

**PUYALLUP FAIR**

**— & —**

*Events Center*

**FACILITY USE  
HANDBOOK**



**Western Washington Fair Association  
Puyallup, Washington**

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**PUYALLUP FAIR**  
**— & —**  
*Events Center*

# WELCOME TO THE PUYALLUP FAIR & EVENTS CENTER!

**The Western Washington Fair Association** 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 Fairgrounds 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 Western Washington 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 Western Washington 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 Fairgrounds.

## GENERAL FAIR POLICIES

**Mailing Address:**

Western Washington Fair  
110 9th Ave. S.W.  
Puyallup, WA 98371-0162

**Delivery Address:**

Western Washington Fair  
110 9th Ave. S.W.  
**Puyallup, WA 98371**

**Phone Numbers:**

Switchboard - (253) 845-1771  
24-Hour Hotline - (253) 841-5045  
**FAX - (253) 841-5390**

**Web Site/Email:**

**[www.thefair.com](http://www.thefair.com)**

**[info@thefair.com](mailto:info@thefair.com)** - General Information

**[debbie@thefair.com](mailto:debbie@thefair.com)** - Facility Use Information

**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, Veteran's Day, Thanksgiving and the day after.

**Facility Rental**

The Fairgrounds 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 restroom facilities. Common areas that lead to the rented facility are also included but sometimes may need to be shared with other events. 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 restrooms, food and beverage concessions and fairgrounds 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.

### **Set-up & Dismantle**

In most cases, events two days or longer will be allowed one day for set-up. One day events will pay an additional 50% of the building rental fee. In the event that a full day is not available for setup, it will be stipulated in the Lease Agreement. Set-up & dismantle will be scheduled during normal Fair business hours which are Monday – Friday 8:00 am - 4:30 pm. If you wish to set-up or dismantle before or after these times, the applicable Event and Gate Attendant hours will be charged.

### **Safety Regulations**

Western Washington 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 Western Washington 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 fairgrounds.

**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 fairgrounds. 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

## Reservations

The Fair will accept most applications up to 24 months prior to the event from first time renters (depending on date availability). First time renters will not be permitted to reserve future dates until completion of the first event. The Fair's Board of Directors meets the 2nd Wednesday of each month. To be considered for approval an application must be received by the Fair Administration Office by the first Monday of the month to be included on that month's agenda. The application must be filled out completely to be considered.

The application does not bind either the Western Washington Fair or the applicant to the event or event dates.

## Annual/Returning Events

An "annual event" is defined as an event that has been scheduled for two or more consecutive years. Those wishing to reschedule an "annual" or returning event for the following year must notify the Administration Office at least 12 months prior to the requested date. First and second choice date options should be included with this request. An annual/returning event will not be rescheduled unless there is a written request. There are no guarantees that the event will be rescheduled or held on the same dates each year. The Fair will make an effort to reschedule events in good standing on the corresponding dates for the following year but this will not always be possible. If a specific date is required it is important that you provide date information at least 16 months prior to the requested date so that this can be taken into consideration during preliminary scheduling. If the requested dates are not available the Fair will work with the renter to provide alternate dates, if available.

## Contract & Deposits

If approved by the Western Washington Fair Board of Directors the applicant will be sent a Lease Agreement which must be signed and returned with the deposit within ten days. 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 30% of the total anticipated rental or a minimum of \$1,100.00. The second deposit will be due no later than four weeks prior to the event. Second deposits received less than four weeks prior to the event must be paid by cash or cashier's check. 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. Event dates can be changed if the requested dates are available and within two months of the original date.

## FOOD & BEVERAGE

### Concession Service

Concession service is the sale of “over the counter” food and beverages such as but not limited to hamburgers, hot dogs, sandwiches, soups, popcorn, pastries, bottled water, soft drinks, coffee, etc. The Western Washington Fair has exclusive contracts and control of all food and beverage concession service on the Fairgrounds including the sale of alcoholic beverages. The Fair reserves the sole right to determine the number of concessions required to accommodate the event and will assign space in both permanent locations and portable units on the fairgrounds as the Fair deems necessary. The Lessee is not permitted to in any way block or sell space at any food locations without written permission from the Western Washington Fair. The Lessee will not allow or contract for any type of food and beverages sales on the Fairgrounds without written permission from the Western Washington Fair Association management.

Private catering arrangements can be made during a public event but must be arranged through the authorized Fair Concessionaire/Caterer and approved in advance by the Western Washington Fair Association.

### Concession sales of Alcoholic Beverages

In appropriate situations as determined by the Fair Association a concessionaire appointed and contracted by the Fair Association may be permitted to sale alcoholic beverages on the Fairgrounds. The Fair Association reserves the right to determine when and where all alcoholic beverage sales will take place on the Fairgrounds. The Lessee will not allow or contract for any alcoholic beverage sales on the Fairgrounds without written permission from Fair Management. When sales of alcoholic beverages are taking place it is the responsibility of the Lessee to provide and pay for the appropriate security to insure that all rules of the Western Washington Fair Association and the Washington State Liquor Control Board are being adhered to including insuring that outside alcoholic beverages are not brought unto and distributed or consumed on the Fairground by any exhibitor, participant, spectator, guest or employee of the Lessee. The Fair can discontinue or cancel the sale or serving of alcohol at any time if Fair management determines it to be in the best interest of the Fair and/or the concessionaire.

