



OFFICE USE ONLY

Application Received _____
 Missing Info _____
 Reminder Sent _____
 Info Received _____

Returning Vendor
 Special Request
 Volunteer Hours

Form Complete
 Paid in Full
 Entered
 Invoiced
 Packet Mailed

Vashon-Maury Island Strawberry Festival™ 2017
Commercial Booth Application Form
July 21-23, 2017

Business/Booth Name: _____

Contact Name: _____ Washington State UBI # _____

Mailing Address: (Street or PO Box) _____

City: _____ State: _____ Zip: _____

TELEPHONE - - - - - CELL - - - - - FAX - - - - -

E-MAIL: _____

COMMERCIAL BOOTH - TYPE REQUESTED
 Please check appropriate boxes. (Required items are checked.)

✓	Size		Cost		Total
	10' X 10'	@	\$ 300.00	=	
	10' X 15'	@	\$ 400.00	=	
	10' X 20'	@	\$ 500.00	=	
	Add \$ 20. for each additional one foot of length	@	\$ 20.00	=	
	Corner Booth (access from front and one side)	@	\$ 50.00	=	
	Electricity 110 only (must provide all plugs & hook-ups; locking adapters/pig-tails)	@	\$ 50.00	=	
✓	Application Fee (non-refundable)	@	\$ 25.00	=	\$ 25.00
✓	Sanitation and Security Fee	@	\$ 30.00	=	\$ 30.00
			TOTAL	=	

<input type="checkbox"/>	Returning Vendor	_____
<input type="checkbox"/>	Special Request	_____

(List Request on the Lines Above)

Commercial: List all items to be sold.

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____
 7. _____ 8. _____ 9. _____

We strive to limit duplication of items from vendor to vendor. Items not listed above are subject to review and may not be allowed. Thank you for your cooperation and understanding. Additional comments: _____

Please read thoroughly. Complete application checklist on page 2. Make photocopy for your record. Send application, payment, and Hold Harmless to:

Vashon Island Chamber of Commerce
PO Box 1035
Vashon, WA 98070

(Please make checks payable to the Vashon Chamber of Commerce; for credit card payment, please call Chamber Office)

Deadline: June 1, 2017. Applications after this date will be considered only if space is available.
Refunds on booth fees due to cancelation by vendor will not be issued after May 1, 2017.
Application fees are non-refundable.

For further information email discover@vashonchamber.com or call (206) 463-6217.

HOLD HARMLESS AGREEMENT

I have read and agree to the specified terms and conditions set forth in the Vashon Island Strawberry Festival application. I release the Vashon Island Strawberry Festival and all of their employees, agents and representatives of all liability and responsibility for injury, damage or loss sustained by any person or property including exhibitors, guests or works of art before, during or after the 2017 Vashon Island Strawberry Festival or as a result of the display of my work, equipment or materials. I understand the Vashon Island Strawberry Festival reserves the right to remove any works that do not meet the standards set forth in the application. I acknowledge failure to comply with the standards may result in my removal from the Festival and jeopardize my participation in future Festivals. I agree to behave professionally and courteously to other vendors, guests and festival staff. My failure to comply with behavioral standards would mean removal from the festival without reimbursement of fees paid. I understand that there are no refunds or rain-checks due to inclement weather or failure to show up for the Festival. In consideration of the 2017 Vashon Island Strawberry Festival's use of enclosed slides and other promotional materials (including photographs and videotape) taken during the 2017 Vashon Island Strawberry Festival for purposes of promoting the Festival this year and in future years, I also agree to allow the Vashon Island Strawberry Festival to release my name and telephone number to the public for sales and promotion. I understand that the Vashon Island Strawberry Festival does not carry insurance to cover my personal property and that I store my artwork at my own risk.

I have read and agree to abide by the terms and conditions of this application. I understand and agree by signing that any false statement will result in forfeiture of booth space and all fees.

Signature: _____

Dated: _____

Business Name: _____ **UBI #:** _____

Enclosed: \$ _____ **Check Number #:** _____ **Money Order #:** _____ **Cash:** _____

APPLICATION CHECKLIST

Make sure your application is complete! Please check appropriate boxes.

