



OFFICE USE ONLY		
Application Received _____	<input type="checkbox"/> Returning Vendor	<input type="checkbox"/> Form Complete
Missing Info _____	<input type="checkbox"/> Special Request	<input type="checkbox"/> Entered
Reminder Sent _____	<input type="checkbox"/> Volunteer Hours	<input type="checkbox"/> Invoiced
Info Received _____		<input type="checkbox"/> Paid in Full
		<input type="checkbox"/> Packet Mailed

**Vashon-Maury Island Strawberry Festival™ 2019**  
**Information Only Booth Application Form**  
**July 19<sup>th</sup>-21<sup>st</sup>, 2019**

Vendors taking information for future sales are considered Commercial and do not qualify for this category.

*No sales of any kind are allowed in Government and Information Only Booths*

Business/Booth Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Washington State UBI # \_\_\_\_\_

Mailing Address: (Street or PO Box) \_\_\_\_\_

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

TELEPHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CELL \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**INFORMATION ONLY BOOTH - TYPE REQUESTED**

Please check appropriate boxes. (Required items are checked.)

✓	Size		Cost		Total
	10' X 10' Information Only/Political	@	\$200.00	=	
	Application Fee (non-refundable)	@	\$25.00	=	\$25.00
✓	Security and Sanitation Fee	@	\$30.00	=	\$30.00
			<b>TOTAL</b>	=	
	Returning Vendor				
	Special Request				

(List Request on the Lines Above)

List booth activities: \_\_\_\_\_

**Attach a copy of IRS non-profit designation letter if Washington State UBI # is not available**

We strive to limit duplication of items from vendor to vendor. Items not listed above are subject to review and may not be allowed.  
 Additional comments: \_\_\_\_\_

Complete application checklist on Page 2. Please read thoroughly. Copy for your records.

Send application, payment, and Hold Harmless to:

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

(Make checks payable to: Vashon Chamber of Commerce. Credit card payment: Call 206 463-6217)

**APPLICATION DUE May 1, 2019.** Applications received after May 1, 2019 will be charged a \$25 late fee.

Refund due to vendor cancelation will not be issued after June 1, 2019.

Application fees are non-refundable.

For further information email [discover@vashonchamber.com](mailto: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 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 2019 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 2019 Vashon Island Strawberry Festival's use of enclosed slides and other promotional materials (including photographs and videotape) taken during the 2019 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 the Vendor Rules/Regulations. 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

Please check appropriate boxes

Please initial	I have read and understood the following Information
	I have included the \$25 non-refundable application fee (excluding Vashon Artists)
	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, 2019
	I have provided accurate booth size dimensions
	I have requested electric hookup, if required
	I understand Health Department requirements (permits and food handlers)
	I have provided a Certificate of Liability with my application
	I understand the Fire regulations regarding extinguishers and fire-retardant tents

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

# 2019 VENDOR RULES/REGULATIONS AND FAQ

## **ABOUT THE VASHON STRAWBERRY FESTIVAL:**

The Vashon Island Strawberry Festival was first held in 1909. Today's Festival features approximately 200 vendors, a Children's and Grand Parade on Saturday, Classic Car Parade on Sunday, multiple stages of live music, Kids Zone, a beer garden and many other events that make for an exciting week-end 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 and electrical requirements. All booths must pay application fee and security/sanitation fee. See explanations below.

## **BOOTH LOCATION AND PLACEMENT:**

We will try to accommodate requests for specific booth locations/placement; however, there are several factors which may affect final decision. Examples include, but are not limited to: Date of application, receipt of payment, fire breaks or hydrants, driveways or easements, electricity requirements, competing vendor placements, business access, etc.

## **BOOTH SPACE AND STRUCTURE:**

**All food booth tents/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. **Per Fire Marshal regulation, all Vendors must have 25 pounds of weight available to secure each leg of their tent/canopy.**

**Vendors must remain within their allotted booth space. Please measure carefully.** Your booth space strictly includes: Front and Side awning, vehicle hitches and/or tongues, racks and displays, signs, etc. Set up in front of booth in road/walkway is prohibited. If additional space is required, please note the additional fees on the application form. 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 June 1, 2019.**

## **CERTIFICATE OF INSURANCE:**

All vendors selling food must provide a Certificate of Insurance which names the Vashon-Maury Island Chamber of Commerce as additionally insured during the Vashon Strawberry Festival. This Certificate of Insurance must be received by the Chamber by July 10, 2019. Food vendor booths cannot be set up without Certificate of Insurance on file with the Chamber.

