

# Craft-Product Vendor Application

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

Washington State Garlic Fest  
 August 24, 25, & 26, 2018

Garlic Fest Use Only	
Date Rec'd	_____
Check	_____ Credit Card _____
App Fee \$	_____ Booth Fee \$ _____
In	_____ Out _____
Amt. Due \$	_____
Insurance Yes	_____ No _____
Initials:	_____
Conf. sent	_____

*Include all of the following items -*

- This completed and signed application
- \$25 non-refundable application fee (**SEPARATE** check, if paying by check)
- Booth payment
- \$50 Late fee after April 30, 2018
- Additional \$30 fee for 220 power (if needed)
- Three recent photos of my booth - NEW vendors only - (not needed for last year's vendors)
- Three representative photos of my craft or product – (**ALL** vendors)
- Proof of insurance – or \_\_\_ Check here if your proof of insurance will be coming at a later date. **MUST BE SUBMITTED NO LATER THAN JULY 31<sup>ST</sup>, 2018.**

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

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

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

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

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

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

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

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

**BOOTH OPTIONS**

**GRANDSTAND HALL**

- \_\_\_ Grandstand Single – 12x12=\$225
- \_\_\_ Grandstand Double – 12x24=\$450

**EXPO HALL**

- \_\_\_ Expo Single – Expo Hall: 10x12=\$250
- \_\_\_ Expo Double – Expo Hall: 10x24=\$500

**OUTSIDE**

- \_\_\_ Outside Single: 10x10=\$200
- \_\_\_ Outside Double: 10x20=\$400

**OTHER**

- \_\_\_ Chairs @ \$10 each (weekend)
- \_\_\_ 8' Tables @ \$20 each (weekend)
- \_\_\_ 220 power @ \$30

**PAYMENT INFORMATION**

\_\_\_ I am paying with a check - \$ \_\_\_\_\_ .00 check # \_\_\_\_\_

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

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

Total amount to be charged \$ \_\_\_\_\_ .00

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

\_\_\_\_\_

## Washington State Garlic Fest

Booth payment must be received by July 31<sup>st</sup>, 2018 unless other arrangements have been made with the fairgrounds office prior to said date.

Please provide a description of your work that you wish to bring to Garlic Fest. Please be as specific and descriptive as possible. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the general price range of your items? \_\_\_\_\_ to \_\_\_\_\_

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 submitting this application, I am agreeing to abide by all rules pertaining to Washington State Garlic Fest.

\_\_\_\_\_ (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 received in our office no later than July 31<sup>st</sup>, 2018.

\_\_\_\_\_ (initials) I will sell only the items that have been pre-approved by Garlic Fest.

\_\_\_\_\_ (initials) I will have a valid Lewis County Health permit if needed for the operation of my booth (IF YOU PROVIDE TASTING SAMPLES for public consumption, you will need a health permit). 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.

**Cancellations are non-refundable.** Once accepted, you will be notified and provided information about the show, admittance, parking, set up and other information. Do not assume that you have been accepted until you have been notified of such. Our receipt of your completed application does not constitute acceptance. We will mail out vendor packets in July 2018.

**We cannot guarantee a specific booth to a specific vendor. While we will take all requests into consideration, you may not receive the same booth space as previous years. Booth assignment is up to the discretion of the Southwest Washington Fairgrounds staff.**

**Deadline for returning vendors for first choice of booths is April 30<sup>th</sup>, 2018. We MUST have your application and application fee in our office by that date to receive same spot as last year.**

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

## **Washington State Garlic Fest**

### **VENDOR LIABILITY RELEASE**

**I agree that I will** indemnify and hold harmless. Lewis County, the Southwest Washington Fairgrounds, their management, staff, contractors and volunteers from any and all claims or cause of action by either commission or omission for damage or injury to person or property arising out of, or in connection with, the Washington State Garlic Fest, including setting up and breaking down.

Furthermore, I am totally responsible for any liability I incur in association with 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 booth, wares, possessions and vehicle 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: \_\_\_\_\_

**Mail or Email this completed application to [Kelly.Sneed@lewiscountywa.gov](mailto:Kelly.Sneed@lewiscountywa.gov)**

**Washington State Garlic Fest / Southwest Washington Fairgrounds**  
2555 North National Avenue, Chehalis, WA 98532    Office: 360-740-1495    Fax: 360.740-1478