: _____

Fair Office Only:	<input type="checkbox"/> Approved	Date: _____
	<input type="checkbox"/> Not Approved	By: _____
		Fair Manager or Designee