

# FACILITY RENTAL HANDBOOK

Your complete guide to the facilities and services available for events at the the Washington State Fair Events Center



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# WELCOME TO THE WASHINGTON STATE FAIR EVENTS CENTER

**The Washington State Fair** appreciates your selection of the Fair facilities for your event. This handbook was developed to help answer questions you may have about our facilities and services and assist you in planning for your event.

The Washington State Fair Events Center offers a campus environment consisting of various types and sizes of modern facilities, landscaped and well-maintained grounds, and a full-time staff ready to assist you in any way possible.

If you have any questions, please do not hesitate to call or stop by the office. Hours are 8:00 am thru 4:30 pm, Monday through Friday.

The Washington State Fair is a private, independent, non-profit corporation empowered to set its own rules. These rules apply to anyone on Fair premises. In addition, the Lessee must obey all laws and regulations of the United States, the State of Washington, Pierce County, the City of Puyallup or other governmental agencies or entities.

It is the Lessee's responsibility to know the rules and regulations contained in this handbook since they are an extension of your Lease Agreement. It is also important that all employees or representatives involved with your event be aware of these rules.

The management of the Washington State Fair reserves the right to amend, add to and interpret the following Rules and Regulations and determine finally all questions and differences with respect thereto, arising out of, connected with or incident to the Lessee's use of the Fair's facilities.

# GENERAL FAIR POLICIES

<b>Mailing and Delivery Address:</b> Washington State Fair Events Center 110 9th Ave. S.W. Puyallup, WA 98371-6811	<b>Phone Numbers:</b> Switchboard - (253) 845-1771 24-Hour Hotline - (253) 841-5045 FAX - (253) 841-5390
<b>Web Site:</b> <a href="http://www.thefair.com">www.thefair.com</a>	<b>Email:</b> General Information: <a href="mailto:info@thefair.com">info@thefair.com</a> Facility Use Information: <a href="mailto:debbie@thefair.com">debbie@thefair.com</a>

## Fair Business Hours

The normal Fair business hours are 8:00 am - 4:30 pm, Monday through Friday. The Fair is closed for the following holidays: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Washington's Birthday, Memorial Day, 4th of July, Thanksgiving and the day after Thanksgiving.

## Facility Rental

The Washington State Fair Events Center has a variety of facilities that can be used separately or collectively. Rental fees are calculated on a per event day basis and are listed on the Cost/Rental schedule. Rent includes the designated facility as well as existing lighting, heating, air conditioning and rest room facilities. Common areas that lead to the rented facility are also included but sometimes may need to be shared with other events. Concession space, food courts, utility and storage rooms are not available for use by the Lessee without advanced, written approval from the Association. In addition to facility rental rates, charges will apply for equipment and labor expenses.

## Outside Exhibit Space

Outside Exhibit Space is normally available in the immediate area of the facility that is being rented. The Fair Association maintains the right to determine how much and the location of outside space that can be used by the renter. At all times, fire lanes and access to rest rooms, food and beverage concessions and grounds offices as well as other buildings must be kept clear. Rental fees may be imposed depending on the extent of outside space needed for an event on a per square foot basis. All use of outside space must be approved in advance by the Fair Association.

## Usage Hours

Rental fees cover the use of the facility from 8:00 am until 12:00 midnight unless otherwise stipulated on the Lease Agreement. No event will be permitted to continue after 12:00 midnight unless agreed in writing by Fair Management.

## **Safety Regulations**

Washington State Fair is a safe work place and all vendors, concessionaires and contractors shall comply with State and Federal regulations (i.e., WISHA, OSHA, DOE, EPA, PSAPCA, ETC.)

Vendors, concessionaires and contractors are responsible for all aspects of safety in connection with any work they perform themselves or they contract to be done. All work is to be performed in a manner to avoid risk of bodily injury or risk of damage to property. You are responsible for monitoring and making any corrections necessary of the work procedures that will minimize risks and damage.

Your responsibility is to ensure that each subcontractor/worker on-site furnishes appropriate safety equipment, has trained personnel in the use of the equipment and enforce the use of such equipment.

Accidents that involve time away from work, medical cases or incidents that require an ambulance, security or fire department response must be reported to the designated Washington State Fair representative immediately. Also, a copy of the accident report must be submitted to that person.

Vendors, concessionaires and contractors shall NOT operate Fair owned or controlled equipment unless specifically authorized in writing and instructed in operation. All parties shall operate equipment at own risk and liability. All parties shall be responsible for proper operation of its vehicles and abide by the Fair speed limits and traffic regulations. Vehicle Pass shall be visible at all times while on grounds.

**Chemical Hazards:** You shall provide an inventory list of Material Safety Data Sheets (MSDS) to the Fair representative, for all hazardous chemicals to be used on site before allowed on grounds. All hazardous chemicals on-site shall be checked by a Fair representative and shall not be stock piled on-site. Quantities are limited to the amount needed for the immediate job.

