

*Celebrate!*Spanaway Community Fair Frequently Asked Questions

Where is the fair held?

We're approximately 15 miles south of Tacoma, Washington in Spanaway. The fair is held at Spanaway Elementary School, located on Pacific Ave (Hwy 7) and 166th St. South. You will be sent a location map with your vendor's packet. You can also see where we are located from www.celebratespanaway.org by clicking on "About the Fair, then "Fair Location."

How big a crowd do you get?

We expect between three and four thousand this year, counting children.

Do I have to have insurance? We recommend it for crafter, nonprofit, exhibitor, and commercial booths. We require insurance for any **animal-related** activity and **food** booths. Your insurance carrier can issue a certificate naming *Celebrate!*Spanaway Committee, Inc. as an additional insured. Most insurance companies will provide this additional-insured letter free of cost.

Can I choose my own spot?

Space is assigned on a first-come, first-served basis, with two-day vendors given priority. We will accommodate special needs when possible.

What if I can only come for one day?

So long as we know this when you apply, we can accommodate a limited number of one-day vendors. However, the fee is the same whether you are here for one or both days, and two-day vendors have priority when we assign locations.

Can I leave early?

With your application you make a commitment to *Celebrate!*Spanaway and to the public to keep your booth open during advertised fair hours. These are Saturday 10 a.m. – 5 p.m.; Sunday 11 a.m. – 4 p.m. If you must leave the fair early because of illness or other emergency, you must notify the fair grounds coordinator at the information booth. Please note that for the safety of fair visitors, you may not dismantle your booth or remove ware until after the fair closes for the day; under no circumstances may you bring a vehicle into the fairgrounds during fair open hours.

Can we set up Friday evening instead of Saturday morning?

Sorry. Setup time is 7 a.m. to 9 a.m. Saturday morning, as we do not employ security for vendor booths on Friday night. Re-open setup on Sunday is 9 a.m. to 10 a.m. You may drive your vehicle on the grounds to unload at your booth space, but please note: to avoid blocking access for other vendors, you must unload your vehicle and remove it to vendor parking before you take time set up your booth and display.

Do you provide tables and canopies?

No. You must provide all the supplies and equipment you require. We recommend you bring a weather canopy. Keep in mind that you're setting up in a schoolyard so stakes cannot be driven into the ground. Bring sandbags, concrete blocks, milk jugs filled with water, or similar hold-downs to secure your canopy against wind.

Why do you require a flammability rating on my canopy and fabric table coverings?

We must comply with Pierce County Fire Prevention Bureau regulations. The PCFPB requires that canopies, canopy walls, and all table coverings be fire retardant. The fire marshal inspects all booths and displays between 9 and 10 a.m. on Saturday morning to ensure compliance and will require that

we close and remove any canopy that cannot demonstrate its flammability rating. This rating may be on a sewn-in tag or on the original box or instruction sheet. If you have lost this information, contact the manufacturer, who can send you another copy.

Do I have to have a metal trashcan with lid?

This is a requirement of the Pierce County Fire Prevention Bureau for any booth that may have flammable waste, such as packing materials removed from your product in order to display it. If you do not have flammable waste in your booth, then a metal garbage can is not required. However, we do recommend that all booths have a covered metal waste container, since small ones are available for about \$20.

What about electricity and water?

We have limited electricity available for essential need only. You may provide your own generator, subject to Pierce County Fire Prevention Bureau regulations. Please read the fire prevention rules at <http://www.celebratespanaway.com/BoothFirecode2.pdf>.

Will I need a permit?

Food vendors must have a temporary food license and food service handler's card from the Pierce County Health Department. The type of license, minimal equipment required, and cost varies with the type of food service and number of days you plan to serve from a temporary booth in Pierce County.

A food handlers' card is not necessary to sell canned or bottled beverages or individually-wrapped, commercially packaged snacks.

If you have an annual food booth license, you still must notify the Pierce County Health Dept. 30 days prior to the fair of your intent to serve there.

Any booth that distributes food or drink samples, other than bottled water, must meet health department requirements; this includes coffee/latte service.

See the Pierce County Health Dept. site at <http://www.tpchd.org/page.php?id=78> or call 253 798-6460.

Can I sell drinks?

