



Vendor phone: 425-788-9182
 info@DuvallChamberofCommerce.com



JUNE 5, 2010

VENDOR APPLICATION
For Official Use Only

Date: _____
 Amt. Rec'd: _____
 Check #: _____
 Rec'd Cert. of: _____
 Category: _____
 Packet Mailed: _____

2010 VENDOR APPLICATION

COMPANY INFORMATION:

COMPANY / ORGANIZATION: _____

BOOTH NAME _____

Only the Booth Name, as stated on this application, will be allowed on booth signage.

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

CELL PHONE NUMBER FOR DAY OF THE EVENT: _____

WEBSITE (if any): _____

TAX ID NUMBER: _____

**Vendors are responsible for collecting, reporting, and paying WA state sales tax to the State of Washington under Sales Tax Code #1714.*

Did your group participate in 2009: Yes No Number of 10x10 spaces you are applying for: _____

VENDOR CLASSIFICATION:

Please check the classification that best describes your group:

- Local & Other Businesses Non-Profit
- Arts & Crafts (photos of products required)

VENDOR APPLICATION CHECKLIST

Please send the following information:

- Completed & signed application.
- Retain** agreement for your records.
- Arts & Craft Vendors: Three photographs of the items you intend to sell and a photo or drawing of your booth display.
- Money order or check for Booth Fee payable to "Duvall Chamber of Commerce" (based on category & booth size), or pay online with your credit card or PayPal account through our website at www.duvallchamberofcommerce.com
- Certificate of Liability Insurance (see agreement for more details)

MAIL TO: Duvall Chamber
 PO Box 581
 Duvall, WA 98019

NON PROFIT BOOTH:

Briefly describe your work:

Describe what you will be selling / giving away:

Describe how your booth will be interactive:

ARTS & CRAFT VENDORS:

Three (3) non returnable photos of work in progress required.

Describe your work:

Will you be demonstrating your art/craft? Yes No

Local & Other Businesses

What is the physical address of your business:

Will you be demonstrating / offering services? Yes No

If no, how will your booth be interactive?

Will you be selling any product? Yes No

If yes, what products?

Briefly describe

OTHER COMMENTS OR SUGGESTIONS:

PER BOOTH FEE CALCULATION:

A \$35 NSF Fee will be applied to any returned checks

*Checks should be made payable to: **Duval Chamber of Commerce***

CLASSIFICATION	FEE (per 10'x10' booth)	<u>TOTAL NO. OF BOOTHS</u>	<u>TOTAL</u>
Other Business	\$ 100.00 X	_____ =	_____
Non Profit	\$ 25.00 X	_____ =	_____
Arts & Crafts	\$65.00	_____ =	_____
Less Early Application Discount (must be postmarked by 4/23/10):		(\$ 10.00) =	_____
TOTAL APPLICATION FEE =			

By signing here, I acknowledge that I have read the Participation Agreement in full and agree to the rules stated within.

Signature: _____ **Date:** _____

VENDOR REQUIREMENT AGREEMENT

2010 Duvall Days Country Livin' Festival

June 5, 2010

GENERAL SUBMITTAL INFORMATION:

All booth applicants must complete the application and sign it stating they have read this agreement in full and agree to abide by these rules. All vendors must also submit at least one (1) non-returnable photo of booth display, which must be representative of the products to be displayed/sold at the Festival. If you do not have a photo of your booth please contact the Vendor Coordinator. Arts and Craft booth applicants must also submit three (3) non-returnable photos of works in progress as well as a detailed list of items to be sold.

The Duvall Days Organization reserves the right to disallow any items. Unacceptable items include weapons of any kind, pornography and novelty items. We require that the vendor list their Sales Tax number on the application. Vendors are required to collect Washington State sales tax and have a valid tax number (UBI) under Sales Tax Code #1714.

The deadline for applications is May 21, 2010.

All vendor applications postmarked on or before April 23rd will be given a \$10.00 Early Application Discount. New this year is the ability to pay online using your credit card or PayPal account through our website. You will be notified via email or phone if your application has been accepted after the jury has reviewed it (after April 27th). A confirmation packet including a parking pass and other details will be mailed to you no later than two weeks prior to the event. Exact vendor locations will not be available until June 1st and will be posted on the Chamber's website. Late applications may be accepted depending on space. A late fee may apply.