### Private Events/Catering

Private events such as wedding receptions, company picnic and Christmas parties can contract directly with a Western Washington Fair authorized caterer. Western Washington Fair 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 Western Washington Fair Association management and the unauthorized caterer will be required to prepare their meals off the Fairgrounds and to provide the appropriate insurance coverage to the Western Washington Fair 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 Western Washington Fair with a certificate of insurance that includes “host liquor liability”. In addition, if required by the Washington State Liquor control board 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.

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 Western Washington Fair 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 Western Washington Fair 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 Fairgrounds or may require that alcohol be served by the Fair Concessionaire.

### **Food Demonstrations**

State Law requires that all food demonstrators meet Health Department standards and obtain the necessary permits from the Tacoma-Pierce County Health Department. It is the responsibility of the Lessee to inform the exhibitors of this requirement. For the safety of the people attending your event any exhibitor not complying with Health Department rules will not be allowed to operate. Anyone selling or distributing a consumable food must have a general commercial liability policy as outlined on page 6 under liability insurance. A certificate of insurance must be provided to the Western Washington Fair Association or the vendor will not be permitted to participate in the event. **It is the responsibility of the promoter to insure that the appropriate insurance coverage is provided to the Western Washington Fair administration office prior to the event.**

### **Giveaways**

All samples of food given away at an event must be approved by the Fair Administration Office in advance of the event and must obtain the necessary Health Department permits. Anyone selling or distributing a consumable food must have a general commercial liability policy as outlined on page 6 under liability insurance. A certificate of insurance must be provided to the Western Washington Fair Association or the vendor will not be permitted to participate in the event. **It is the responsibility of the promoter to insure that the appropriate insurance coverage is provided to the Western Washington Fair administration office prior to the event.**

### **Pre-packaged Foods**

Exhibitors will be allowed to sell certain foods that are pre-packaged in sealed containers and intended to be consumed off the Fairgrounds. Exhibitors selling packaged food items should contact the Health Department for permit information. The Fair reserves the right to limit or prohibit the sell of selected packaged foods and to set minimum quantity restrictions on items sold. Anyone selling or distributing a consumable food must have a general commercial liability policy as outlined on page 6 under liability insurance. A certificate of insurance must be provided to the Western Washington Fair Association or the vendor will not be permitted to participate in the event. **It is the responsibility of the promoter to insure that the appropriate insurance coverage is provided to the Western Washington Fair administration office prior to the event.**

# LIABILITY INSURANCE

## Insurance Requirements

Everyone that holds an event on the Fairgrounds, including all organizations or concessionaires selling or distributing a consumable food, 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 at least \$1,000,000 each occupancy with \$1,000,000 aggregate products/completed operations, \$1,000,000 personal injury and advertising liability, and \$1,000,000 general aggregate.

THE WESTERN WASHINGTON FAIR ASSOCIATION shall be named certificate holder and the WESTERN WASHINGTON FAIR, ITS OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES SHALL BE ADDITIONAL INSUREDS. Certificates will not be accepted if they do not include the additional insureds exactly as stated.

The Western Washington Fair will be notified at least 15 days in advance of any reduction in or cancellation of the coverage.

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 Interim Events Coordinator two weeks prior to the event.

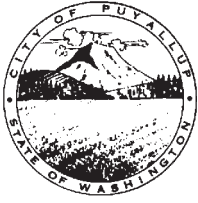
**CERTIFICATE SHOWING COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE SUBMITTED TO THE FAIR OFFICE AT LEAST TWO WEEKS PRIOR TO THE EVENT. FAILURE TO SUBMIT AN ACCEPTABLE INSURANCE CERTIFICATE WILL RESULT IN CANCELLATION OF THE EVENT.**

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 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 may at its sole discretion require higher limits of bodily injury and property damage liability insurance depending on exposure of risk.

## Haas Wilkerson

Certain events may qualify to purchase special event liability insurance through the Fair's insurance carrier Haas Wilkerson. If you do not have liability insurance, contact the Fair Administration Office. A premium will be quoted and payment due at the time of the request. Checks should be made payable to the Western Washington Fair. Insurance payments are not refundable.

Special Event liability insurance protects the Lessee against liability only. It does not cover exhibitors and their property.



## CITY OF PUYALLUP

Municipal Administration Building

902 7th St. N.W.

Puyallup, WA 98371

(253) 841-5402 • FAX (253) 770-3333

Rev 01/05

# FIRE AND LIFE SAFETY REQUIREMENTS

## REQUIREMENTS FOR EVENTS AND TEMPORARY STANDS AT FAIRS AND SHOWS

### PURPOSE:

To publicize the requirements and provide a standard method of inspection of temporary stands at fairs, shows, carnivals and other occupancies that are not permanent in nature or whose use is temporary or seasonal.

### RESPONSIBILITIES:

It is the responsibility of the Fire Marshal or his/her designated authority to ascertain if the requirements of this policy are being complied with, and to enforce these and any other laws and codes of the City of Puyallup, pertaining to fire and life safety, as may be necessary.

### PROCEDURES:

Temporary stands inside the Western Washington Fair are covered by a master business license, issued to the Fair. Temporary stands, located anywhere in the City, outside the property of the Western Washington Fair, must apply for and receive a temporary business license. After the license has been applied for, the application will be forwarded to the Bureau of Fire Prevention for any permits required.

