



## Cowlitz County Fair Board

1900 7th Avenue  
Longview WA 98632  
Phone: 360-577-3121  
Fax: 360-577-6254

January 26, 2012

The Cowlitz County Fair invites you to participate as a commercial vendor at our 75th annual event, scheduled for Thursday through Sunday, July 26 through 29, 2012.

We have scheduled major events in our grandstand all 4 days: for Thursday we are working on scheduling a nationally known country music act; Friday evening and Saturday afternoon and evening we have PRCA rodeo performances scheduled; and on Sunday afternoon we will have a motorsports event.

This will be our **seventh** year of offering free gate admission to **everybody, every day, ALL DAY LONG!!!** In 2011 over 60,000 people attended our annual event.

You may reserve your 2012 fair booth space by mailing or faxing the enclosed vendor application. Our inside 10 by 10 foot vendor space is available at the cost of \$450 per space, and our outside space is available for \$350 per space. **If you are approved as a vendor**, a contract will be mailed to you following receipt of your application. Applications will be accepted on a first come/first served basis.

Your booth space must be open and manned Thursday, Friday and Saturday from 11:00 a.m. to 10:00 p.m. and from 11:00 a.m. to 7:00 p.m. on Sunday. Please pay special attention to the important notes on the second page of the application. We require an insurance certificate from all of our commercial vendors listing us as additionally insured.

We look forward to partnering with you to make the 2012 Cowlitz County Fair & Thunder Mountain Pro Rodeo the most well-attended and best event ever. Thank you for your consideration and we hope to hear from you soon!

Sincerely,

*Kathi*

Kathi Mattinen  
Fair Coordinator



Thursday through Saturday

July 26-29, 2012

Commercial Vendor Space Application

ATTN: Kathi Mattinen, 1900 7<sup>th</sup> Avenue, Longview, WA 98632  
E-mail fair@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!**

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

**COMMERCIAL VENDOR SPACE**

# of spaces

\_\_\_\_\_ **Indoor \$450.00 per 10' x 10' Space**

\_\_\_\_\_ **Outdoor \$350.00 per 10' x 10' space**

A \$50.00 discount per space is available to groups with proof of non-profit status. (Please attach proof with application)

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

Power Needs:  
(# needed)

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

\_\_\_\_\_ Other

(please be specific and we will attempt to accommodate your request)

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 11, 2012. 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 the certificate of liability)

I need to purchase a rider on the Cowlitz County Fair policy (\$150 per contracted space, contingent on insurance company approval)

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

No food will be allowed as a handout from non-food commercial booth spaces. Some samples may 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 Marshal. 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.**