## **DISABLED CUSTOMER ACCOMMODATIONS:**

Food vendors must be prepared to serve disabled customers. For example, if an alter-abled customer arrives by wheelchair, the food vendor should be prepared to serve that customer's needs outside of the booth. This could include making the order, collecting payment, and delivering the food to the customer.

The Vashon Island Chamber of Commerce will assist vendors with requests pertaining to issues regarding access to the best of the Chamber's ability.

## **ELECTRICITY:**

Electricity (110) is very limited and primarily reserved for Food Booths. Please come prepared with outdoor extension cords as the power source may not be located next to your booth. Vendors must supply their own 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 maintain a working fire extinguisher in their booth during festivals in King County.** The type of fire extinguisher required is dependent on the type of booth you have (see below). Any booths which do not have a fire extinguisher may risk closure by the Fire Marshal following inspection. Vendors must supply their own extinguisher.

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

All Food Vendor tents, canopies and any additional booth coverings (for example, rain tarps) must be fire-retardant and vendor must have manufacturing document on hand. All 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. In order to avoid duplication, we monitor each vendor's menu items carefully.

**GARBAGE:**

Vendors are responsible for maintaining a clean booth area and for the removal of their own trash. Large dumpsters are provided for vendors, located behind Rock Island Pizza. Additionally, smaller dumpsters and recycling bins are placed throughout the festival area. The Chamber of Commerce contracts with Vashon Boy Scout Troop #294 to collect and dispense of trash within the community areas. They will not pick up vendor garbage unless it is by special arrangement between the vendor and the Scout troop. If not properly disposed of, a \$100 fee will be incurred for vendor trash. Please ask the Chamber Staff if you have questions regarding disposal.

**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 King County Environmental Health at (206) 263-9566 for assistance. Health permits must be visibly posted at all times and **THERE MUST BE A MINIMUM OF ONE FOOD WORKER WITH A CURRENT FOOD HANDLER'S PERMIT IN THE BOOTH AT ALL TIMES.**

**HEALTH INSPECTORS WILL CHECK ALL FOOD BOOTHS ON SATURDAY MORNING. A VENDOR WILL NOT BE AUTHORIZED TO SELL THEIR PRODUCT IF THEY DO NOT MEET HEALTH DEPARTMENT REGULATIONS.**

**HOURS AND SET-UP:**

**Booth breakdown and load-out occurs 5:00 PM Sunday. Vehicles are restricted on Vashon Highway until 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. Visit [www.vashonchamber.com](http://www.vashonchamber.com) for a list of accommodations. Due to the amount of visitors during our summer tourist season, early reservations are highly recommended. Camping is available at the Vashon Eagles at 18134 Vashon Hwy SW. Call (206) 463-5477 or (206) 463-2388 directly for assistance.

**PARKING:**

Parking is limited and available on a first-come, first-served basis in and around the Festival area. Unless it is a designated parking lot, no parking is allowed on Vashon Highway between Cove Road and SW 174th during Festival hours. No vendor traffic is allowed in the vendor booth area until 8:00 PM Saturday and after 5:00 PM Sunday (Vendors with a vehicle pass can use roads 1 hour earlier for booth load-out). Passes may be required to enter road at any time.

**VENDOR RESTRICTIONS:**

- No alcoholic beverages are allowed in vendor booths
- No music played at vendor booths (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 vendor booths which do not adhere to the 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.

Vendors are responsible for requesting proper identification from customers who pay with a personal check. The Vashon Island Chamber of Commerce is not responsible for returned insufficient funds checks.

## **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, 2019.

## **SIGNAGE:**

Vendors must provide their own signage. Signs must be readable and professional. No handwritten signs are allowed. 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. Vendors may not advertise outside of their booth space, including use of rovers, flyers and sandwich boards.

The Vashon Island Strawberry Festival name and logo are trademarked and may not be used unless by written permission of the Vashon Island Chamber of Commerce.