Please initial	I have read and understood the following Information
	I have included the \$25 non-refundable application fee
	I have enclosed completed application, Hold Harmless, and payment (unless arrangement has been made with Chamber of Commerce)
	I am enclosing photos (if required) and self-addressed, stamped envelope for return of photos (if desired)
	I understand the refund deadline for booth fee is May 1, 2017
	I understand booth size requirements and requested proper size
	I understand the Fire regulations regarding extinguishers and fire retardant tents

THIS FORM MUST BE COMPLETED, SIGNED AND INITIALED BEFORE APPLICATION CAN BE ACCEPTED!

2017 VENDOR RULES/REGULATIONS AND FAQ

ABOUT THE VASHON STRAWBERRY FESTIVAL:

The Vashon Island Strawberry Festival was first held in 1909. Today's Festival includes approximately 200 vendors, A Children's and Grand Parade on Saturday, Classic Car Parade on Sunday, multiple stages of live music, a carnival, a beer garden and many other events making it a week-end long celebration for locals and visitors of all ages. Average attendance is 30,000-40,000 people

BOOTH FEE:

Booth fees vary depending on the size of the space needed and electrical requirements. All booths must pay application fee and clean-up fee. All food vendors are required to pay the water use fee (\$50.00). See explanations below.

BOOTH LOCATION AND PLACEMENT:

We will try to accommodate requests for specific booth locations/placements—however, there are several factors which may play a role in booth placement (for example: date application and payment is received, fire breaks or hydrants, driveways or easements, electricity requirements, competing vendor placements, business access, etc.).

BOOTH SPACE AND STRUCTURE:

All Booth Tents or Canopies must be fire retardant and must be clearly marked as such. In case of wind or inclement weather, any additional tarps or booth coverings must also be fire retardant.

Vendors supply their own canopies/tents, tables, electrical cords, signs, etc. and are responsible for the set-up and take-down of their booth.

Vendors must stay within their booth space--so measure carefully. Your booth space includes side awning, vehicle hitches and/or tongues, racks and displays, signs, etc. If additional space is required, please see the additional fees on the application form. Use of the road/walkway in front of the booth is also prevented to avoid hazard to guests. The booth structure must be self-standing and weighted by means that are not a trip hazard.

CANCELLATION:

All application fees are non-refundable unless your booth is rejected or vendor space is full. **Booth fees (excluding application fee) are refundable only if requested before May 1st.**

CERTIFICATE OF INSURANCE:

All vendors selling food must provide Certificate of Insurance which names the Vashon-Maury Island Chamber of Commerce as additionally insured as pertaining to the Vashon Strawberry Festival. This must be received at the Chamber Office by July 7th, 2017. Food vendors cannot set up their booth without Certificate of Insurance on file with the Chamber.

DISABLED ACCOMMODATIONS:

For customers: Food vendors must be prepared to serve disabled customers who may not be able to reach your window. If a customer comes to a Food Booth in a wheelchair, the Food Vendor needs to have an employee who can go out to take the order, collect payment and deliver the food order to the customer.

For the vendor: The Vashon Island Chamber of Commerce will assist vendors with requests pertaining to their disability to the best of the Chamber's ability.

ELECTRICITY:

Electricity (110) is very limited and primarily reserved for Food Booths. Additionally, the power source may be a distance from your booth, so come prepared with outdoor extension cords. Vendors must provide all plugs, hook-ups, adapters/connectors.

FOOD SINKS:

If water is needed, three 3-compartment sinks are available for food vendor use. No hook-ups are available.

FIRE EXTINGUISHERS:

The King County Fire Marshal requires that all vendors have a fire extinguisher in their booth during festivals in King County. The type of fire extinguisher required is dependent on the type of booth (see below). **Any booths which do not have a fire extinguisher, may risk being closed down by the Fire Marshal during inspection.** Our retailers are sometimes limited in the availability of these fire extinguishers, so we encourage vendors to come with their own.

Cooking vendors (who produce grease vapors) – 40 BC Type K Extinguisher
All other Vendors – 2A 10 BC

All tents, canopies and any additional booth coverings (for example tarps, in the case of rain) must be fire retardant and vendor must have manufacturing document on hand. Fires, including BBQ's, must be completely extinguished at the end of each day.

MENU ITEMS:

Vendors must list all food items they plan to serve on their Vendor Application Form. Only those items listed can be sold at Festival. We try to avoid duplication of similar food items so we monitor each vendor's menu items carefully.

