

Vendor Contract 2025

SE Spokane County Fair dates:

September 19-21, 2025

Entry deadline: September 8, 2025

The 82nd annual Southeast Spokane County Fair is now taking reservations for commercial and craft vendor space at our 2025 fair, which will be held on September 19, 20, and 21. If you would like to reserve a booth space, please fill out the attached application form and return it as soon as possible. Space is limited and is on a first-come, first-served basis. We will attempt to honor any specific placement requests; however, final placement of your booth will be at the discretion of the fair management.

Set-up, Tear-Down, and Other Information

- **NO VEHICLES ALLOWED IN THE PARK.**
- Deadline for vendor application is September 8, 2025. Late entries will be accepted on a case-by-case basis; contact Charles Salt.
- Limited electrical power is available, depending on booth location. Extension cords from the power strips to your site are your responsibility. Please, no heavy power usage: Lights, small display motors, or cash registers are okay, but no space heaters, heat lamps, etc.
- Booths may be set up beginning on Wednesday, September 17, and need to be finalized by Thursday at 7:00pm. All vehicles must be off the grass no later than 8:00am on Friday, September 19.
- Tear-down will not begin until 6:00pm on Sunday, September 21.
- We do not allow independent food booths.
- Please be aware that all roads into downtown Rockford will be closed by 10:00am.
- The sale of any item related to drugs, obscenity, pornography, guns, or knives is prohibited. Suitability of other items will be at the discretion of the fair management. If you have any questions about any of your merchandise, please ask in advance. If we ask you to remove objectionable items during the fair and/or ask you to leave, your contract fee will not be refunded.
- Four camping/RV spaces are available on a first-come, first-served basis. Electricity for lights only, no hookups: \$5/night.

Commercial vendors

- Outside space, you must furnish your own set-up (booths, table, tents, etc.)
- Space will be reserved when payment is received.
- Cost is \$160.00 for 10 frontage feet; additional frontage is \$15.00/foot.
- We will accept a \$75 deposit and the remaining balance by September 1, 2025.
- No refunds will be made after September 8, 2025.

Craft vendors

- Outside space, you must furnish your own set-up (booths, table, tents, etc.)
- Space will be reserved when payment is received.
- Cost is \$60.00 for 10 frontage feet; additional frontage is \$5.00/foot.
- Crafts are to be homemade (hobby type) items only, no commercial merchandise, and no sale or re-sale of commercial merchandise. This will be enforced; if any commercial items are being sold in a "craft" booth, you will be required to pay the \$160 fee for commercial space or asked to leave and forfeit any fees paid.
- No refunds will be made after September 8, 2025.

Other vendors (political, religious, other informational organizations)

- Outside space, you must furnish your own set-up (booths, table, tents, etc.)
- Space will be reserved when payment is received.
- Cost is \$50.00 for 10 frontage feet; additional frontage is \$5.00/foot.
- No refunds will be made after September 8, 2025.

Sign and return page 3...

Vendor Information

Contact Name

Company/Association

Type of merchandise

Phone

Email

Mailing Address

Booth Type

Booth type. Each base cost is for 10 frontage feet. Additional cost for more frontage:

- ☐ Commercial space \$160 ☐ Craft space \$60
☐ Other/informational \$50

Requesting more footage for a commercial space? Extra footage _____ x \$15 = _____

Requesting more footage for a craft/other space? Extra footage _____ x \$5 = _____

Total owed (base cost+ additional footage charge, if any):

Return contracts and payment to Charles Salt.

- Make checks payable to the SE Spokane County Fair
- 509.924.4918, alternate phone 509.844.1109
- clsalt@gmail.com mention the fair in the subject line
- 12115 E Stoughton Rd. Valleyford, WA 99036

Payment, Indemnity, and Hold Harmless Agreement

In consideration of the acceptance of this application, I, _____
(participant), do hereby release, discharge, and hold harmless the Southeast Spokane
County Fair Association and the town of Rockford, Washington, from all claims, demands,
and causes of actions of every kind whatsoever for any damage, loss, or injuries which
may result from my participation in the Southeast Spokane County Fair, known or unknown,
foreseen or unforeseen.

I also agree to pay, in full, the vendor fee, calculated above, by the first of September. I
realize that failure to do so may result in the loss of my reserved vendor space. I fully
understand that no refunds of any kind will be made after September 8, 2025.

Participant Signature

Date

DEPARTMENT OF REVENUE WASHINGTON STATE
VENDOR INFORMATION FORM

Form MUST be Completely Filled Out and then returned with Registration Packet to

SOUTHEAST SPOKANE COUNTY FAIR

P O BOX 112

ROCKFORD, WA 99030

UBI: _____ - _____ - _____

Describe Product Being Sold: _____

Doing Business As (DBA): _____

Owner Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: (_____) _____ Ext: _____

Alternate Phone: (_____) _____ Ext: _____

Email Address: _____

Location of Event: Rockford Fairgrounds, 102 S Willow St, Rockford, WA

Show Dates: September 19-21, 2025

*NOTE: Anyone vending in Washington State must have a permanent or temporary UBI number. A temporary UBI # is good for no more than two (2) shows per year. To obtain a temporary UBI # visit **www.dor.wa.gov** click on 'doing business', then click on 'temporary business'.*

QUESTIONS?: Contact Chuck Strode, Washington State Department of Revenue
206-727-5327
2101 4th Ave. St. 1400, Seattle, WA 98121
ChuckS@dor.wa.gov