



THE BASICS

Fair Dates

CHECK-IN: Upon arrival exhibitors **MUST** check in at the Booth Registration Desk and **MUST** be escorted to the correct booth location. Check In dates and times include:

July 11	(Wednesday)	- 1pm to 6pm
July 12	(Thursday)	- 8am to 7pm

SET-UP: Can be done during the hours mentioned above on either of those days. Exhibitors may open on Thursday at 1pm if they wish and close when they wish on that day. All unloading must be completed and vehicles out of the park by 10am on Friday morning. Booths must be ready to open at 10am on Friday.

OPEN	July 12 (Thursday)	- 1pm to 7pm (“Chewelah Day” – optional)
	July 13 (Friday)	- 10am to 8pm (mandatory)
	July 14 (Saturday)	- 10am to Applications will be juried as they arrive.

A decision will be made and emailed to the applicant within 2 weeks of receipt of a completed application.

8pm (mandatory)	July 15 (Sunday)	- 10am to 4pm (mandatory) Note early closing time.
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BOOTH FEES

Standard 12’ x 12’ (\$150) Corner 12’ x 12’ (\$200) Double 24’ x 12’ (\$275) Electricity (\$35)

Two vendors can share a booth. However, each must prepare and submit, and be juried on a separate application.

APPLICATION/SELECTION TIME LINE

December 31, 2011 – Application Published

The application packet will be placed on our website (www.chewelahchataqua.com) and emailed to 2011 exhibitors and other vendors known to us on December 31, 2011.

January 1, 2012 until June 1, 2012 – Applications Accepted

May 1, 2012 – Both space assignments published

Booth space assignments will be emailed to each vendor on (or about) May 1, 2012.

MAIL THE FOLLOWING TO: Community Celebrations-JN, P.O. Box 501, Chewelah, WA 99109

- Completed signed application.
- Non-refundable Check payable to “Community Celebrations” for \$25 covering processing fee. If accepted as an Exhibitor the \$25 will be put toward your booth fee.
- Packaged Gourmet Food Vendors must include proof of FDA, USDA, or WSDA Food Processor license.



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EMAIL PHOTOS one of booth and 3 of products to: chataquavendors@gmail.com (use last name and first initial of Contact as the first part of the subject line – e.g. “SMITH E – Jurying Photos”).

2011 EXHIBITORS

If you exhibited successfully at Chataqua in 2011 (having not left early or been disqualified for whatever reason) you will not be initially re-juried for the product line you brought with you last year. You need only check the “Same as last year” box in the Products Description area. **ALSO**, if you are requesting the same booth assignment as last year you may check the “Same booth number as last year” box in the Booth Space Request area.

UBI NUMBER

You **MUST** have a Washington State Department of Revenue Registration Number (UBI) prior to submitting your application. Your application will be returned unprocessed without it.

PRODUCT CODES

On the application please use one of the following “Category Codes” and write a very short description of your wares.

01 – Paintings, Prints Drawings	08 – Wood, Furniture, Mirrors
02 – Photography	09 – Wearable/Fabric Art, Leather
03 – Basketry, Gourds	10 – Packaged Gourmet Foods
04 – Candles, Soaps, Body Therapy	11 - Glass
05 – Ceramics, Clay, Pottery, Tile	12 – Mixed Media
06 – Metal, Sculpture, Yard Art	13 - Other
07 - Jewelry	

BOOTH SPACE/FEEES

If electricity is required, booth location will be assigned on the availability of hook-ups. Generators are prohibited. If you do not absolutely need power, please do not request it.

In so far as possible, returning exhibitors will be assigned space in the general area in which their 2011 booth was located if the space application is returned promptly. An exhibitor wishing a different location should indicate the preferred location on the reservation form.

Fees are based on the frontage feet on customer walkways. Double booth and corner booth spaces are priced separately. The fee covers the entire run of the show. No commission is charged on sales. Fees are payable in full by April 1st. There will be a \$40 returned check fee. An NSF check will void the reservation. You will be temporarily removed from the accepted list and given no more than 10 days to return to us your booth fee PLUS the \$40 returned check fee. After 10 days your booth space will be given to someone else.

BOOTH SHARING

A “shared booth” is one where each vendor has his/her own business license and UBI number. If you and the other person working the booth with you are doing so under the same State UBI number we do NOT consider the booth to be “shared.”

If you do share a booth with another business entity they are responsible for completing and submitting a separate application.



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CONTRACT/WAIVER

After carefully reading all of the materials in the packet including the Vendor Application/Contract, sign and date it. See Page 1 for mailing instructions.

REPRESENTATIVE PHOTOS REQUIRED

You must email photos of ALL handcrafts or artwork types offered for sale to chataquavendors@gmail.com. Please include the contact last name and first initial as part of the email subject (e.g. "SMITH E – Jurying Photos").

Due to the difficulty in judging materials from photos, it is the vendor's responsibility to have handcrafted merchandise that fairly represented by the photographs submitted. In addition, one photo showing the booth as it looks when set up with merchandise is required. These photos will be used in the selection process and will be held until the end of the fair if you are selected as an exhibitor.

PACKAGED GOURMET FOOD VENDOR ONLY

Your application must include proof of FDA, USDA, or WSDA food processor license. Further, you are responsible for obtaining a Stevens County Temporary Food Service Permit covering the dates of the event. If you have questions regarding this permit you should call the Stevens County Health Department – Environmental Health: (509) 684-2262. Their website is www.netchd.org.

Food Vendors ONLY: If accepted as an exhibitor you must end (within 3 weeks of being notified) proof of at least a one-million dollar Liability Insurance policy and a Certificate of Insurance naming Community Celebrations and the City of Chewelah as Additional Insureds. The Certificate should include the following: "Additional Insured include The City of Chewelah and Community Celebrations."

CONTACT INFORMATION

If you have any questions please email us at: chataquavendors@gmail.com

Our website is: www.chewelachataqua.org

If you need to call you can reach us at: (509) 935-8991

Mailing Address: Community Celebrations – JN
P.O. Box 501
Chewelah, WA 99109