Applications shall be accompanied by site plans, information related to required permits, or any other information deemed necessary to ascertain all stands are in compliance with the International Fire Code. Any license, either Master or Individual, do not cover permits required by the International Fire Code.

It may be necessary for the applicant to complete a PERMIT APPLICATION FORM in addition to the TEMPORARY BUSINESS LICENSE APPLICATION. Please read Appendix A for "Permits Are Required". If a permit is required, a separate application shall be applied for at the Puyallup Fire Department. The permit application is available at [www.puyallupfire.com](http://www.puyallupfire.com).

An inspection shall be conducted to determine if the occupancy or operation meets code requirements. The inspection shall ascertain if the requirements of Appendix A, B, and C have been met in addition to any other laws or codes which may apply to the particular application request.

When code requirements have been met, the Fire Marshal may issue the business license and required permit, which shall be posted at the occupancy or operation.

If you have questions concerning these requirements please contact the Fire Marshal's office at:

(253) 845-6666 / 902 7th ST NW, PUYALLUP, WA 98371 Fax Number: (253) 770-3333.

## APPENDIX A

### TEMPORARY USE OCCUPANCIES OR OPERATIONS FIRE AND LIFE SAFETY REQUIREMENTS (Not including electrical)

Any temporary use occupancy, business or operation that fails to comply with the International Fire Code requirements listed here will be **SUBJECT TO IMMEDIATE CLOSURE** until compliance is made. If the particular International Fire Code requirement is not listed here, a reasonable time may be given to comply, unless violation is an immediate life threatening situation as determined by the Fire Marshal or his/her designee.

In order to protect life and property, prevent fires and comply with local fire codes, the following is imposed:

#### PERMITS ARE REQUIRED for the following activities

1. **TO OPERATE A PLACE OF ASSEMBLY:**  
An assembly is the gathering together of persons for such purposes as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation.
2. **TO OPERATE A CARNIVAL OR FAIR**
3. **TO OPERATE EXHIBITS AND TRADE SHOWS**
4. **TO ERECT AND/ OR OPERATE A TENT OR CANOPY:**  
Contact Puyallup Fair & Events Center. **Tents with a square footage over 200 square feet and canopies with a square footage over 400.**
5. **TO USE OPEN FLAME DEVICES:**  
Use of open flame devices, i.e., torches, candles, glass blowing, forges, stoves, barbecues, etc; will require approval of the Fire Marshal or his/her designee.
6. **TO USE FLAMMABLE PAINTS:**  
Flammable paints shall not be applied or stored without approval of the Fire Marshal or his/her designee.

#### ADDITIONAL REQUIREMENTS (Fire Marshal Approval is required for all activities listed)

##### COMMERCIAL FOOD PREPARATION:

The commercial preparation of food, either in temporary or permanent locations, shall be conducted in accordance with the International Mechanical Code (IMC) and the International Fire Code (IFC). Ventilating hood and duct systems will be IMC Type I or Type II, depending on the food products being prepared. **IFC Section 610 and Section 2404.15**

**Demonstration of commercial cooking is limited to using one electrical heat source in a 10 foot by 10 foot area. The heat source cannot exceed 400 degrees Fahrenheit. Solid or gel type fuel (Sterno) shall be limited based on the recommended manufacturer's design for the warming fixture. If the manufacturer's paperwork is not available, then the fire marshal shall make the determination on the amount of (Sterno) fuel that can be used.**

**APPENDIX A, cont.**

**FLAMMABLE LIQUIDS:**

Gasoline or liquefied petroleum gas portable containers will not be allowed inside any structure. Storage areas shall be approved by the Fire Marshal. Outside use and storage shall be a minimum of 20 feet from a building and approved by the Fire Marshal.

**IFC Section 102.8 and IFC Section 3803**

**NATURAL GAS USE:**

**Natural gas is allowed to be used for fuel for heating and cooking. Approval from the local gas purveyor and fire marshal is required. A flex gas (CSST) line shall be used to connect to the meter. This line is limited to 4 feet in length. Flex gas (CSST) line is not allowed along the ground or suspended in air. Gas piping shall be supported at a maximum of every 6 feet. It shall be protected in traffic areas from displacement. Gas piping shall be tested on site and approved by the building division. A flex gas (CSST) line may be used as a final connection from the appliance to the gas piping. The length of this flex line shall not exceed 6 feet. Each supply of gas shall have its own shut-off. The gas meter may be used for the shut off if a permanently attached handle is available for use. Each appliance shall have a shut-off located in an accessible location.**

**ELECTRICAL HEATERS:**

Portable electrical heaters are not permitted in a building unless approved by the Fire Marshal and the owner of said building or his/her representative

**IFC SECTION 305.1**

**SMOKING PROHIBITED:**

The Fire Marshal's Office shall enforce a no smoking policy in those areas specifically posted by the Fire Marshal or his/her designee.

**IFC SECTION 310**

**BARBECUES:**

Barbecues, portable or pit require approval of the Fire Marshal or his/her designee.

INDOOR LOCATION:

Barbecue pits used for commercial cooking operations in buildings shall be constructed as commercial food heat-processing equipment in accordance with the International Mechanical Code.

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

OUTDOOR LOCATIONS:

Barbecue pits or equipment in outdoor locations shall be constructed of concrete or approved non-combustible materials.

