



## 2016 ARTISTS Vendor Information Sheet

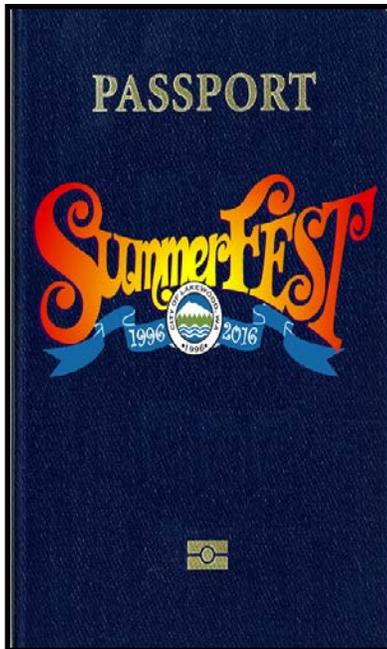
**Location** Fort Steilacoom Park  
8714 87<sup>th</sup> Avenue SW  
Lakewood, WA 98498



### Agenda

- One Day Festival - Saturday, July 9<sup>th</sup>
- 11:00am - 11:30pm
- Artist Vendors operate from **11:00am – 5:00pm**
- **Food Vendors operate from 10:00am – 8:00pm**
- Contact: Sally Gilpin Martinez 253.983.7758 [smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us)
- Event Website: <https://www.cityoflakewood.us/parks-and-recreation/special-events/summerfest>

New this year at SummerFEST is our **Passport to Sports and Art**. Be featured in the Passport and help drive the 10,000 participants to your booth. Details below. Your offering is listed in the passport. Your logo or company name listed on back.



### Passport to Arts

<input type="checkbox"/>	Hands-on Printmaking, Tacoma Art Museum.....	<input type="checkbox"/>
<input type="checkbox"/>	.....Flame Working Demo, Museum of Glass	
<input type="checkbox"/>	Mod Podge Candles, Museum of Glass .....	<input type="checkbox"/>
<input type="checkbox"/>	.....Chalk Art, Children's Museum of Tacoma	
<input type="checkbox"/>	Lego Building Contest, by Bricks 4 Kidz.....	<input type="checkbox"/>
<input type="checkbox"/>	.....Origami, International Festival	
<input type="checkbox"/>	Henna Tattoos.....	<input type="checkbox"/>
<input type="checkbox"/>	.....Community Mural, Lakewood Arts Commission	
<input type="checkbox"/>	Clay Creations.....	<input type="checkbox"/>
<input type="checkbox"/>	.....Face painting, by Lakes Junior Lancers	
<input type="checkbox"/>	Contemporary Asian Art, by Alice Liou.....	<input type="checkbox"/>

11:30 - 12:30 Chinese Calligraphy  
1:00 - 2:00 Sumi Art  
2:30 - 3:30 Ink Painting on Tile  
4:00 - 5:00 Watercolor



Vendor Descriptions	
Artist Vendors	Any vendor selling arts or crafts, jewelry, sculpture work, unique handmade items, leather work, art from different cultures, hand-made paper, etc.
Hands-on Artist Vendors (Application fee waived) Artists will appear on "Passport to Art."	Art vendor providing a hands-on art activity to accommodate 500 people minimum. This can range from clay working, community art projects, murals, mosaics, salt art and more. We have clay donated.
Art and Sculpture Demonstrations (wood, ice and sand) (Application fee waived and appear on passport)	Artists provide demonstrations at their booth. We can accommodate wood and sand sculptures as well. <b>Compensation offered on a case by case basis.</b> Materials for wood and sand can be provided.

ARTISTS- Market Vendors	<ul style="list-style-type: none"> <li>• Must provide your own tent, tables and other equipment needed.</li> <li>• Fees include a 10'X10' space. Vendors must provide all other supplies and equipment. There is no electricity</li> </ul>
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### Vendor Rules and Restrictions

- SummerFEST 2016 is a public, family friendly event. The Vendor Committee reserves the right to refuse and prohibit any products/service from being sold or distributed.
- The Event Director's actions and decisions are final.
- The SummerFEST 2016 Committee, staff, volunteers and partners are not responsible for any and all losses or damages of product or property associated with SummerFEST 2016.
- Event vendors will comply with the following conduct and responsibility requirements:
  - Event vendors will ensure that they and their volunteers conduct themselves in a personable and businesslike manner with customers, event staff/volunteers, public and other vendors.
  - All music and noises are to be kept at a comfortable level and are not to bother surrounding vendors.
  - All vendors are to stay within their booth space.
  - All vendors are to have their booth staffed at all times.
  - All vendors will keep their vendor spaces clean.
- If any vendor should, at any given time, present him/herself in a manner contrary to these rules and regulations, or in a hazardous or offensive manner to the public, other vendors, staff, volunteers, etc, will, upon request of festival staff, immediately stop the offending conduct. Failure to immediately comply will be just cause for revoking a vendor's permit and his/her removal from the event. No refunds will be given.

