

# Washington State Garlic Fest

August 24, 25, & 26, 2018

## Food Vendor Application

**Deadline: April 30, 2018 Late Fee applies after April 30, 2018**

Garlic Fest Use Only	
Date Rec'd	_____
_____ Check	_____ Credit Card
App Fee \$	_____
Space Payment \$	_____
Amt. Due \$	_____
Insurance	_____
Initials:	_____
Conf. sent	_____

Include the following items

- This completed and signed application
- A separate \$25 non-refundable application fee
- Your \$200 2018 Food Vendor Space payment made out to Southwest Washington Fairgrounds
- Additional \$30 fee for reserving 220 power (if needed)
- \$50 late fee after April 30, 2018
- Three recent photos of your booth/trailer, **along with a diagram** showing the outside dimensions and measurements
- Certificate of Liability Insurance with \$1,000,000 single limit and product liability coverage. Due July 31<sup>st</sup>, 2018.

**PLEASE BE SURE TO WRITE LEGIBLY AND COMPLETE ALL FIELDS. INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.**

Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: (cell) \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

State Tax ID# (UBI): \_\_\_\_\_

### SPACE REQUIREMENTS

**PLEASE REMEMBER TO COMPLETE ALL FIELDS**

My booth/trailer is \_\_\_\_\_ ft. wide (*front area that faces the public*) X \_\_\_\_\_ ft. deep  
 Please be as accurate as possible. Include any measurement to accommodate trailer hitch, tongue, freezers, food storage awnings, etc. – it is crucial to setting up the food court accurately. Please attach a diagram of your proposed site layout.  
 220 power is available for \$30 when reserved in advance. One 110 power outlet is included at no additional charge.

I am paying with a check \$ \_\_\_\_\_ check # \_\_\_\_\_

I am paying with a credit card \$ \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ Discover \_\_\_\_\_ AMEX

Card # \_\_\_\_\_ exp. date \_\_\_\_\_ 3 or 4 digit security # \_\_\_\_\_

Name as it appears, and billing address for this card \_\_\_\_\_

ALL PAYMENTS ARE NONREFUNDABLE. PAYMENT MUST BE MADE IN FULL BY AUGUST 20<sup>TH</sup>, 2018 UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE FAIR OFFICE BEFORE SAID DATE.

### FOOD VENDOR FEES AND COMMISSION PAYMENTS

All Garlic Fest Food Vendors will pay a \$25 application fee that is non-refundable. Each application must also be accompanied by a \$200 Food Vendor Space fee.

In addition to the \$200, participating Garlic Fest food vendors will pay a commission represented by 15% of their total sales generated at Garlic Fest. During the event, each Vendor will be given a Daily Total Sales form. Food Vendors must complete the form and attach their cash register Z-Tape for that day. If food vendors are using Square or similar credit card processing devices the daily sales report should be emailed at the end of each day to [food@lewiscountywa.gov](mailto:food@lewiscountywa.gov). After gates close to the public each night, a Garlic Fest team member will pick up your completed form. We then calculate fifteen percent (15.0%) commission on the total sales reported for those three days. This total must be paid before the vendor is allowed to depart on Sunday, August 26, 2018.

By submitting an application, Food Vendors agree that they will **honestly, accurately and completely enter every sale through the cash register for each day**. Any vendor who does not accurately reflect their sales for whatever reason will not be permitted to participate in future Garlic Fest events.

If vendors are being disruptive, causing a scene, or showing aggressive behavior with other vendors and/or Garlic Fest staff, they will be removed from the premises immediately and will not be allowed to participate in future events with the Southwest Washington Fairgrounds.

**GARLIC FEST FOOD**

*The Washington State Garlic Fest pre-approves ALL menu items to provide a variety of creative Garlic related food selections to please our guests and avoid menu duplications.*

**YOU MUST LIST ALL THE FOOD AND BEVERAGE ITEMS YOU ARE REQUESTING TO SERVE**

Returning Food Vendors receive preference for their previous Garlic Fest menu items.

**Vendors may not serve any food or product that has not been approved.** If a vendor is found selling unapproved items, they will be asked to remove the unapproved items IMMEDIATELY.

**You must attach a sample menu to be used at the Garlic Fest.**

Garlic Menu Items - **Each vendor must offer at least two items that includes garlic, and these must be their highlighted menu items.**

Other Items – List EVERY other item you wish to serve at Garlic Fest

You will be notified of the approved items that you may serve at Garlic Fest.

You will be provided with special signage for your Garlic food items. Please list your GARLIC items EXACTLY as you want the signage to read.

Garlic Item 1 \_\_\_\_\_

Garlic Item 2: \_\_\_\_\_

Garlic Item 3: \_\_\_\_\_

Garlic Item 4: \_\_\_\_\_

List **ALL** other food and beverage items that you are requesting to serve. Attach additional sheet if needed.

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Upon acceptance, you will receive a contract via email to sign. You will not be permitted to set-up until we have the completed contract signed in our office. This application is simply an application, not a contract. The contract will be made up and sent to you within a few days of receiving your application. Once the contract is signed and back in our office you will receive the Vendor Guide with all the information pertaining to set-up and rules/guidelines.

By signing this form, I agree to abide by all rules and regulations pertaining to the Washington State Garlic Fest. I agree to indemnify and hold harmless Southwest Washington Fairgrounds.

\_\_\_\_ (initials) I will provide insurance in the amount of \$1,000,000.00 (one million dollars), **“Lewis County, Southwest Washington Fair, their officers, directors, agents and employees shall be named as non-contributory, additionally insured.”** **This must be in our office no later than July 31<sup>st</sup>, 2018.** It must have the wording in quotations above or it will not be valid.

\_\_\_\_ (initials) I will have a valid Lewis County Health permit for the operation of my booth. Contact the Lewis County Health Department at (360) 740-1223 or go to <http://lewiscountywa.gov/environmental-health/food-safety-program#tempfoods> and fill out a Temporary Food Establishment Permit Application. Be sure to complete and return this to the health department **at least two weeks before** the event.

\_\_\_\_ (initials) I will serve only the foods that have been approved by Garlic Fest

\_\_\_\_ (initials) I will have a **working** cash register(s) and provide an accurate z tape and report at the end of each day of Garlic Fest. If using a Square or similar credit card processing device the sales report will be emailed daily to [food@lewiscountywa.gov](mailto:food@lewiscountywa.gov)

**I agree that I shall** indemnify and hold harmless Lewis County, the Southwest Washington Fairgrounds, their management, staff, contractors and volunteers from any claim or cause of action for damage or injury to person or property arising out of, or in connection with, the Washington State Garlic Fest. **I am totally responsible for any liability** I may incur while doing business at the Washington State Garlic Fest. I agree to collect and to pay any taxes which result from the sale of my products at the Washington State Garlic Fest and will report all sales in connection with my State Tax I.D. number as required by state law. I assume full responsibility for my own wares at all times. Facilities are not represented as being secure.

\_\_\_\_ (initials) I have read and agree that I and anyone in my services understand and accept this Vendor Liability Release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name here: \_\_\_\_\_