Yes, soft drinks, lemonade, coffee, and the like. You will need a food handler card and temporary food license. You must notify us of your intent to sell drinks. No alcoholic beverages are permitted.

Will you have security?

Yes. Sheriff cadets patrol during fair hours and private security guards patrol Saturday night. However, we recommend you not leave your booth unattended during the day nor leave especially valuable items in your booth overnight. The safety and security of booths, equipment, and contents is ultimately your responsibility. Please plan accordingly.

Can I stroll the fair to sell my product?

All sales and solicitations must be contained within your assigned booth space.

How do you advertise the fair to the public?

We are somewhat limited by county code in placing street signs; however we put out approximately 40 signs and banners at major traffic intersections in the area and at key locations in Spanaway Park. We also use six large commercial readerboards. Virtually all-local businesses - including banks, restaurants, and grocery stores - display our posters or hand out flyers to their customers. We

advertise on our own website, on dozens of appropriate tourist and festival websites, run radio spots, and list in five local newspapers event calendars, including the area's primary paper, the News Tribune. The Bethel School District, Boys & Girls Clubs After-School Learning Center, local churches, and the Bethel Community Coalition also help advertise our fair.

Why do you start later on Sunday?

By popular request, at 10 a.m. Sunday morning a local church offers an outdoor non-denominational service on our fairgrounds stage, followed by 45 minutes of gospel song. Only those who choose to participate in these two activities need be at the fairgrounds during this time.

Can I play music or a video in my booth?

Yes, provided it cannot be heard beyond your booth space and does not disturb the other vendors in your quad.

What if I am near the stage and don't like the music or other performances?

We do not discriminate against any race, creed, national origin or religion in accepting vendor or entertainment applications. We merely require that all activities, products, and performances be in good taste and suitable for families with children. We offer a wide variety of music all day, from gospel rock to Rap. If you do not want to be within hearing or sight distance of the stage, please let us know on your application.

How can I apply?

Complete and mail the appropriate application with a check or money order. Keep a copy for your records. **Please note:** Booth space will not be assigned until payment is received. Space is limited.

When will I know if you've accepted my application?

You will receive a confirmation by e-mail or phone within two weeks of mailing your application with a check or money order. Please put celebratespanaway@earthlink.net into your address book to bypass your spam blocker.

What's the application deadline?

For early-bird discount mail your application by May 1. Please apply no later July 1, so we have adequate time to locate a space for you and for your vendor packet to reach you before the fair date on July 17.

Can I get my money back if I cancel?

Yes, less a \$5.00 handling fee, provided you notify us by the cancellation deadline listed on the application.

I received a "pass" in my vendor packet. What is that for?

You'll need this to bring your car into the exhibit area to unload your supplies. Please keep the pass in your vehicle on your dash.

Different people are working in shifts at my booth. Do they each need a pass?

Only if they must come onto the fair grounds with a vehicle, to unload during setup or take down. Let us know if you need more than one pass.

How will we find our assigned booth space?

You will receive a map of the fairgrounds in your vendor packet with your location number indicated. We'll also have volunteers to give direction.

Where do I park?

The Fire Prevention Bureau regulations prohibit parking modern vehicles anywhere near your booth or exhibit area. After you unload your vehicle at your assigned space, we will direct you to the designated vendors parking lot. Our handicapped parking space is inside the fair grounds; only those with a handicapped permit should enter at the gate on 165th Street. Parking along the fairgrounds fence is strictly reserved for visitors only.

Do you have RV parking?

There are several RV parks in the vicinity. You can research appropriate overnight parking at <http://www.google.com/search?client=safari&rls=en&q=Tacoma+RV+park&ie=UTF-8&oe=UTF-8>

Can you recommend a hotel?

There are eleven mid-priced, national chain hotels within six miles of the fairgrounds. From I-5 north take exit 129 East (74th St); turn south onto Hosmer, which parallels I-5. The motels line Hosmer between 74th and 90th streets.

What about rain, snow, sleet, and dark of night? It has only rained twice in 10 years, but temperatures have ranged from 60's and windy to the 90's. Keep your galoshes, bumbershoots, and parasols handy. Like mail service, we've made a commitment to the public and the fair goes on – rain, wind or shine.

More questions?

Contact us at celebratespanaway@earthlink.net, or call:

Vendor Coordinator Beth McDonough, 253-622-7726