BOOTH AND DISPLAY:

This year the booths will be located on Main St. Each vendor will be assigned a 10x10 space. Please note that you may be limited to one space dependent on the number of applications. Participants are required to provide their own 10x10 **FIRE RETARDANT** canopy **THAT HAS A LABEL CLEARLY STATING ITS FIRE RATING** and weights/stakes. In addition you will need to make sure that you have a currently inspected fire extinguisher at your booth. If you do not have a fire extinguisher one will be provided for you at a cost of \$25. Each vendor must also provide their own tables, table covering (tablecloths), chairs and other items necessary for their display. Please come prepared for inclement weather. Vendors should come prepared to adjust tables or displays accordingly and stake down legs of canopy. Those vendors providing food/drink samples must follow King County Health Department standards.

REFUNDS:

Refunds will be issued for cancellations before (May 21st) minus a \$10 processing fee. No refunds will be issued after (June 1st), no exceptions.

INSURANCE:

Those vendors accepted are required to provide a Certificate of Liability Insurance naming the City of Duvall, Duvall Days Organization and the Duvall Chamber of Commerce as additional insured's. If you do not have liability insurance, please contact the vendor booth coordinator at info@DuvallChamberofCommerce.com or at (425) 788-9182.

INDEMNITY AGREEMENT:

In consideration of the acceptance of this application, the applicant agrees to save and hold harmless all officers, employees and agents of the Duvall Days Organization, Duvall Chamber of Commerce and the City of Duvall from any loss or damage whatsoever to persons or property arising out of participation in the festival and further, agrees to defend said personnel from any claims for damage related hereto.

FESTIVAL HOURS:

Vendor participation and sales and/or activities are required from 9:00 am – 5:00 pm on Saturday, June 5, 2010. Early departure or booth breakdown will not be permitted and will be cause to deny entry to the festival in subsequent years. No large trucks or box vans are permitted in the festival area Saturday morning.

SET UP/ LOAD IN:

Set up will be Saturday morning and you must have your space set up and vehicles out of the area by 8:00 AM.

- You may stay at a nearby hotel. Contact the Monroe Chamber of Commerce for a list of available lodging at (360) 794-5488 or visit their website: <http://www.chamber-monroe.org/>
- Or Redmond Chamber of Commerce at 425-885-4014

BREAK DOWN/ LOAD OUT:

Vendors are required to keep their booths open until 5:00 pm when the street reopens. It is recommended that you break everything down and have it all packed up before you go to retrieve your vehicle.

ARTS AND CRAFTS, FARM PRODUCTS

Artists/Crafters (Artisans):

- Artisans are persons or entities who craft with their own hands the products they offer for sale. *(Jewelry vendors may not sell in bulk beads that are not handmade by the artisan.)*
- Art & Craft applicants will be judged on the quality and originality of their work.
- All Artisans are required to go through the jury process
- Artisans may only display works which have been submitted for Jury review and are accepted.
- No more than two (2) artists can share one booth space. Both artists must be accepted individually so please make the request known on your application with whom you plan to share your booth. *(Exceptions to this rule are art schools and guilds)*

Farm Products/Processors:

Those who sell vendor-prepared processed foods which include juices, preserved foods, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and related take home desserts, not prepared on site.

Please note that booths selling food may be considered food vendors and may require a separate application and approval as a food vendor depending on application submittal.

No vendors are permitted to sell or serve Wine or Alcoholic Beverages at this event.

Jury Information:

The Duvall Days Country Livin' Festival is a Juried Event. Vendors in **all** categories will be juried. The Duvall Days Steering Committee Jury is comprised of volunteer members, all whom have taken an active role in Country Livin' Festival. Applications will be judged on booth appearance, previous performance and quality and suitability of product/service.

The jury will strive to limit duplication of products, activities and services offered at the festival. We reserve the right to limit the number of accepted applications per category to insure proper representation of product/services.

The jury may require additional information and/or product samples before approval.

CONTACT INFORMATION:

Primary Contact:
 Duvall Chamber of Commerce
 (425) 788-9182
 Email: info@duvallchamberofcommerce.com

Sharon Beba
 Janie Backstrom

An instructional email will be sent to all vendors by June 1st with booth placement and parking instructions. These will also be posted on the Chamber's website for you to download at anytime.

Your application will be deemed incomplete and returned to you if you have not signed it, indicating that you have fully read this agreement and agree to abide by the rules stated within.