Barbecues shall not be located within 10 feet of combustible walls or roofs or other combustible material.

At least one, 2-A 20 BC fire extinguisher shall be available within 20 feet of the barbecue. Extinguisher shall not be inside another temporary stand.

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

Barbecues shall not be installed or placed inside unless the structure is approved by the Fire Marshal and a permit has been issued allowing this.

**APPENDIX A, cont.**

**FIRE LANES AND HYDRANTS:**

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Overhangs or other like material shall not obstruct the vertical clearance of a fire lane less than a minimum of 13 feet 6 inches.

15 feet of Fire Lane on all sides of a hydrant located on an access road shall be maintained clear and free of any obstructions including the parking of vehicles. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants.

**IFC SECTION 503 AND IFC SECTION 508**

**OBSTRUCTION OF FIRE SAFETY SYSTEMS:**

Exit doors, aisles, exit ways, exit lights, stairways, hose cabinets, fire extinguishers, fire hydrants or any other fire suppression appliances shall not be concealed or obstructed by any decorative material, displays, fixtures, structures or demonstration equipment.

**IFC SECTION 508.5.4 and IFC SECTION 1003.6**

**DUMPSTERS:**

Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within five feet of combustible walls, openings or combustible roof eave lines without specific approval of the Fire Marshal or his/her designee.

**IFC SECTION 304.3.3**

**TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES:**

Tents, canopies and temporary membrane structures shall comply with IFC Section 24 and Appendix C of these requirements. (Note: Temporary, site-constructed, wood structures, shall comply with standards listed in Appendix C).

**NOTE: OPEN FLAME DEVICES, ELECTRIC STOVES, HOT PLATES AND ANY OTHER FORM OF EQUIPMENT USED FOR THE PREPARATION OF FOOD OR ANY OTHER REASON SHALL NOT BE USED AND ARE NOT PERMITTED WITHIN THE CONFINES OF A TENT, CANOPY OR TEMPORARY MEMBRANE STRUCTURE.**

(Exception: This requirement may be waived when “firewatch” personnel, approved by the Fire Marshal, are present. This exception shall be approved on a case by case basis.) **PERMIT IS REQUIRED**

**COMPRESSED GAS CYLINDERS:**

Compressed gas cylinders, in service or in storage, shall be adequately secured (chained) to prevent falling or being knocked over. Ropes, cords, rubber and other combustible material will not be approved for this purpose. Compressed gas cylinder or tank protective caps or collars shall have the caps or devices in place except when the containers, cylinders or tanks are in use or are being serviced or filled.

**IFC SECTION 3003.3.3, 3003.4.1 AND 3003.4.2**

**FIRE EXTINGUISHER REQUIRED:**

An approved, minimum 2A-10 BC rated fire extinguisher, or larger, shall be available at each temporary stand. Extinguishers shall serve for only one stand. The fire marshal may waive this requirement if the temporary stand is less than 200 square feet and no heating, cooking, electrical or other possible ignition source is located under the temporary stand.

An approved **40B rated fire extinguisher** shall be provided to protect all cooking and food processing.  
**IFC SECTION 906**

**APPENDIX A, cont.**

**COMBUSTIBLE WASTE:**

Combustible waste matter shall not be allowed to accumulate in or near any stand.

**IFC SECTION 304.1**

**EQUIPMENT CONFINED:**

All equipment, mechanical or otherwise, shall be installed, maintained and secured within the confines of the stand, i.e., refrigerators, freezers, cookers, etc.

**LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:**

Display of liquid and gas fueled vehicles and equipment inside an assembly occupancy shall be in accordance with IFC 314.4 and shall meet the following requirements:

- (a) Batteries shall be disconnected with the ends taped in an approved manner.
- (b) Vehicles or equipment shall not be fueled or defueled within any building.
- (c) Fuel tanks shall not be more than 1/4 full nor exceed 5 gals, whichever is less, and fuel systems shall be inspected for leaks.
- (d) Fuel tanks shall be locked or sealed to prevent escape of vapors.
- (e) The location of vehicles or equipment shall not obstruct or block exits.

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.

REV 07/04

## APPENDIX B

### ELECTRICAL EQUIPMENT AND WIRING

#### USE OF TEMPORARY WIRING:

Special Events: Temporary wiring for electrical power and lighting installations is allowed for a period not to exceed 90 days for Christmas decorative lighting, carnivals and similar purposes, and for experimental or development work.

#### ABATEMENT OF ELECTRICAL HAZARDS:

Electrical wiring, devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard shall not be used.

#### ELECTRICAL MOTORS:

Electrical motors shall be maintained in a manner free from accumulation of oil, dirt, waste and other debris which will interfere with required motor ventilation or create a fire hazard.

#### EXTENSION CORDS:

##### GENERAL:

Extension cords shall not be used as a substitute for permanent wiring.

Minimum 14 gauge extension cords shall be used to extend electrical service.