# APPROVAL & PAYMENT PROCEDURES

## Contract & Deposits

If approved by the Washington State Fair Board of Directors the applicant will be sent a Lease Agreement which must be signed and returned with the deposit within ten days or as noted on Lease Agreement. Failure to return the Lease Agreement will result in cancellation of the application. The first deposit required will be stated on the Lease Agreement and be not less than the building rental. The second deposit will be due no later than four weeks prior to the event and is intended to cover the damage deposit and other miscellaneous needs. Second deposits received less than four weeks prior to the event must be paid by cash or cashier's check. Deposits are required to be paid 100% prior to event. Failure to pay any deposits may result in immediate cancellation of the event without notice and forfeiture of any deposits paid.

## Refund Policy

All deposits are non-refundable in the event of a cancellation. In addition, any cost incurred in preparation for an event will be billed to the Lessee.

## NSF Checks

If any deposit checks are returned to the Fair Office because of insufficient funds the Lessee will be required to pay all rental fees in advance by cashier's check or cash. In addition, a \$50.00 fee will be charged for all returned checks.

## Late Charges

Payments postmarked 7 days after the payment due date will be charged a late penalty of \$25.00. Accounts thirty days past due will pay interest at the maximum legal rate on the principal balance.

## Changes to Contract

Based on availability, additional buildings and grounds can be added to an existing Lease Agreement.

# FOOD & BEVERAGE

## Sponsorships

Signage rights inside and outside facilities at the Washington State Fair Events Center are owned by the Washington State Fair. Any signage added or removed must be approved by Fair management.

## Private Events/Catering

Private events such as wedding receptions, company picnic and Christmas parties can contract directly with a Washington State Fair Events Center authorized caterer. Washington State Fair Events Center caterers that have kitchen facilities on the grounds will be allowed in most cases to use their existing facilities for meal preparation. If a non authorized caterer is requested it must be approved in writing by Washington State Fair Events Center management and the unauthorized caterer will be required to prepare their meals off the grounds and to provide the appropriate insurance coverage to the Washington State Fair Events Center and obtain the necessary permits from the Pierce County Health Department. The Lessee must insure that these procedures are followed. In addition, the Lessee will incur additional charges for setup, cleanup, garbage removal and event staffing. Potlucks are allowed at private parties with the appropriate insurance coverage and health department permits. Kitchen facilities are not provided for potlucks.

**Private events desiring alcohol will be permitted under the following circumstances:** During a private party where the host of the party provides the beverages at no cost to the invited guests the Lessee will be required to provide the Washington State Fair Events Center with a certificate of insurance that includes “host liquor liability”. In addition, a copy of the banquet permit must be provided to the Fair office prior to the event. The host is responsible for purchasing and serving the beverages to the guest and will take full responsibility to insure that state liquor laws are adhered to. No self-service of alcohol. Adults 21 and over must serve or monitor the distribution of alcoholic beverages at all private events.

Private events desiring to conduct a “no host” bar will be required to obtain the appropriate license from the State Liquor Control Board or contract with an authorized licensed caterer to operate the bar. The operator of the bar whether it is the Lessee or the Caterer must provide the Washington State Fair Events Center with a certificate of insurance that includes an endorsement for the sell of alcoholic beverages. In addition, the Lessee will take full responsibility to insure that all state liquor laws are adhered to.

During all private events the Washington State Fair Events Center has final authority to determine when, where and how alcoholic beverages are served and whether an

event is defined as a private event or a public event. The Fair may require additional security at the Lessee's expense when alcoholic beverages are being served on the grounds or may require that alcohol be served by the Fair Concessionaire.



# LIABILITY INSURANCE

**WASHINGTON STATE FAIR**  
**110 9th Ave. SW, Puyallup, WA 98371**  
**Fax: 253 841-5390**

## **IMPORTANT:**

**SEND THIS FORM TO YOUR INSURANCE COMPANY IN ORDER FOR THEM TO WRITE YOUR POLICY CORRECTLY.**

1. Anyone who holds an event on the grounds, must have a Commercial General Liability Policy that shall provide and maintain throughout their occupancy of the Fair premises (set-up, event, dismantle), which shall be \$1,000,000 each occurrence with a minimum of \$1,000,000 Products/Completed Operations and \$1,000,000 General Aggregate.
2. All organizations (including vendors, exhibitors, promoter, concessionaires) selling or distributing a consumable food must have a Commercial General Liability Policy which shall be effective throughout their occupancy of the premises which shall be \$1,000,000 each occurrence with a minimum of \$1,000,000 Products/Completed operations and \$2,000,000 General Aggregate.
3. **The event producer (LESSEE) shall be named insured on the policy and the WASHINGTON STATE FAIR EVENTS CENTER shall be named certificate holder and the WASHINGTON STATE FAIR EVENTS CENTER shall be named additional insured on all certificates.**

Please inform your insurance agency to be sure they include this on the policy exactly as stated. Certificates will not be accepted without this.

4. All policies shall be written on an occurrence basis.
5. The WASHINGTON STATE FAIR EVENTS CENTER shall be notified at least 30 days in advance of any reduction in or cancellation of the coverage.
6. Certificates showing compliance with the above requirements, including Products Liability (and in the case of broadcasters, Liable and Slander Liability as well) shall be deposited with the Fair Administration office one month prior to the event.

