



**Vendor Application**

This one day festival attracts 30,000 people.

Date: Saturday, July 14, 2018

Festival Time: 11:00 am-11:00 pm

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98499

- Market Vendors operate from 11:00am – 6:00pm
- Food Vendors operate from 10:00am – 8:00pm

Contact: Sally Gilpin Martinez 253.983.7758 [smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us)

**Like and Follow us on Facebook to stay up to date:** <http://bit.ly/2w7Ftio>

**Vendor Information & Guidelines**

Vendors are selected based on quality and presentation of merchandise and appropriate fit with the spirit of the Festival. *We will only accept hard-copy applications* mailed or delivered to Lakewood City Hall. **We cannot accept applications through email.**

Market Vendor Booth Fee <b>\$150 10'x 10'</b> <b>\$300 10'x 20'</b>	Commercially produced products.
Crafters & Artisans Vendor Booth Fee <b>\$100 10'x 10'</b> <b>\$200 10'x 20'</b>	Any vendor selling handmade items, jewelry, art, specialty food products that are pre-packaged, etc.
Non-profit Booth fee <b>\$25 10'x 10'</b> <b>\$50 10'x 20'</b>	Must provide quality hands on activity for a minimum of 200 youth and families. <b>Please include description in this application.</b>
Food Truck Fee Food Truck Vendor <b>\$275 30'X10'</b> Food Vendor with canopy <b>\$150 10'X15'</b> Food Vendor with canopy <b>\$225 10'x20'</b>	Any vendor selling "ready to eat" food or beverages of any kind.
<b>\$25 APPLICATION FEE</b> (Non-refundable) this applies to all vendor types including nonprofits	

**Deadline for application and fees, June 1<sup>st</sup>, 2018.**

Please visit [www.cityoflakewood.us](http://www.cityoflakewood.us) under "Events" for festival details.

**Total Fees Enclosed:\$ \_\_\_\_\_ (must include the \$25 application fee and booth fee)**

Please MAIL or Hand Deliver your application and check to City of Lakewood Attn: Sally Martinez Lakewood City Hall, 6000 Main Street SW 98499. Checks payable to City of Lakewood.

## SummerFEST 2018 Market, Crafter/Artisan & Nonprofit Vendor Application

\*Food vendors skip this page and fill out next page of application

Company (Name you want listed): \_\_\_\_\_

Unified Business Identifier (U.B.I.) Number: \_\_\_\_\_ issued by Washington State Department of Licensing: (800) 451-7985 or <http://business.wa.gov/BLS> APPLICATION WILL NOT BE PROCESSED WITHOUT THIS U.B.I. NUMBER!

Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Check Vendor Type: Crafter/Artisan\_\_\_\_, Market\_\_\_\_, Non-Profit\_\_\_\_

Have you been a vendor at SummerFEST before? Yes\_\_\_\_ No\_\_\_\_

Booth/canopy Size (check one):10x10 \_\_\_\_\_ 10x20 \_\_\_\_\_

**WE NEED YOUR HELP!** Please include a listing and brochure if available, of the products you intend to sell or display. Be specific. These listings are extremely important, as they help market your booth, and reduce duplications or over-saturation of the vendors. **We do not grant exclusivity for any products.** If you decide not to include the product listings, we consider the application as incomplete.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Apparel                     | <input type="checkbox"/> Garden & Patio    | <input type="checkbox"/> Outdoors               |
| <input type="checkbox"/> Art & Photo                 | <input type="checkbox"/> Gifts & Souvenirs | <input type="checkbox"/> Sports & Recreation    |
| <input type="checkbox"/> Automotive                  | <input type="checkbox"/> Health & Beauty   | <input type="checkbox"/> Toys & Games           |
| <input type="checkbox"/> Electronics Household Items | <input type="checkbox"/> Home Improvements | <input type="checkbox"/> Information & Services |
| <input type="checkbox"/> Miscellaneous               |  |   |

There is no electricity, will you be bringing a generator? Yes \_\_\_\_ No \_\_\_\_ If yes, what size? \_\_\_\_\_

**\*There is no water or electricity available at Fort Steilacoom Park so you must bring your own generator if electricity is required.**

Comments- Provide any additional information that will help us better understand your specific needs:

**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. 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, 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. I agree that I will not bring my vehicle into the vendor area before 6pm for breakdown.

By signing you agree to the Waiver of Liability Release and confirm that you have read the Rules and Regulations below.