- (1) Extension cord shall only be used with portable appliances while such appliances are in immediate use.
- (2) Extension cords shall be plugged directly into an electrical outlet and shall, except for approved multi-plug extension cords, serve only one portable appliance.
- (3) The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- (4) Extension cords shall be maintained in good condition without splices, deterioration or damage.
- (5) The extension cords shall be grounded when servicing grounded portable appliances.
- (6) Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

#### **VIOLATIONS NOTIFICATION:**

NON-APPROVED, MULTI-PLUG ADAPTERS, EXTENSION CORDS AND OTHER ITEMS THAT ARE BEING USED ILLEGALLY WILL BE DISCONNECTED AND GIVEN TO THE OWNER OR OPERATOR TO BE REMOVED FROM THE AREA. IF THE OWNER OR OPERATOR IS NOT PRESENT WHEN THE VIOLATION IS FOUND, THE ITEM OR ITEMS MAY BE DISCONNECTED, MARKED "NOT APPROVED" AND LEFT TO BE REMOVED.

**APPENDIX B, cont.**

**POWER TAPS:**

- (1) Power taps shall be of the polarized or grounded types and shall be listed.
- (2) The power taps may be directly connected to permanently installed receptacles, or extended by the use of one 50' extension cord that is rated at a minimum of 14 gauge.
- (3) Power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

**ACCESS TO SWITCHBOARDS AND PANELBOARDS:**

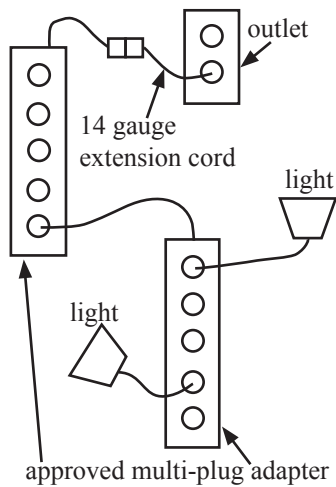
A clear and unobstructed means of access with a minimum width of 30 inches and a minimum height of 78 inches shall be maintained from the operating face of the switchboard or panel board to an aisle or corridor.

The **GRAPHICS** below are presented to give a visual understanding of approved and non-approved methods of temporary wiring for lights and appliances at fairs, carnivals and shows. Also, remember the following parameters:

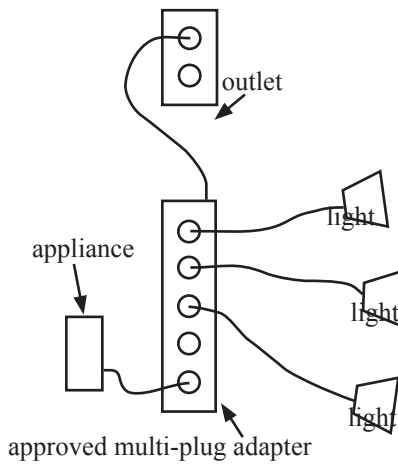
- (1) Extension cords that are less than 14 gauge in size will not be allowed to extend electrical service.
- (2) Extension cords shall supply power to one plug only.
- (3) Approved multi-plug adapters/power taps with a testing laboratory's label ampmed on them, or attached to them, are allowed. The word "**APPROVED**" means the unit has been tested and approved for its intended use by a nationally recognized testing laboratory such as Underwriters Laboratories or Factory Mutual. Adapters must have over current protection that will activate and shut off the current if the adapter is overloaded.

If you are unable to reach the outlet with the plug connected to the appliance, you will require an extension cord of 14 gauge or larger. (Larger would be 10 or 12 gauge.)

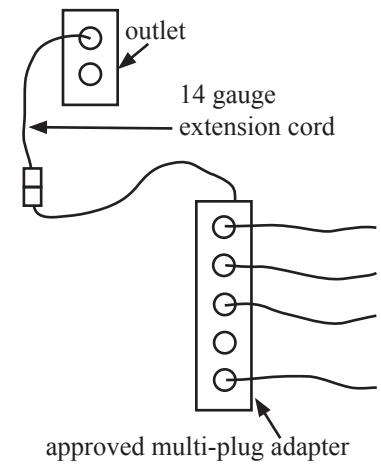
**This arrangement is approved for temporary installation only for fairs and shows for a limited time.**



**APPROVED**



**APPROVED**



**FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE, CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.**

## APPENDIX C

### TEMPORARY USE OCCUPANCIES OR OPERATIONS FIRE AND LIFE SAFETY REQUIREMENTS

TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES. Tent/canopy permits are obtained by contacting the Puyallup Fair & Events Center

#### DEFINITIONS:

##### TENT:

Any structure, enclosure or shelter constructed of canvas or pliable material supported by any manner except by air or the contents it protects. **(Plastic material will not be allowed for roof cover or side enclosure cover unless it is certified as being flame retardant and will not melt and drip under fire conditions.)**

##### CANOPY:

Any temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects and is open, without side walls or drops, on 75 percent or more of the perimeter. **(Plastic material will not be allowed for roof cover or side enclosure unless it is certified as being flame retardant and will not melt and drip under fire conditions.)**

##### TEMPORARY MEMBRANE STRUCTURE:

Any air-inflated, air supported, cable, or frame-covered structure as defined by the IBC, which is erected for less than 180 days and not otherwise defined as a tent, canopy or awning.

##### AWNING:

A shelter supported entirely from the exterior wall of a building.

Exits from tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet shall comply with **IFC SECTION 24 TABLE 2403.12.2**

Tents, canopies and temporary membrane structures of any size shall comply with the following standards as well as all other requirements of these rules and regulations as apply:

In the event the flame-retardant application is performed by other than a "CERTIFIED" commercial applicator, a City of Puyallup Fire Department "Flame Retardant Verification Form Statement" shall be completed prior to the issuing of any permits.