## **ADDITIONAL CONDITIONS:**

1. The Fair Association reserves the right to require a complete text of the liability policy.
2. All significant limitations and exclusions must be identified and included in the Certificate of Insurance.

3. The Fair Association reserves the right to reject any Certificate of Insurance or other evidence of coverage if in their opinion such coverages do not meet their standards or comply with insurance requirements or fails to provide adequate protection.
4. The Fair Association may at its sole discretion require higher limits of bodily injury and property damage liability insurance. Additional coverages may be required depending on exposure of risk.

# CITY, COUNTY & STATE REQUIREMENTS

## Fire Prevention Dept.

Public Assembly and other permits, see pages 7 and 8.

## Health Permits

The Pierce County Health Department requires that anyone who sells or gives away a consumable food must meet state law standards and obtain an itinerant permit no later than ten days before the event. In addition, employee handling a food item may be required to have a valid health card. Health cards can be obtained by attending a presentation on environmental health and completing a written, open book test. For more information on Itinerant Permits and Health Cards, contact the Department of Food and Community Safety at the Tacoma-Pierce County Health Department, 3629 South D Street, Tacoma, WA 98408, (253) 798-6460. Exhibitor selling or giving away a consumable food must have the necessary permits displayed in their booth during all operating times.

## Storm Drains and Pollution

Storm drains are the drains located in various areas of the grounds that discharge rainwater directly to Meeker Ditch, Clark's Creek, then into the Puyallup River. The water entering these storm drains is not treated to remove any contaminants. Everything that is placed into these drains goes straight into Meeker Ditch, Clark's Creek and then in the Puyallup River. It shall be unlawful for any person to throw, drain, run or to permit, cause, allow to seep, or otherwise discharge any organic or inorganic matter into any storm drain located on the Washington State Fair's property. These guidelines are stated in the Water Pollution Control Act more commonly known as the Clean Water Act and has been established and is regulated by the Washington State Department of Ecology. Any event found in violation of this rule is subject to a \$500.00 fine by the Washington State Fair.

Department of Ecology's authority has established guidelines in the area of water pollution. Chapter 90.48.080 Revised Code of Washington (RCW), Water Pollution Control states: *"Discharge of polluting matter in waters prohibited. It shall be unlawful for any person to throw, drain, run or otherwise discharge into any of the waters of this state, or to cause, permit, or suffer to be thrown, run, drained, allowed to seep, or otherwise discharged into such waters any organic or inorganic matter that shall cause or tend to cause pollution of such waters according to the determination of the Department of Ecology, as provided for in this chapter."* **ABSOLUTELY NOTHING IS TO BE ALLOWED TO GO INTO STORM DRAINS** except naturally occurring rainwater. Anyone found in violation of this rule is subject to \$10,000.00 fine by the Department of Ecology.

## Smoking - RCW 70.94

Washington Clean Air Act prohibits smoking in public places. "Public places" is defined as any portion of any building or vehicle used by and open to the public, regardless of whether the building or vehicle is owned in whole or in part by private persons or entities and regardless whether a fee is charged for admission. Smoking is not only

prohibited in all public buildings but is also prohibited within 25' of entrances, exits, windows that open and ventilation intakes.

### **Alcoholic Beverages**

Except for private (closed to the public) catered events where the Lessee has the appropriate insurance and banquet or special-occasion licenses, the Lessee is not permitted to sell or contract to be sold or sampled or give away any type of alcoholic beverages at the grounds without the explicit written permission from the Fair Association and the appropriate permits from the WA State Liquor Control Board. The Lessee will provide appropriate staffing and security to insure that alcoholic beverages are not being brought onto the grounds at any public or private trade show and distributed in any manner. The Lessee will reimburse the Association for any financial penalties, expenses and repercussions incurred by the Association due to any event staff, attendee, exhibitor or sponsor that fails to follow the rules of the WA State Liquor Control Board.

### **Banquet Permits**

A Banquet Permit authorizes the service and consumption of liquor at a banquet or gathering of people for a social event. The event should only be open to group members or invited guests. A banquet permit is required for private events held in a public place where liquor is either provided free of charge by the party host. The sale of liquor is prohibited under a banquet permit.

Applications for banquet permits are available online at: [www.liq.wa.gov/licensing/banquet-permits](http://www.liq.wa.gov/licensing/banquet-permits). Provide a copy of the permit to the Fair office three days prior to the event.

### **Special Occasion Licenses**

A Special Occasion license is required when alcohol is being sold through a cash/non-hosted bar. You must be a not for profit association to obtain a Special Occasion License.

To apply for a Special Occasion License, contact the Washington State Liquor Control Board, Capital Plaza Building, Olympia, WA 98504, 253-753-6286 or online at [www.liq.wa.gov/licensing/banquet-permits](http://www.liq.wa.gov/licensing/banquet-permits). We will need a copy of the permit in our office at least one week prior to your event.

Special insurance may be required for parties (either individuals or companies) providing alcoholic beverages. Please refer to and comply with the insurance requirements on pages 6 and 7.