GARBAGE:

Vendors are responsible for a clean booth area and for the removal of their own trash to the large dumpsters provided for vendors. Charges (\$100) will be made for trash left behind. The Chamber of Commerce contracts with Vashon Boy Scout Troop #294 to collect all trash from the community areas. They do not pick up vendor garbage unless it is by special arrangement between the vendor and the scout troop. Zero Waste Vashon will be giving out buckets for food waste to be incinerated. If you fill the food waste buckets (with food only) these buckets will be hauled away by a ZWV representative.

HEALTH PERMITS AND REQUIREMENTS:

Vendors serving prepared food MUST have a health permit. Depending on the type of food being sold, vendors may apply for a temporary food service permit. Please contact the Downtown Environmental Health Department at (206) 263-9566 for further information or questions. **Health permits must be visibly posted at all times.** A health inspector may contact you prior to Festival. We encourage all food workers to have a food handler's permit, however **THERE MUST BE AT LEAST ONE FOOD WORKER IN THE BOOTH AT ALL TIMES who does have a current food handler's permit.**

HEALTH INSPECTORS WILL CHECK ALL FOOD BOOTHS ON SATURDAY MORNING AND VENDORS WILL NOT BE AUTHORIZED TO SELL THEIR PRODUCTS IF THEY DO NOT MEET HEALTH DEPARTMENT REGULATIONS.

HOURS AND SET-UP:

FESTIVAL HOURS ARE SATURDAY, July 21st, 10 AM – 7 PM
AND SUNDAY, July 23rd, 10 AM – 5 PM

Vendors may begin setting up their booths as early as 5:30 PM on Friday, July 21st, to allow adequate time for heating prior to Saturday morning health inspection. The business you are setting up in front of must be closed and cars cleared prior to Friday set-up. Please check in with the Chamber of Commerce Booth (near Vashon Library) or Office prior to setting up. Saturday morning set-up must be completed by 9:00 AM. All vendor vehicles **MUST** be off the barricaded streets by 9:30 AM.

All vendors will be mailed a vendor pass to allow them access through road barricades – however they are **ONLY** effective before 9:30 AM and after 7:00 PM on Saturday and before 9:30 AM and after 5:00 PM Sunday.

Do not load your booth out before 5:00 PM on Sunday, July 23rd. Vehicles for loading are not allowed on Vashon Highway until after 5:00 PM on Sunday. You will incur a \$200.00 fee should these breakdown rules not be followed.

SALES TAX:

It is the vendor's responsibility to collect, report and pay sales tax to the State of Washington.

LOCAL LODGING AND ACCOMMODATIONS:

Overnight parking for vendors is extremely limited, with a few spaces available. There is some camping available at the Eagles (206) 463-5477 or (206) 463-2388. Please contact them directly for further information.

There is a listing of other accommodations – B & B's, vacation rentals, inns, etc – on our website, www.vashonchamber.com. Keep in mind that this is a very busy time of year so it is best to make your reservations early!

PARKING:

Parking is limited and available on a first-come, first-serve basis in and around the Festival area. No parking is allowed on Vashon Highway between Cove Road and SW 174th during Festival hours unless it is in a designated parking lot. No traffic will be allowed in the vendor booth area until after 8:00 PM on Saturday night and after 6:00 PM on Sunday (Vendors with a pass can utilize roads 1 hour earlier to load up their merchandise). Passes may be required to enter road at any time. There are changes to parking this year. If you are used to being in the same spot every year, email or call the Chamber about changes.

RESTRICTIONS:

- No alcoholic beverages are allowed.
- Loud music at vendor booths is prohibited (this includes radios)
- Vendors may not loudly "hawk" their products.
- Vendors are not allowed to "rove" with their merchandise at any time.

Festival personnel are authorized to close down vendor booths which do not adhere to above rules or those pertaining to health and safety requirements.

SECURITY:

Booth structure and contents – including inventory – are the sole responsibility of the Vendor. The Vashon Island Chamber of Commerce does not assume any responsibility for injury to persons, or loss or damage to any property of the Vendor including theft, accident or weather-related damage.

We encourage you to ask for identification from buyers when they pay with a personal check. We cannot be responsible for stolen/bad checks and want the festival to be a positive and profitable experience for you.

SELECTION PROCESS:

Applicants are evaluated based on product, menu, reputation, booth appearance and their past history with the Festival. Application and past participation do not guarantee acceptance. The Vashon Festival Committee reserves the right to refuse any application.

Any proposed changes from the original application must be approved by the Chamber of Commerce by July 1, 2017.