#### FLAME RETARDANT TREATMENT AND STANDARDS:

The sidewalls, drops and tops of all tents, canopies and temporary membrane structures shall be of flame retardant material or shall be made fire retardant in an approved manner. Floor coverings, bunting, flammable decorations or effects, including sawdust when used on floors or passageways, shall be made fire retardant in an approved manner.

An approved certification shall be retained on the premises indicating the following:

- (1) Identification of tent, canopy or temporary membrane structure, size and fabric type,
- (2) Date tent, canopy or temporary membrane structure and other flammable materials were last treated with flame retardant solution,
- (3) Trade name and type of solution utilized in flame-retardant treatment,

**APPENDIX C, cont.**

- (4) Name of persons and firm treating materials, and
- (5) Name and address of tent, canopy or temporary membrane structure.  
IFC Section 2404.4

**GENERAL:**

No such stand shall be located within two (2) feet of any side property line or public sidewalk, within ten (10) feet of any permanent building, nor within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.

Overhangs from temporary stands that fold down or lower shall not project out over any public sidewalk or public way.

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire marshal.

If allowed by the fire marshal, all cooking appliances which produce grease laden vapors shall have approved ventilating hood and duct systems and shall be protected by an approved automatic fire extinguishing system. (Exception: Cooking appliances in the open air with no covering or roof.)

**SITE-BUILT, WOOD STRUCTURES:**

- (1) When a temporary stand is to be occupied and utilized for the purpose of food preparation where heat of any kind is required, the construction of the stand shall meet the minimum requirements listed below and in addition, other requirements of the IFC when required by the Fire Marshal.
- (2) No such stand shall be located within two (2) feet of any side property line or public sidewalk, within ten (10) feet of any permanent building, nor within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.
- (3) No foundation is required for less than 400 square feet.

**FLOOR FRAMING:**

<u>Joist Size</u>	<u>Spacing</u>	<u>Maximum Span</u>
2 x 6	24"	8'6"
	16"	9'11"
2 x 8	24"	11'3"
	16"	13'1"

- 1/2" plywood sub-floor minimum for 16" joist spacing
- 3/4" plywood minimum for 24" joist spacing

**WALL FRAMING:**

- 2 x 4 studs minimum
- 3/8" plywood minimum for stud spacing of 16"
- 1/2" plywood minimum for stud spacing of 24"
- Openings in walls to be supported with appropriately sized headers.

**APPENDIX C, cont.**

**ROOF/CEILING FRAMING:**

- 2 x 6 rafters at 24" spacing will span 11'5"
  - 2 x 6 rafters at 16" spacing will span 13'11"
  - 3/8" plywood may be used with rafters spaced at 16"
  - 1/2" plywood may be used with rafters spaced at 24"
- Roofing materials per code based on roof pitch.

Awnings, overhangs and any other appurtenances shall be at least eight feet above any public walkway or sidewalk.

Roof coverings of fabric, canvas, or other material shall be certified as being flame retardant. This certification shall be in writing from the manufacturer or other recognized agency.

**TRAILERS, MOTORHOMES, OTHER VEHICLES AND PRE-BUILT STRUCTURES THAT CAN BE TRANSPORTED TO A SITE AND USED AS A TEMPORARY STAND:**

GENERAL:

No such trailers, motor-homes, other vehicles and other pre-built structures shall be located within two (2) feet of any side property line or public sidewalk, or within ten (10) feet of any permanent building. Such stand shall not project into a public walkway and shall not be erected or installed within fifty (50) feet of any gasoline pump, oil storage tanks, or premises where flammable liquids are kept.

They shall meet all requirements of these rules and regulations including required licenses, permits, Appendix A, B, and C.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE, CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.**

Rev 07/04

## CITY, COUNTY & STATE REQUIREMENTS

### City Admission Tax

Chapter 5.40 of the City of Puyallup Municipal code requires the collection of an admission tax for “events” conducted within the city limits.

Admission tax is payable upon the conclusion of the taxable event. The Lessee should obtain a copy of the “Statement of Admissions Tax” from the Fair Office or the Puyallup City Clerk at 218 West Pioneer, Puyallup, WA 98371. For additional information regarding the admission tax call (253) 841-5480.

### 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.

### State Sales Tax

Promoters of special events must verify that vendors participating in such events are registered to do business with the Department of Revenue before the event begins. Special event promoters that don’t comply with the law face penalties.

- Promoters must verify that all vendors who will make or solicit sales of tangible property or services have an open tax registration number with the Washington Department of Revenue. Vendors not registered with the Department of Revenue cannot participate in the special event.
- Promoters must keep a record of the date and place of each special event and the name, address and Washington tax registration number of each vendor.
- Promoters must provide the above-noted event and vendor information to the Department of Revenue within 20 days of receiving a written request from the Department. An optional Vendor Information Form is attached and is available online at: [http://dor.wa.gov/Content/Forms/alphaListing/forms\\_alph\\_V.asp](http://dor.wa.gov/Content/Forms/alphaListing/forms_alph_V.asp).