### **Raffles**

Raffles must comply with the rules and regulations established by the Washington State Gambling Commission; P. O. Box 42400, Olympia, WA 98504-2400, phone 1-800-345-2529 extension 372. A copy of the Washington State Gambling permit must be submitted to the Fair Office.

# IN HOUSE SERVICES

## Set-up and Clean-up

Set-up and cleanup can be done by the Lessee during the times designated on the Lease Agreement. Event decorating services should also be scheduled during the contracted set-up and dismantle times. Any set-up and clean-up performed by Fair personnel will be charged at the Washington State Fair's current rate.

All decorations should be removed, tables, chairs and other leased equipment returned and stacked, garbage deposited in dumpster or garbage receptacles, vendor materials & equipment removed, etc.

If a room conversion or equipment changeover will be needed during the event, this must be arranged in advance with the office. The Lessee will be charged for setup time and equipment used.

## Event Attendant

A Fair employee is required to be on duty any time a building is open before or after the normal Fair business hours (Monday - Friday, 8:00 am - 4:30 pm). Depending on the estimated attendance and facilities used, more than one Attendant will be required. The Fair will determine the number of Attendants required for your event. The hourly rate will be billed in accordance with your Lease Agreement and the current Cost/Rental Schedule.

## Custodial Service

General Custodial service such as the cleaning and restocking of restrooms, sweeping public entrances and emptying of garbage receptacles will be provided by the Fair Event Staff.

Other items such as vacuuming of carpeting, registration areas and offices will not be provided by the Fair Staff. Please make arrangements with your decorator to provide these services. The cost to remove and dispose of trash, decorations, and packing materials will be charged to the Lessee by the Fair Association. If the event will generate a large amount of exhibitor trash the Lessee must notify the Fair in advance so that we can provide enough trash and recycling bins and the appropriate number of staff people to provide this service.

## Security

The Fair will determine the number and type of security personnel required based on the anticipated attendance, past history, type of event, facilities being used and the presence of alcohol. Security personnel are needed to perform crowd control and property protection, as well as to respond to incidents that occur on the grounds. You will need to contact the administration office regarding requirements for grounds security for your event.

During set-up and dismantle the Lessee is required to arrange for security to regulate traffic control on the grounds and to keep fire lanes clear. Traffic control personnel are available through Pierce County Security, Inc. You may also use your own event staff to assist with traffic control.

In addition, to security guards hired to meet Fair requirements, event personnel may hire security that is needed for specific show functions such as gate/door guards, ticket booth guards, night security, etc.

### **Service Gate Security**

A gate man is required to be present whenever a service gate is open for vehicle access during event hours and/or set-up and dismantle. The gate man will be scheduled through the Fair office and the cost of the gate man will be billed to the Lessee in accordance with the current Cost/Rental Schedule.

### **First Aid**

Central Pierce Fire and Rescue Department provides fire and emergency medical services for the City of Puyallup. Emergency Medical Service crews may be required when daily expected attendance meets or exceeds 7,500. The crew consists of two Central Pierce Fire and Rescue personnel. When expected daily attendance exceeds 10,000 additional personnel may be required at the discretion of Central Pierce Fire and Rescue. Rates are established by the City of Puyallup.

### **Police Security**

Some events may require police security either inside or outside of the grounds. If police security is required, you will be required to contact and contract directly with the Puyallup Police Department.

### **Trade Labor**

Electricians, painters, carpenters and plumbers are available for special needs. Hours will be billed in accordance with the current Cost/Rental Schedule. Applicable overtime costs for weekends, holidays and overtime are billed at time and a half. Trade Labor should be scheduled in advance.

### **Other Labor**

Other labor requirements will be determined by the specific nature of the event and the facilities being used. Fair management reserves the sole right to require additional labor.

# EVENTS PUBLICITY

## Event Information Form

A Publicity Information Form will be sent along with your Lease Agreement. Information from this form will be used in the **What's Happening** notice, 24-hour hotline, telephone inquiries and on our website at [www.thefair.com](http://www.thefair.com). If you provide your website address we can post a link to your site. The **What's Happening** notice is distributed via email to newspaper, radio and television media as well as the general public. To be included in this notice and to insure accurate information is given to callers, please complete and return this form to the Fair office with your signed lease agreement. Please check the Fair website to insure that their correct information listed for your event and keep us informed of any changes in contact phone numbers, event hours and admission costs.

**Please note, only events that are open to the public will be listed.**

## Signs / Banners

Signs and banners cannot be placed on any Fair buildings or walls without permission from the Fair Office. Banners will be placed by Fair employees, for a fee, on request up to five days before the event. Portable free-standing signs used to advertise or direct the public to the event may only be placed on the day of the event and should be removed each day at the conclusion of the event. All signs are subject to Fair approval and may be removed at the Fair's sole discretion.

## Directional / Site Maps

Directional maps and site maps are available in limited quantities from the Administration Office and on the Fair web site. [www.thefair.com](http://www.thefair.com).

## Public Relations

The Fair's Public Relations office is available to answer questions and provide assistance in promoting your event. If you would like to consult with our Communications Manager, call (253) 841-5024.