## **TRAILERS:**

Trailer footprints, including hitch, must fit within the booth space you have specified on your application form.

## **WASHINGTON STATE UBI:**

A UBI number (Uniform Business Identifier) and current business license is required by the State of Washington. Call 1-800-451-7985 to obtain a UBI number.

## **WELCOME PACKETS:**

A vendor welcome packet will be mailed by July 5<sup>th</sup> with Festival details, including booth number, vendor barricade pass, and other useful information.

## **CONTACT:**

If there are questions regarding the Rules and Regulations, contact the Vashon Island Chamber of Commerce at [discover@vashonchamber.com](mailto:discover@vashonchamber.com) or 206-463-6217.

# **RECAP – BOOTH TYPE SPECIFIC**

## **A. Food**

- Vendors serving prepared food are required to hold a health certificate. Contact King County Environmental Health at (206) 263-9566 for assistance.
- Health certificates must be visibly posted at all times.
- Health inspectors will inspect all food booths Saturday morning.
- At all times, one booth worker who handles food (and holds a Food Workers Permit must be in the booth.
- Fee for water access is required.
- Vendors may begin set up at 5:30 PM Friday. \*Consideration must be made for business hours/customer parking of nearby storefronts.
- Food photos must be representative of quality and portion size. Food pricing must be clearly advertised.
- Unincorporated King County Fire regulations must be strictly followed.

## **B. Commercial**

- Vendors must have a current business license and UBI number. Visit <https://bls.dor.wa.gov/file.aspx> for assistance.
- You must provide photos and description of all items being sold. No other items will be allowed. (See notation on application.)
- Vendors may begin set-up at 5:30 PM Friday. Set-up must be completed by 9:00 AM Saturday. \*Consideration must be made for business hours/customer parking of nearby storefronts.

## **C. Craft/Artists**

- Vendors must have a current business license and UBI number. Visit <https://bls.dor.wa.gov/file.aspx> for assistance. Call 1-800-647-7706 for a temporary event license
- You must provide photos of your crafts. (See notation on application.)

- Your booth may only sell crafts hand-made by the craft vendor. To qualify for this category, vendor may not sell any commercially made or buy/sell products.
- Vashon craft/artist vendors may set up from 4:00 PM to 6:00 PM Friday in Village Green. All other craft vendors will be located on the street and may set up beginning at 5:30 PM Friday. Set-up must be completed by 9:00 AM Saturday.
- \*Consideration must be made for business hours/customer parking of nearby storefronts.

#### **D. Non-Profit**

- Non-profit and Not-for-Profit organizations must provide proof of tax-exempt status.
- If items are for sale, Non-profit and Not-for-Profit organizations must provide a list and photos of products.
- Set-up begins at 5:30 PM Friday. Set-up must be completed by 9:00 AM Saturday. Consideration must be made for business hours/customer parking of nearby storefronts.
- Non-profit and Not-for-Profit organizations must pay for booth in advance. The booth fee will later be refunded by authorized volunteer hours worked.

#### **E. Information Only**

- No money may be collected for goods or services (with the exception of donations to political campaigns).
- Set-up begins at 5:30 PM Friday. Set-up must be completed by 9:00 AM Saturday. Consideration must be made for business hours/customer parking of nearby storefronts.
- Informational booths do not have to have Non-profit or Not-for-Profit status, and are restricted to providing information only. Vendors who gather information for future sales are considered “Commercial” – NOT “Info Only”.

#### **F. Youth**

- Booth must be run by individuals 18 year of age and younger.
- Children under 12 must be accompanied by an adult.
- Product must be made by the youth.
- Photos or a list of items for sale must be provided with the application.

#### **All Participants (including Vashon merchants)**

- Any trash/garbage must be placed in large dumpsters provided for vendors. If not properly disposed of, a \$100 fee will be incurred for vendor trash. Please ask the Chamber Staff if you have questions regarding disposal.
- Parking is available on a first-come, first-served basis in and around the Festival area.
- Vendor packets are sent out approximately two (2) weeks prior to the festival.
- Set-up begins 5:30 PM Friday. Set-up must be completed by 9:00 AM Saturday.
- Consideration must be made for business hours/customer parking of nearby storefronts.