The above requirements **do not** apply to:

- Events organized for the exclusive benefit of a nonprofit organization (as defined in RCW 82.04.3651) so that all of the gross proceeds of all vendor sales benefit the non profit organization.
- Special events where the promoter charges \$200.00 or less as a flat charge and/or percentage of sales revenues for vendors to participate.
- On-going athletic contests involving team competition, when more than five contests are held per calendar year by at least one team at the same location.

Vendors can register with the Department of Revenue by:

- Filing a Master Application online at <http://www.dol.wa.gov/forms/700028.htm>
- Visiting any of the Department’s local offices or Unified Business Identifier (UBI) service locations.
- Calling the telephone information center at 800 647-7706.

Sales of tangible personal property at special events are generally subject to sales tax. Vendors must collect and remit the applicable combined state and local sales tax rate to the Department of Revenue.

If you have questions about the requirements for special event promoters, contact the Department of Revenue at 800-647-7706.

### **Storm Drains & Pollution**

Storm drains are the drains located in various areas of the Fairgrounds 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 Western Washington Fair Association'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 Western Washington Fair Association.

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.

### **Electrical Permit**

Vendors will need to obtain a permit from the State of Washington L & I Electrical inspection department if they intend to connect to electricity at the Fairgrounds and will be using their own electrical distribution system (feeder panel). This does not apply to vendors that are plugging into a Fair provided receptacle with an approved extension cord or multi strip adapter.

**Spas and Saunas** – 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.

Permit Applications can be applied for in person or by mail at:

Washington State Department of Labor & Industries  
Electrical Section  
950 Broadway Plaza, Suite 200  
Tacoma, WA 98402-4405  
Phone: (253) 596-3815  
Fax: (253) 596-3827

### **Smoking - RCW 70.160.030**

Washington Clean Indoor 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. (RCW 70.160.075)

### **Special Occasion Licenses / Banquet Permits**

Consumption of liquor in a public place requires either a liquor license or a banquet permit. You will need a liquor license to sell any type of alcoholic beverages.

A Special Occasion license is issued to a not-for-profit group to sell liquor for a social, charitable, religious, political, educational, civic, fraternal, athletic or benevolent purpose.

For additional information or to apply for a Special Occasion License, contact the Washington State Liquor Control Board, Capital Plaza Building, Olympia, WA 98504, (253) 753-6286.

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

Since there are some private functions that do not require a banquet permit it is suggested that you contact the local liquor enforcement office at 515 South M Street, Tacoma, WA 98485, (253) 593-2084.

Applications for banquet permits are available in all state liquor stores and will be issued by store employees upon completion of application and payment of the permit fee.

### **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 & 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 Fair Association'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 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 aisle carpeting, cleaning of exhibit booths, registration areas and show 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 exhibitor trash, crates, pallets 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 Fairgrounds. 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 gateman is required to be present whenever a service gate is open for vehicle access during event hours and/or set-up and dismantle. The gateman will be scheduled through the Fair office and the cost of the gateman will be billed to the Lessee in accordance with the current Cost/Rental Schedule.

### **Paramedic / First Aid**

The Puyallup Fire and Rescue Department provides fire and emergency medical services for the City of Puyallup. Emergency Medical Service crews are required when daily expected attendance meets or exceeds 7,500. The crew consists of two Puyallup Fire and Rescue personnel. When expected daily attendance exceeds 10,000 additional personnel may be required at the discretion of Puyallup 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 Fairgrounds. If police security is required, you will be required to contact and contract directly with the Puyallup Police Department.

### **Parking Attendants**

The use of Parking Attendants is strongly encouraged by the Fair to help protect against theft and vandalism. If you would like the Fair to provide parking personnel, contact the Fair Office. In some cases you will be able to provide your own personnel in the parking lots.

All security needs in the parking lot are the responsibility of the Lessee. Lessee should hire enough security to insure parking lot rules are being adhered to (page 19).

### **Admissions Personnel**

The Fair does not hire or supervise admission personnel such as ticket sellers or takers. You can use your own staff or contract through a ticket agency such as Ticketmaster.

### **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 Advertising**

The official name of the Fair is “Puyallup Fair and Events Center”. Advertising should state event name and the particular facility being used such as “ShowPlex”, “Pavilion” or “Expo Hall”. The Fair is a private, non-profit corporation and should not be advertised as a “State” Fair. Any use of Fair slogans and logo’s must have written approval from Fair Management.

### **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.

### **Message Center**

Most events open to the general public will be displayed on the Fair message center located on 9th and Meridian Street. Events are usually displayed beginning at least one week in advance. Because of space limitations, only the name, date and entrance gate is displayed. Occasionally, abbreviations will be used. If you have a special request, please contact the Administration Office. Occasionally due to maintenance or repairs the electronic sign may not be operating.

### **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 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 & 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 accommodations. In addition, the Visitors Bureau produces a monthly calendar of events. For more information about their services call (253) 627-2836.

## 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 Puyallup Fire Department 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!**

### 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 Fairgrounds 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. Follow-

ing the event, the Lessee should restack 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**

Two-way radios will be checked out to event officials each morning and should be checked in each night. Radios are intended for communication between the Event Attendant, Security, and Event Officials. Radios not returned will be billed at the current replacement cost (approx. \$500.00).

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

You may use any decorating or equipment rental firm as long as they 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.

Equipment rented from outside sources must be sorted, counted and restacked 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.

### **Shipments**

Shipments should be scheduled to arrive at the Fairgrounds on your set-up or event days. Storage space is normally not available for materials shipped in advance. If space is available arrangements must be made in advance with the Fair office and someone from your organization will need to be on site to sign for merchandise.