## Convention and Visitors Bureau

The Tacoma-Pierce County Visitors and Convention Bureau is available to provide informational brochures on the area as well as assist with hotel and transportation accommodations. In addition, the Visitors Bureau produces a monthly calendar of events. For more information about their services call (253) 627-2836.

## Photography / Video

The Fair may at its discretion send a photographer to take pictures of events held at its facilities for internal and marketing use.

## Personality Rights

You hereby grant to Washington State Fair ("WSF") the irrevocable, assignable, worldwide right and license to use, alter and publish your image, alone or together with other images and text, for WSF publications and for all other purposes reasonably related to

promotion of WSF and the Spring Fair in Puyallup, in any manner and in any medium now known or later developed, without the need for your prior approval. This right and license will govern all images of you, whether created before or after the date of these Rules and Regulations, unless you notify WSF in writing that you desire to exclude specific images from this right and license. You hereby release the photographer and/or videographer and WSF, its agents and assigns, from all claims and liability relating to the licenses that you have granted in this license and release. This license and release will not obligate WSF to use or publish your image or use the rights you have granted.



# BUILDING & GROUNDS USE

## ShowPlex Smoke Detectors

ShowPlex has a fire alarm system that includes smoke beams that shoot from one side of the building to the other (North to South) in several different locations. Breaking this beam while hanging banners, releasing helium balloons, or any other activity that temporarily blocks the beam, will result in a fire alarm. This will require that everyone clear the building, the Central Pierce Fire and Rescue must respond and the alarms will need to be reset. The Lessee will be responsible for any costs associated with paying the Fire Department for the false alarm and resetting the fire doors.

- **Please do not allow helium balloons in the building.**
- **If you need to hang banners, please talk to our Operations personnel first!**
- **Please do not allow anyone to access the cat walks or to use lifts in the building without advising them on proper procedures first.**
- **The beams are located near the ceiling just below the catwalks, if you need help locating them, please ask!**

## ATMS

ATMs are located in select locations on the grounds and are stocked and serviced by Columbia Bank. Occasional technical or maintenance issues can arise and ATM's are setup to automatically notify the servicing company if this occurs. **ATM's are exclusively provided by Columbia Bank – outside ATM's are not allowed on the grounds.**

## Chalk/Tape/Decorations

Lessee will not damage, mar or deface or permit anyone to damage, mar or deface Fair property. If any portion of the premises are damaged, the Lessee will be responsible for the Fair's labor and/or materials to restore property to its condition before the event. In addition, any equipment, or materials lost during the contracted time will be billed to Lessee at the Fair's current replacement cost.

The use of shoe polish on the floor is strictly prohibited. We ask that adhesive tape not be used on building floors and walls. Any tape used on the floor must be thoroughly and completely removed by your decorators, vendors, show personnel at the end of the event. **You (the Lessee) will be invoiced for any cost associated with the removal of tape, tape residue, labels and chalk from building floors or walls and for the cost of repairing/restoring paint to the wall or floor if it has been damaged by the removal of the tape.**

**Stickers and adhesive-backed decals are not to be given out in or around the facility.** Any cost associated with removing decals and stickers will be charged to you (the Lessee).

Helium Balloons are not to be used in any building without written permission from the Association. **Under no circumstances will helium balloons be allowed in ShowPlex.**

Nails and screws are not to be driven into any building floor, wall, ceiling or equipment provided by the Association.

Please make sure that your vendors/exhibitors are aware of these policies.

### **Lost/Stolen Articles**

The Fair is not responsible for any items lost or stolen during the event, set-up or dismantle. The Lessee is responsible for providing adequate security for the prevention of loss.

Unclaimed articles should be removed on the dismantle day and distributed by the Lessee. Any items left on the grounds after the expiration of the lease period may be considered abandoned and disposed of by the Fair at the discretion of Fair management and at the cost of the Lessee.

### **Fair Equipment Rental**

Depending on availability, equipment such as tables, chairs, stage risers, etc., can be rented by the Lessee. The rental cost includes delivery of the material into the buildings. The Lessee will distribute and set-up the equipment as needed. Following the event, the Lessee should re-stack and count all equipment. Any equipment not returned will be billed to the Lessee at the current replacement cost. Any damage to equipment will be billed to the Lessee at Fair labor and materials cost. It is strongly suggested that equipment be counted before and after the event and any discrepancies reported to the Fair Attendant.

### **Key Policy**

Building and gate keys will be in the custody of the Event Attendant. Show office keys can be checked out to the Lessee on the set-up day. A \$100.00 charge will be billed for any key not returned on the dismantle day.

### **Radios**

A two-way radio will be checked out to the facility tenant and should be checked in following the event. Radios are intended for communication between the Event Attendant, Security, and tenant. Radios not returned will be billed at the current replacement cost (approx. \$500.00).

### **Commercial Decorators / Outside Equipment Rentals**

The Fair rents or provides basic equipment according to the terms of your Lease Agreement. Depending on your needs, an outside contractor may be required. If you use a decorating or equipment rental firm they must conform to your scheduled set-up and dismantle times. Equipment rented from outside sources should be kept separate from Fair equipment. You will need to have someone available on site when the equipment

arrives and when the equipment is picked up. In addition you will be responsible for all labor charges or facility related charged incurred based on the outside contractors needs.