SIGNAGE:

Vendors must provide their own signs. Signs must look professional. Handwritten signs are not allowed. The Vashon Island Strawberry Festival name and logo are trademarked and may not be used unless by written permission of the Chamber. Any photos of products – especially food items – must be representative of actual food items and quantities served. Additionally, all food prices must be clearly and accurately displayed on signage for customers to see prior to ordering.

Vendors may not advertise outside of their booth space, including use of rovers, flyers and sandwich boards.

TRAILERS:

If your booth structure is a trailer, the trailer footprint – including hitch – must fit within the booth space you have specified on your application form. Measure carefully as vendor booth space is measured for each vendor according to the info on the application.

WASHINGTON STATE UBI:

Washington State requires a current business license with a UBI (Uniform Business Identifier). To obtain a UBI, call 1-800-451-7985.

WELCOME PACKETS:

Vendor welcome packets are mailed by July 5th with the move-in details including booth numbers, vendor barricade passes and other information. Please specify the address you would like the packet mailed to or where it would be best to email this information.

CONTACT: Please contact the Vashon Island Chamber of Commerce with any questions regarding these Rules and Regulations. Contact us at: discover@vashonchamber.com or by phone at 206-463-6217

RECAP – BOOTH TYPE SPECIFIC

A. Food

1. Vendors serving prepared food are required to have a health certificate. The state issues temporary certificates. Contact Downtown Environmental Health (206) 263-9566.
2. Health certificates must be visibly posted at all times.
3. Health inspectors will check all food booths on Saturday morning.
4. At least one booth worker handling food in the booth must have a Food Workers Permit at all times.
5. Fee for water access is required.
6. Vendors may begin set up as early as 5:30 PM on Friday, to allow adequate time for heating on Saturday morning. *Consideration must be made for business hours/customer parking of business you are in front of.
7. Food photos must be representative of quality and portion size. Food pricing must be clearly advertised.
8. Unincorporated King County Fire regulations must be adhered to. Ours is the largest Unincorporated King County Event – it has also been ranked one of the safest.

B. Commercial

1. Vendors must have a current business license and provide your UBI#. Contact Department of Licensing Master License Service, P.O. Box 9034, Olympia, WA 98507-9034 1-800-451-7985.
2. You must provide photos and a description of all items you are selling. **No other items will be allowed.** (See notation on application.)
3. Vendors may begin set up as early as 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday. *Consideration must be made for business hours/customer parking of business you are in front of.

C. Craft

1. Vendors must have a current business license with UBI# (for questions contact 1-800-451-7985 or a temporary, event license (call 1-800-647-7706).
2. You must provide photos of your crafts. (See notation on application.)
3. Your booth may only sell crafts hand made by you - the artist. **You may not sell any commercially made or buy/sell products to qualify for this category.**
4. Vashon craft vendors may set up from 4:00 PM to 6:00 PM, Friday. All other craft vendors will be located on the street and may set up beginning at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday. *Consideration must be made for business hours/customer parking of business you are in front of.

D. Non-Profit

1. Non-profit and Not for Profit organizations must provide proof of their tax-exempt status.
2. Non-profit and Not for Profit organizations, if selling items, must provide photos and a list of the products for sale. Set up begins at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday. *Consideration must be made for business hours/customer parking of business you are in front of.
3. **Organizations will be billed for booths in advance and refunded for authorized volunteer hours worked.**

E. Information Only

1. No money may be collected for goods or services. Donations to political campaigns may be accepted.
2. Set up begins at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday. *Consideration must be made for business hours/customer parking of business you are in front of.
3. Informational booths do not have to have Non-profit or Not for Profit status. They are restricted to providing only free information. **Vendors taking information for future sales are considered "Commercial" – NOT "Info Only".**

F. Youth

1. Booth **must be run by children 16 year of age and younger.**
2. Children under 12 must be accompanied by an adult.
3. Product must be made by the youth.
4. Photos or a list of items for sale must be provided with the application.

All Participants Including Vashon Merchants

1. Any trash/garbage produced by your booth must be placed in the large dumpsters provided for vendors. **Dumpster location may change in 2017. The trash receptacles in the road are for patrons only.** Please help us in keeping the Vashon Strawberry Festival clean. **You will be billed \$100.00 for clean-up of any trash left.**
2. Parking is available first-come, first-serve around the Festival area.
3. Vendor packets are sent out approximately two (2) weeks prior to the festival.
4. Set up begins at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday. *Consideration must be made for the business you set up in front of.