The Fair will not be responsible for any items stored in buildings, 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 Lessee will pay the daily parking lot rental. The Lessee is prohibited from charging for parking. The parking lots are for event attendee 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. 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.

Blue Parking Lot / Blue Gate - When using the Blue Lot for parking for setup, event hours or dismantle you will need to make arrangements with the Puyallup Police Department to turn on the crosswalk signal. Please call the Puyallup Police Department during business hours in advance of your event. After business hours or on the weekends you will need to call 911 to have the light activated. **The crosswalk traffic light must be activated if you are using the Blue Lot and attendees are crossing Meridian to enter the Blue Gate.**

### **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 Fairgrounds. It is the responsibility of show management to monitor and enforce the parking policy and to make sure that any vehicle parked on the Fairgrounds during an event has identification easily seen on the front dashboard.

### **Vehicles on the Grounds**

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

1. The number of vehicles driving onto the Fairgrounds 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 Fairgrounds. 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 Fairgrounds 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 gateman 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 gateman (charged to the lessee) to be on duty at the gate to assist the gateman 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 Fairgrounds 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 Fairgrounds 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 Fairgrounds must be approved in advance by Fair Administration.
9. Anyone driving negligently or at excessive speeds will be ejected from the Fairgrounds 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 & 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 Fairgrounds 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 Fairgrounds 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 fairgrounds 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**

Exhibitors and show personnel 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 Fairgrounds.

### **Telephones**

Most buildings have one telephone line in a predetermined location that is available for show personnel use. Additional lines or lines placed in specific locations can be ordered from the Fair office at the current installation cost. Telephones are restricted from long distance dialing unless advance arrangements are made with the Fair office. Local calls include toll free calls (1 800) and calls made in the Tacoma/Puyallup area as defined by the local telephone company. All long distance service will be billed to the show following the event.

To place a call off the Fairgrounds, you must dial 9 and then the number. Long distance calls are generally 9 + 1 + area code + number. Some long distance calls can be made without dialing the 1, therefore please do not use this as an indication of whether the call is toll free. If the call is out of the Puyallup local dialing area it will be a billed call.

Exhibitors can also order telephone service for their booth location by contacting the Western Washington Fair at least 14 days prior to the event. Telephone equipment and line cords are not provided.

Pay telephones are located in convenient locations throughout the Fairgrounds.

### **Utilities – HVAC & 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 flowerbeds 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 Fairgrounds unless it has been approved in advance by Fair Management and the Puyallup Fire 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 Western Washington Fair Association, 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 Western Washington Fair Association 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 & 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.
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 at least one month prior to the event.
8. Blue Gate Traffic Signal ..Activation information to Police Department at least two business days prior to your event.
9. Floor Plan.....Submitted to the Fire Department with permit application and submitted to Fair Office at least one month prior to the event.
10. 2nd Deposit - (if applicable)Submitted to Fair Office four weeks prior to event.
11. Liquor Permit - (if applicable)Submitted to Fair Office two weeks prior to event.
12. Raffle Permit - (if applicable)Submitted to Fair Office two weeks prior to event.
13. Statement of Admission TaxSubmitted to Puyallup City Clerk within two weeks following event.

Also remember, exhibitors need to submit the following service requests at least two weeks prior to the event:

- Recreational Vehicle Registration Form
- Telephone Service Order Form
- Electrical Service Order Form

Some exhibitors will be required to obtain an Electrical permit from the State of Washington. Refer to pages 16-17 for more information.

## OTHER SERVICES

### CATERERS\*

Anton's Catering  
253-845-5137

G & G Catering  
253-841-5139

Gallucci's Catering  
253-572-6828

Longhorn Barbeque  
253-804-9600

Mama Stortinis  
253-566-6977

Premier Service Group  
253-405-0389

The Vault Catering Company  
253-572-2933

\*subject to change without notice.

### COMMERCIAL DECORATORS

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

Triumph Event Decorators  
12614 Interurbin Ave South  
Seattle, WA 98168  
206 431-1010

### FIRE

Puyallup Fire Department  
902 Seventh Street NW  
Puyallup, WA 98371  
Phone: 253-845-6666  
Fax: 253-770-3333

### POLICE

Puyallup Police Department  
311 West Pioneer  
Puyallup, WA 98371  
253-845-6622

### SECURITY

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

### AREA INFORMATION

Tacoma - Pierce County  
Convention & Visitors Bureau  
950 Pacific Avenue, Suite 450  
Tacoma, WA 98401  
253-627-2836

Chamber of Eastern Pierce County  
P.O. Box 1298  
Puyallup, WA 98371  
253-845-6755

### PUYALLUP AREA LODGING

**Best Western Park Plaza**  
9620 South Hill Park Pl. E  
Puyallup, WA 98373  
253-848-1500

**Hedman House B&B**  
502 9th St SW  
Puyallup WA 98371  
253-531-4100

**Holiday Inn Express**  
812 South Hill Park Drive  
Puyallup WA 98373  
253-848-4900

**Motel Puyallup**  
1412 Meridian St. S.  
Puyallup, WA 98371  
253-845-8825

**Northwest Motor Inn**  
1409 Meridian St. S.  
Puyallup, WA 98371  
253-841-2600