Equipment rented from outside sources must be sorted, counted and re-stacked by the Lessee. Equipment left in facilities after the dismantle day will be moved by Fair personnel at the Lessee's expense. The Fair will not be responsible for equipment lost before, during or after the event.

### **Public Parking**

Parking lots may be shared by more than one event. Access to Fair parking lots is assigned based on the facilities being used. The Association may elect to charge a daily parking fee per vehicle. If the daily parking fee per vehicle is waived the lessee will pay a flat rental fee for the lot. The Lessee is prohibited from charging for parking. The parking lots are for day event parking only. **They will not be used for any type of commercial purposes such as passing out flyers, brochures, etc., or for vendor spaces or overnight recreational vehicle parking. If the lessee is paying the flat rental fee it is the Lessee's responsibility to have enough security on hand to enforce the parking lot rules or pay for parking attendants to work in the lot.** The cost of picking up garbage in the parking lot will be billed to the Lessee.

Recreational vehicles left in the parking lot overnight will be billed to the Lessee at the rate of \$30.00/night. Please have your security check the parking lots at the end of the event to insure that all vehicles and RV have left the lot.

The Fair will not be responsible for any theft or damage incurred to attendees vehicles parked in the lots.

Lot A, the fenced lot directly North of the Expo Hall is reserved for the Fair staff, directors and Fair business. This lot is not available for general public or exhibitor parking.

### **On Grounds Parking**

Parking on the grounds is very limited and is to be restricted to essential event personnel. The Fair will determine the number of parking passes issued based on the size and complexity of the event. All other show participants should park in the designated parking area outside of the grounds. It is the responsibility of show management to monitor and enforce the parking policy and to make sure that any vehicle parked on the grounds during an event has identification easily seen on the front dashboard.

### **Vehicles on the Grounds**

Vehicle access on the grounds will be regulated in the following manner.

1. The number of vehicles driving onto the grounds may be regulated by the Fair. The Fair has the authority to deny access of vehicles if fire lanes and building entrances are blocked or if it is determined there is not enough space available for additional vehicles. The Fair can also deny access for any security or safety

reasons. It is the responsibility of the Lessee to have adequate personnel at all times to provide for traffic control, maintain fire lanes and to enforce all Fair rules and requirements related to driving vehicles on the grounds. Impounding/towing of vehicles will be the responsibility of the Lessee, if necessary.

2. Vehicles driving onto the grounds for setup and dismantle will conform to the scheduled setup and dismantle times.
3. All vehicles entering onto the grounds for load in and load out purposes must be given an exhibitor credential by the Lessee. The credential must include the following: Name of Event, Current Date, Exhibitor Name, Booth Number and load in/load out times. It must also include a place on the credential for the gate man to record the time of day. Failure to provide credentials to exhibitors in advance will cause a much slower load in process for exhibitors and require additional gate man (charged to the lessee) to be on duty at the gate to assist the gate man in checking in vehicles from an exhibitor list and providing the proper identification to each vehicle. Please note item #1, number of vehicles allowed on the grounds will be regulated and the Fair will deny vehicle access if fire lanes and building entrances are blocked.
4. In addition, to displaying exhibitor credentials depending on gate used, vehicles will be logged in on a vehicle gate report form indicating their license number, name and arrival time.
5. Vehicles will not be allowed to remain parked on the grounds without a valid event parking permit or unless they are part of an exhibit and in their assigned space and have the appropriate exhibitor tags displayed. The Fair will have the final authority to determine the number and type of vehicles that may park on the grounds during an event.
6. Only licensed/insured drivers are permitted to drive any type of motorized vehicle on the grounds.
7. The use of golf carts on the grounds must be approved in advance by Fair Administration.
9. Anyone driving negligently or at excessive speeds will be ejected from the grounds and prohibited from driving any type of vehicles on the grounds for the remainder of the event.

## **Safety**

If you find any condition on the grounds that could be hazardous or unsafe, report it immediately to the Fair Office or maintenance personnel so the condition can be corrected.

## **Accidents / Injuries**

In the event of an injury or accidents, emergency aid personnel can be summoned by dialing 9-911 from a Fair Telephone or 911 from a pay telephone. All accidents and injuries should be reported immediately to the Event Attendant. The Attendant will provide access onto the grounds for emergency vehicles. Information regarding the description of the accident/injury, how the injury occurred, name and addresses of victim and witnesses, and first aid given, must be provided to the Attendant. It is important that all incidents be reported to the Attendant so that unsafe conditions can be corrected.

## **Animals**

With the exception of animal events and service animals, animals will not be allowed on the grounds. Animals kept by R.V. users must be kept on a leash or in a pen near the applicable R.V.

When animals are used as part of the event, all applicable laws, ordinances and regulations dealing with the humane treatment of animals must be fully complied with. Persons having animals on the grounds must use every precaution to insure the safety of the people attending the event.