Contact Person's Signature \_\_\_\_\_ Date: \_\_\_\_\_

***(For office use only)***

Date application received \_\_\_\_\_

Application Approved \_\_\_ Declined \_\_\_

## SummerFEST 2018 Food Vendor Application

Company (Name you want listed): \_\_\_\_\_

Unified Business Identifier (U.B.I.) Number: \_\_\_\_\_ issued by Washington State Department of Licensing: (800) 451-7985 or <http://business.wa.gov/BLS> APPLICATION WILL NOT BE PROCESSED WITHOUT THIS U.B.I. NUMBER!

Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ 24 hr Phone: (\_\_\_\_) \_\_\_\_\_

Have you been a vendor at SummerFEST before? Yes \_\_\_ No \_\_\_

Booth Size: 10x15 \_\_\_ 10x20 \_\_\_ **[OR]** Food Truck/Trailer Size: Length \_\_\_ Width \_\_\_

All equipment must fit within the space designated above. If you have BBQs, fryers, coolers, etc., that will go outside of your 10x15 space, please pay for the 10x20 space. If you are using a fryer or bbq please list it here:

Will you be bringing an auxiliary generator? Yes \_\_\_ No \_\_\_ If yes, what size? \_\_\_\_\_

**\*There is no water or electricity available at Fort Steilacoom Park so you must bring your own generator if electricity is required.**

Food trucks, where is your generator located on your vehicle? \_\_\_\_\_

*List all food and beverage items for sale or attach a menu. Only the items listed here will be allowed for sale at the event. This is extremely important.*

Food handler permit # (Proof of handler permit is required): \_\_\_\_\_

Comments- Provide any additional information that will help us better understand your specific needs:

**City of Lakewood Food Truck Insurance Requirements**

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.  
Commercial General Liability coverage listing the City of Lakewood as an additional insured. The additional insured coverage needs to include ongoing and completed operations.  
Proof of Auto Liability coverage not less than \$500,000.

Date provided to the City \_\_\_\_\_ (Deadline June 1<sup>st</sup>, 2018)

**City of Lakewood hot food vendor with canopy Insurance Requirements (Deadline June 1<sup>st</sup>, 2018)**

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.  
Commercial General Liability coverage listing the City of Lakewood as an additional insured.  
The additional insured coverage needs to include ongoing and completed operations

***(For office use only)***

Date Insurance with the City of Lakewood listed as additional insured provided: \_\_\_\_\_

Date Payment received \_\_\_\_\_ Application Approved \_\_\_\_\_ Declined \_\_\_\_\_

**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. 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, 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. I agree that I will not bring my vehicle into the vendor area before 6pm for breakdown.

By signing you agree to the Waiver of Liability Release and confirm that you have read the Rules and Regulations below.

Contact Person’s Signature \_\_\_\_\_ Date: \_\_\_\_\_



**SummerFEST 2018 Rules and Regulations - Please keep this portion of the application for your records**

Date: Saturday, July 14, 2018

Festival Time: 11:00am-11:00pm

Vendor Set Up Time: 6:30am – 10am (**all vehicles must be off the field by 9:00am**)

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98499

- Market Vendors operate from 11:00am – 6:00pm

- Food Vendors operate from 11:00am – 8:00pm

Contact: Sally Gilpin Martinez 253.983.7758 [smartinez@cityoflakewood.us](mailto:smartinez@cityoflakewood.us)

Summerfest website: [www.cityoflakewood.us](http://www.cityoflakewood.us) under “events”

**RULES AND REGULATIONS**

- ***Vendors must provide their own canopies, 10lbs weights for each leg, tables, chairs, tie-downs and other equipment.***
- SummerFEST 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 Committee, staff, volunteers and partners are not responsible for any and all losses or damages of product or property associated with SummerFEST.
- ***No refunds will be given*** (including application and booth fee.) If your application is denied, your check will be mailed back to you.
- All vendors must have vehicles off the field by 9:00am and be set up by **10am**.
- Staff will do their best to reduce duplications or over-saturation of the vendors. **We do not grant exclusivity for any products**
- 

**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 and help to keep the premises clear of litter.
- 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.

**Food Vendors**

- ***Must provide your own generators, water and power.***
- Must have a Pierce County Health Department permit and follow all health department guidelines.
- All employees/volunteers working must have Food Handler’s Cards.
- Must provide a copy of all permits with application.
- Must display health permit and food handling cards in booth.
- All parts of the booth (including, but not limited to, trailer hitch, barbeque, etc.) must fit within the space provided.