### Set-Up and Tear Down Instructions

- Check-In begins at 7:30 am at Vendor Check-In located at the gravel parking lot located on Angle Lane.
- At the time of check-in, vendors will be given vendor area access instructions and booth location assignments.
- **After** you have checked in you may begin setting up products and equipment.
- Vendor check-in ends at 9:30am. Your booth must be set-up and ready for business by 10:30am. All vehicles must be removed from the vendor area by 10am.
- Public Market, Non-profit and service vendors may begin tearing down their booths at 5pm. Vehicles will not be allowed in or near the vendor area due to pedestrian traffic.
- Due to evening activities there will be **VERY LIMITED** drive-up access for tear down; vendors will need to come prepared with hand carts, etc. It is **extremely** important that vendors entering and exiting the park follow the instructions given to them at check-in.



# SummerFEST 2016 Vendor Application Packet

This packet must be completed and submitted with the appropriate vendor fee by **June 12, 2016**, to guarantee review of your application for the SummerFEST 2016 event.

\_\_\_\_\_  
Artist Vendor/Company Name

\_\_\_\_\_  
Contact Person

## Vendor Contact Information

Mailing Address				City	State	Zip Code
Day Phone			Evening Phone			
E-mail Address						
Second Contact Name				Second Contact Phone Number		

Please give a brief description of your items and/or booth. It is helpful to enclose a photo of the product/booth with your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARTISTS Vendor Booth Fee (\$25 Application Fee Waived In 2016 For Artist)	\$50
Total Payment Enclosed	\$

- All refund requests must be made in writing.
- All refunds will be made in the form of a check.
- No refunds will be processed after June 12, 2016.

## Waiver of Liability Release

I assume all risks and hazards incidental to such participation including any damage or loss to myself, my employees/volunteers, my booth and/or my inventory. I hereby waive, release, absolve, indemnify and agree to hold harmless the City of Lakewood, City of Lakewood Parks, Recreation and Community Services Department, event partners, supervisors, staff and volunteers for any claim arising from injury to myself, my staff/volunteers and/or my belongings. Furthermore, in case of any emergency, if I should require medical attention, I give permission for a City of Lakewood representative, or the representative's designee, to secure the emergency medical attention required. Any direction to the contrary should be attached to this form and signed. I agree that pictures taken during the program hours may be used for promotional purposes.

Additionally, I do \_\_\_\_/ do not \_\_\_\_ give permission to the City of Lakewood staff to release my name and mailing address to other public entities hosting or planning to host an event similar in nature.

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By signing here I am stating that I have read and understand all pages of this vendor application packet including the event information, vendor descriptions, vendor fee schedule, bonuses and extras, vendor requirements, vendor rules and regulations, set-up and tear-down instructions and refund policy. I also understand that I have not been promised exclusivity for my products and/or services and that my submission of this application and payment does not guarantee my participation in SummerFEST 2016.

\_\_\_\_\_

Contact Person's Signature

\_\_\_\_\_

Date

### Application Process

All vendor applications will be reviewed by the SummerFEST 2016 Vendor Committee and applicants will be notified of their status within 30 days of receipt.

Vendor applications must be postmarked by June 12, 2016. Any application postmarked after June 12, 2015, is subject to being denied space at SummerFEST 2016. Booth space may fill sooner than the printed deadline of June 12, 2016, so early response is recommended.

Please return this packet, photos of products sold and payment (refer to vendor fee schedule) to:  
**ATTN: Sally Martinez, Lakewood Parks & Recreation**  
**Attn: SummerFEST Committee**  
**6000 Main Street SW**  
**Lakewood, WA 98499**

### For SummerFEST Vendor Committee Use Only

Application Approved  YES  NO Approved By: \_\_\_\_\_

Notes: \_\_\_\_\_ Space #: \_\_\_\_\_