## **Propaganda / Demonstrations and Objectionable Materials**

The distribution of flyers, brochures, etc., and/or the soliciting of funds will not be permitted on Fair property including the parking lots without written permission from the Fair office. All distribution of materials or soliciting of funds must be conducted within the Lessee's contracted area and the exhibitors assigned booth space.

Tacking or posting of any advertisement, bill, sign, banner or printed material to grounds property is prohibited without written permission from the Fair office.

The Association can demand and effect the removal of any material, which in the sole discretion of the Association, it considers objectionable. No Lessee, concessionaire or exhibitor shall display any form of political advertising on any grounds structure or disseminate political propaganda unless the Lessee's contract with the Association permits such a privilege and it is conducted within an assigned space.

It is not permissible to distribute from any booth or area of the grounds anything which may be detrimental to the health or morals of the public or other materials of a controversial nature. The Association reserves the right to require the removal of any materials and to prohibit any demonstrations it deems inappropriate or offensive to public health, safety or morals. Such matters include, but are not limited to, "how to" publications relating to bombs or the modification of legal weapons, and any materials that would be considered offensive to individuals of a particular race, religion or sex. Neither the Association nor any of its officers, agents, directors or employees shall be liable to the Lessee for any damages which may be sustained by the Lessee through the exercise of such rights.

## **Children**

Guests should be advised to keep their children under their control at all times. Since there are many areas on the grounds that are under construction or generally unsafe for public use, children caught wandering away from event areas will be returned to their parent or guardian on the first offense. On the second offense children and parent will be asked to leave the grounds.

## **WIFI**

The Fair has an open access public WIFI service (noted as Fair Guest on browser) that is generally available for vendors and guests. Please note that it is a free, open access system so there are no guarantees to anyone that it will always be working or that they will be able to access it with their device. The Fair provides no technical support or troubleshooting support for free WIFI access. If internet access is an important service required for you or your vendors then you will need to provide a backup system.

## **Utilities – HVAC and Lighting**

During move in and move out lighting is set at a safe but reduced level to reduce power consumption. Air conditioning and heating of the building is also set at a much reduced level during move in and move out times. The Lessee can request additional heating and/cooling during move in and move out for a fee.

During the event, heating, ventilating, cooling and lighting are set by the Operations department to insure maximum efficiency of the system and to provide for the comfort and safety of your guests.

## **Plumbing**

Absolutely no dumping of contaminated water (mop water, bleach water, greasy water, old coffee, etc) in the Fair's storm drains. Do not dump water in flower beds on or on the ground. Do not leave hoses laying around.

There will be a fee assessed for filling hot tubs, swim spas, ponds, pools, etc with Fair water. Arrangements must be made in advance with the Fair office prior to filling or emptying water to insure that it is done properly. The fee will be based on the amount of water needed. Once an item is filled the same water must remain throughout the duration of the event. You must use filtration equipment and chemicals to keep water clean and sanitized. Water must be disposed of into the sanitary sewer system. There will be a \$500.00 fine charged directly to Lessee for violation of this rule. Fair Operations can be contacted in advance (during Fair business hours) to get approved sanitary sewer locations. Any labor performed by the Fair plumber will be billed to the Lessee.

## **Electrical**

Electricity available at the Fair is 120/208-volt 3 phase power (no 240 volts). The Fair's electrician at the expense of the Lessee or the exhibitor must do installation of additional electrical power or outlets to exhibitor booths and displays. All charges for labor and

materials supplied by the Association will be paid by the Lessee according to the rates which has been established for such services and materials.

All extension cords and appliance cords must be grounded. All electrical appliances displayed must be UL approved. Electrical Permits are required by the State of Washington whenever an exhibitor is using a distribution system to allocate electricity within their display. The State of Washington requires an electrical permit application be completed and a permit fee paid for all spa and sauna displays that will be using electrical service (see page 17.) Please refer to City, County & State Requirements for additional information on obtaining electrical permits. Please refer to the Fire and Life Safety sections for additional requirements on electrical equipment and wiring.

### **Natural Gas**

Propane is not allowed on the grounds unless is has been approved in advance by Fair Management and Central Pierce Fire and Rescue Department.

If Natural Gas is needed it must be arranged in advance with the Fair Administration Office. The Fair Administration office has the appropriate forms for Puget Sound Energy to connect service and set up billing for the gas connection. **PSE must have at least 10 days notice to set up an account.** The vendor is responsible for all charges including the \$37.00 connection fee & gas usage. The Lessee is to follow City of Puyallup installation of fuel gas piping guidelines and acquire the proper permits. The Lessee is responsible for cleaning and connecting/disconnecting of gas equipment by a certified plumber. The Lessee is responsible for properly securing the utility vault and removing all piping from the area at the end of the event.

### **Extra Electrical Service**

Electricity available at the Fair is 120/208-volt, 3-phase power. If additional power is needed directly to exhibitor booths there will be an additional charge to the exhibitor or to the Lessee.

### **Recreational Vehicles**

RV Parking is available throughout the year in the RV lots only. Anyone wishing to reserve an RV space should register in advance with the Washington State Fair Administration Offices during business hours, Monday through Friday. Registration can be done over the telephone, through the mail or at the Fair office. The Fair charges a daily fee for use of an RV site. Water, power and sewer are available in many of the sites except during the winter when the temperatures drop to freezing the water will be shut off.

