



THE FICRA FAIR

Saturday, August 11th, 2018

Fair hours: 11:00am to 4:00pm

VENDOR INFORMATION AND BOOTH APPLICATION
Fox Island Community & Recreation Association (FICRA)
Nichols Community Center (NCC), 690 9th Avenue, Fox Island, WA 98333

Fox Island
Schoolhouse
Est. 1934

Dear FICRA Fair Participant,

The FICRA Fair is an Island tradition and our biggest community event of the year. The Fair hours will be from **11 am to 4 pm**. Our Fair continues to grow with and be a successful community event for Fox Island. We will continue to have our popular Music and Food court, featuring live local talent and a variety of food vendors. We will have a lineup of local music talent for the entire five hours. Limited off street parking will be provided for vendors and the public. We will continue the popular Raffle Room, the Flower show and special FI Emergency Preparedness and Citizens Patrol displays. An opening ceremony will be held at noon, at which the Fox Island Honor and Color Guard will present the colors followed by the singing of the national anthem by Sarah Tweet and the "World's Shortest Parade" to honor this year's Grand Marshall(s). We welcome you to join in the fun and reserve your booth at the Fair. Below are some guidelines and important details for Fair vendors. Some of our policies may have changed so please read carefully.

1) All booth spaces are 10' x 10'. The booth fees will be a **flat rate** of \$35 for adults and \$30 for kids 15 and under. For our current FICRA members in good standing (at the time of the Fair), you are allowed **one** Fair booth for each paid FICRA family membership, for \$10 (Adults) and \$5 (Kids). Additional booths are available at \$35 (Adults) and \$30 (Kids) each. Fox Island non-profit organizations should contact the Fair Committee at fair@ficra.org for pricing information. You must provide all supplies needed to run your booth, including tables, chairs, canopies, umbrellas and any other supplies. Please complete the Vendor/Booth Application form and mail it to FICRA at PO Box 25, Fox Island, WA along with your booth fee. You may also complete the Vendor/Booth Application form online and pay via PayPal at ficra.org/ficrafair.htm. There will be no refunds for no-shows. Please share any information we may need as well as your booth preference and the FICRA Fair committee will do their best to accommodate your needs. **The FICRA Fair Map and booth assignments will be emailed about 2 weeks before the Fair and also be given to each vendor upon arrival.**

2) Vendors **may set up their booth space on Friday, August 10th between 5:00pm and 8:00pm.** A Fair attendant will be available to direct you to your assigned space. You **will still** be required to check in on Saturday morning. The gates will be locked at 8:00 pm. FICRA is not responsible for any theft or damage of any materials; merchandise or equipment left on-site overnight. Our island Citizens Patrol organization will perform periodic checks on the facility during the night. **Check in will be Saturday morning between 8:00 AM and 10:30 AM.** Please see our FICRA Fair Attendant for check in prior to setting up your booth. Tent Canopies must be setup by 9 am Saturday to comply with the Fire Department inspection requirements. Complete booth set up must be complete by 10:45 AM Saturday, August 11th. Please be courteous to neighboring vendors who are also setting up. Unload and immediately move your vehicle to the vendor parking area before setting up your booth.

3) All food and beverage vendors, including those who sell home-prepared food or food cooked on-site are required to follow the food safety regulations set forth by the Pierce County Health Department regarding temporary food establishments: <https://www.tpchd.org/healthy-places/food-safety/temporary-events>

4) We encourage all vendors to park your vehicle at the rear of the parking lot as indicated on your Fair map, leaving closer spaces and on street parking for public parking. Please **do not** park in front of the building as we want to keep those spaces free for our disabled Fair visitors. Please dismantle your booth Saturday afternoon after 4 PM, and clean up and haul away all materials, including any trash you or your customers may have generated during the day in and around your booth area. You must supply your own garbage bags and cans. There is no regular garbage service at the Nichols Community Center. **Please take your trash with you when you leave the fairgrounds.**

The FICRA Fair is both a fun community event and a fundraising activity for the continued maintenance and operation of the Nichols Community Center and grounds. If you would like to advertise your business or craft, consider donating to the FICRA Fair Raffle Room. Proceeds benefit the FICRA Building Trust. **FICRA Fair is managed entirely by Fox Island volunteers.** If you have any questions, please email the FICRA Building Trust Board of Directors at fair@ficra.org. Thank you for participating in this fun community event!

Sincerely,

The FICRA Building Trust Board of Directors



2018 FICRA (Fox Island) Fair Vendor/Booth Application

Fox Island Schoolhouse Est. 1934

Contact Name(s): _____

FICRA Member? Yes No Dues are \$25 per family per year (August 1st, 2018 to July 31st 2019)

Business Name (if applicable): _____

Is this an Adult or a Children's booth? Adult Child Child's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-Mail: _____ (Required to provide EMail confirmation of your application)

ADVERTISING: If you wish to have FICRA advertise your booth prior to the Fair please email us at fair@ficra.org. You may attach your photos or business logo and we will do our best to post your information on our community Facebook page (facebook.com/FoxIslandFicra) to encourage visitors to attend your booth at the fair.

Please list the item(s) you wish to sell/promote. If you change your item(s), you must notify FICRA immediately so that we can plan booth assignments accordingly. Game vendors please describe your game:

Please share any other information you believe we may need before we assign your booth.

Vendor applications will be screened by the FICRA Fair organizing committee. All applications are subject to the approval of the Board. All booth spaces are 10' x 10'. The booth fee is \$35 (Adults) and \$30 (Kids 15 and under), FICRA members are allowed one Fair booth for \$10 (Adults) and \$5 (Kids) per paid family membership. Additional booths are available at \$35 (Adults) and \$30 (Kids) each. Sorry, there are no refunds for cancellations or no shows.

<p>Please print this form, sign it, and return it with your payment. Make your check or money order, payable to "FICRA Trust", and mail to:</p> <p style="text-align: center;">FICRA Fair PO Box 25 Fox Island, WA 98333</p> <p>Or you may complete this form and pay online at our website at http://ficra.org/ficrafair.</p>	<p>All food and beverage vendors are required to follow the food safety regulations set forth by the Pierce County Health Department regarding temporary food establishments:</p> <p>https://www.tpchd.org/healthy-places/food-safety/temporary-events</p>
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This application and your payment must be received by **August 1st, 2018**. Please keep a copy of this application for your records.

Total amount enclosed: \$ _____ Number of Booths requested: _____

I plan to donate a service or item to the FICRA RAFFLE ROOM: Yes No Maybe

Signature: _____ Date: _____

FICRA USE ONLY

CHECK# _____ CASH _____ PAYPAL _____ DATE RECEIVED _____ CONFIRMATION EMAIL SENT _____