In some cases (will be noted in Lease Agreement) the Lessee will rent the RV and collect and reimburse the Fair Association for RV sites used.

A list of current RV Parking Rules is available at the Administration office and should be distributed and enforced by the Lessee.

Gray water cannot be dumped or dripped on the ground. The appropriate sewer hookup or dump station should be used for depositing all gray (and black) water. It is up to the Lessee to monitor and enforce the “no dumping” rule. There is \$500.00 fine per occurrence to the Lessee for any infractions of this policy.

Anyone wishing to camp overnight must be registered and pay the RV rates regardless of whether an actual RV site is used. **OVERNIGHT CAMPING IS ONLY PERMITTED IN THE RV LOT.**

### **ADA**

The Washington State Fair strives to comply with the “1990 American with Disabilities Act” (ADA) regulations. It has an outgoing commitment to make the entire 160 acre facility accessible to all its guests. The Lessee is required to follow all regulations associated with this act and will be solely liable for any violations.

1. Lessee hereby covenants with Association that the Lessee will comply with all applicable regulations and guidelines of the ADA promulgated pursuant thereto. Lessee agrees to provide auxiliary aids and services as provided under the provisions of the ADA whenever such services are required.
2. Lessee shall not permit any temporary barriers to be erected on the premises that would limit access and shall provide alternative services whenever and wherever barriers cannot be reasonably removed. Lessee is committed to providing all of its attendees with the best possible guest experience and has provided its employees with training and guidance in order to enhance its employee’s understanding of the services required to comply with the provisions of the ADA.
3. Lessee agrees to indemnify the Association against any damages arising out of any complaint alleging that the facilities, services or goods provided by the Lessee or the Association fail to comply with the applicable provisions of the ADA. Lessee shall provide a certificate of insurance evidencing that the Lessee is carrying liability insurance providing coverage against any claims for failure to comply with the requirements of the ADA, and said policy shall name the Association as an additional insured, and said policy shall further provide for the payment of all defense costs for defending any action brought alleging a violation of the ADA against the Lessee and the Association.



## CHECKLIST OF FORMS AND FEES

The following is a list of forms and fees that must be completed.

1. Lease Agreement . . . . . Submitted to the Fair Office within 10 days of receipt.
2. Deposit . . . . . Submitted to the Fair Office along with Lease Agreement within 10 days of receipt.
3. Certificate of Insurance . . . . . Submitted to the Fair Office **no later** than one month prior to the event.
4. Event Information Form . . . . . Submitted to Fair Office with lease agreement (only if public event.)
5. Event Requirement Form . . . . . Submitted six weeks prior to the event.
6. Event Security Plan . . . . . Submitted to Fair office at least two months prior to event.
7. Public Assembly Permit . . . . . Submitted to the Fire Department Prevention Office **at least** one month prior to the event.
8. Floor Plan . . . . . Submitted to the Fire Department with permit application and submitted to Fair Office at least one month prior to the event.
9. Additional Deposits . . . . . Submitted to Fair Office at least four weeks prior to event. See contract for due dates.
10. Liquor Permit (if applicable) . . Submitted to Fair Office two weeks prior to event.
11. Raffle Permit (if applicable) . . Submitted to Fair Office two weeks prior to event.

## OTHER SERVICES

### COMMERCIAL DECORATORS

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#### **GES**

4060 Lind Ave. S.W.  
Renton, WA 98055  
253-251-6565

#### **Triumph Event Decorators**

12614 Interurban Ave South  
Seattle, WA 98168  
206 431-1010

### AUDIO/VISUAL SERVICES

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#### **Bandstand Music, Inc.**

2302 Pacific Avenue  
Tacoma, WA 98402  
253-272-2201

### FIRE PREVENTION SERVICES

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#### **Central Pierce Fire & Rescue Pierce County Fire District No. 6**

17520 22nd Avenue E  
Tacoma, WA 98445  
Phone: 253-538-6400  
Fax: 253-537-7294  
[www.centralpiercefirerescue.org](http://www.centralpiercefirerescue.org)

### POLICE

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#### **Puyallup Police Department**

311 West Pioneer  
Puyallup, WA 98371  
253-841-5415

### SECURITY

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#### **Pierce County Security**

2002 East 99th Street  
Tacoma WA 98445  
253-535-4433

### ADMISSION TAX

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#### **City of Puyallup**

PO Box 1232  
Puyallup, WA 98371  
253-841-4321

### AREA INFORMATION

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#### **Tacoma Regional Convention & Visitors Bureau**

1119 Pacific Avenue, Suite 500  
Tacoma, WA 98402  
253-627-2836

#### **Puyallup/Sumner Chamber of Commerce**

P.O. Box 1298  
Puyallup, WA 98371  
253-845-6755

*Washington*  
**STATE FAIR**  

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**EVENTS CENTER**

Washington State Fair | 110 9th Avenue SW | Puyallup WA 98371-6811  
(253) 841-5011 | Fax (253) 841-5390 | [thefair.com/facilities](http://thefair.com/facilities)