



The Washington Hispanic Festival

2009 Vendor & Exhibitor Application

Priority Booth Deadline is June 30, 2009

To apply, provide the information requested and return this application with your full booth fee. Include a **photo of your booth** and a **dimensioned diagram**. Show front, back, serving side, tongues on trailers, storage areas, hot surfaces, etc.

Vendor #: _____ Assigned Arrival Time *_7/24 10:00 – 12:00*
How much time do you need to set up? _____

PROVIDE & CORRECT YOUR CONTACT INFORMATION BELOW

← PRIMARY PHONE #

← ALTERNATE PHONE #

← CELL PHONE #

← CONTACT NAME

← BUSINESS NAME

← ADDRESS

← CITY/STATE/ZIP+4

← WEBSITE

← EMAIL

CHECK THE BOX FOR YOUR VENDOR CATEGORY (**IN BOLD BELOW**) AND PROVIDE ADDITIONAL DETAILS. CHECK ALL THAT APPLY.

- Art & Craft Vendor** (Merchandise must be **handmade** by the vendor) and **Non-Profit** (Informational/services)
 Fabric Photography Glass/Ceramics Home & Garden Musical Painting
 Wood Toys Wearable Art Furniture Sculpture Jewelry
 Pet Products Health Products Non-Profit (specify) Other (specify): _____

- Merchandise Vendor** – Mass Produced or Imported Merchandise and local services by **small business**
 Clothing Jewelry Glass/Ceramics Music Automotive Accessories
 Wood Products Toys/ Novelties Furniture Home & Garden Rides & Amusements
 Aviation products Sunglasses Pet Products Health Services Other _____

- Commercial** – Corporate & Direct Marketing – Indicate industry category and explain what you want to promote.
 Communications Lead Gathering Financial Services Pharmaceutical Other _____

- Food/Beverage Vendor** – Indicate the food you wish to sell and **attach a full menu that includes your prices**.
 Beverages Ice Cream Elephant Ears Mexican Deli Sandwiches Curly Fries
 Dogs/Sausages South American Caribbean Asian Greek/Mediterranean Candy
 BBQ Pork/Beef BBQ Chicken East European Kettle Corn Specialty Vegetables Italian
 Espresso Shaved Ice European Hamburgers Other (specify): _____

Do you use a BBQ grill? _____. If propane is used please list tank sizes _____ Number of tanks used: _____
Vend from: Tent, Trailer, Van, Truck, Cart, Car, Cycle, other. Do you need access to fresh water? ____

PLEASE PROVIDE THIS IMPORTANT PARKING AND ELECTRICAL INFORMATION

Do you really need electricity to operate? No, Yes Note: Most non-food vendor spaces will not have power available.
(Non-food vendors should bring battery power lights for prep work night but no vending takes place after dark)
When operating all equipment at the same time it draws a maximum of ____ Amps & ____ Watts. I need 110v / 220v
(If a need for power is indicated above, you will be sent an electrical request form to fill out and return with a fee.)
I want to use my own built-in or freestanding generator. I will comply with all fire regulations. Yes
ALL VENDORS RECEIVE ONE FREE PARKING PASS. INDICATE HOW MANY EXTRA YOU WANT & ADD \$25 FOR EACH. → _____
Other than a mobile concession unit that must fit within your booth space, will an extra parking space needed nearby for parking a supply trailer or some other large vehicle that won't/can't fit in your parking stall? No - Yes (Please explain)
_____ How much space do you need for your concession? _____ (Attach a diagram of your set up.)

INDICATE THE CORRECT CATEGORY YOU FIT IN AND THE NUMBER OF 10'X10' SPACES YOU ARE REQUESTING

____ 10'x10' @\$75 ea 10'x10' @ \$150 ea. 10'x10' @ \$250 10'x10' @ \$200 ____ 10'x10' @ \$50
Handmade Arts & Craft Merchandise Vendor - Commercial/Corp./ Food & Beverage Additional space
Non-Profit/Info. Booth mass produced/imports & Direct Marketing Vendor Booth Space Others _____

Sign & return this application with your booth fee before June 30, 2009. Add a 20% late fee after June 30.

Sign page 2 of this application and return the entire application with a check in the amount of your booth fee.

Payable to: **Washington Hispanic Connections** • 264 Kiona Road • Randle, WA 98377

Your payments will be returned if you are not accepted. Enter the amount sent with this application. →

Applications that are not signed on the second page will be rejected. Have you read all the information? Yes

\$

Vendor Agreement – Liability Release and Compliance

This agreement is entered into by and between, Washington Hispanic Connections, hereinafter referred to as the “FESTIVAL” and the vendor listed on top of the opposite page and the name listed and signed below, hereinafter referred to as the “VENDOR”.

In consideration of the mutual promises and covenants hereinafter contained, it is hereby agreed as follows:

1. **INDEPENDENT CONTRACTOR:** The VENDOR is considered to be an independent contractor who shall at all times perform its duties and responsibilities and carry out all services as an independent contractor and shall never represent or construe its status to be that of an agent or employee of the FESTIVAL or Centralia College, or be eligible for any employee benefits.
2. **SCOPE OF WORK.** The VENDOR agrees to follow the rules to perform services under this agreement. The Washington Hispanic Festival is a non-alcoholic family event. Management reserves the right to disqualify and have removed any exhibit/vendor if merchandise is not legal, is objectionable, unsafe or disruptive to the event. Set up must be complete and vehicles removed by 3:00PM Friday, July 24, 2009 and the VENDOR agrees to occupy the assigned booth space and be open for business during all festival hours, until 7:00 PM Saturday July 25, 2009 unless other arrangements were approved by Festival Director Martha Wright. The event hours are Friday, July 24, 2009 between 4:00 PM and 9:00PM and Saturday, July 25th 2009 from 9:00AM to 9:00PM. Everything must be removed and your site cleaned by 10:00PM Saturday July 25, 2009. The VENDOR will fully comply with any Special Event Requirements of the City, Centralia College, and the Centralia Fire Department. Vendors using an open flame, a heat source, or running a generator must have a 40ABC fire extinguisher in plain site. The VENDOR agrees to dispose of all waste appropriately and maintain their concession area to keep it clean and free of trash at all times and prior to final departure Sunday.

The VENDOR agrees to utilize only 12 or 14-gauge 3-wire grounded power cords and electrical equipment that complies in all aspects with the National Electrical Code. Do not use any non-grounded (two-wire extension cords) or any non-grounded equipment.

If the VENDOR is serving food or certain beverages they must agree to obtain a Temporary Food Services Establishment Permit from the Lewis County Health Department, secure food handler health permits, and pay all inspection fees at least one month prior to the event date. To arrange for your booth inspection and all necessary food services permits please call (360) 740-1223. ALL FOOD VENDORS must obtain all necessary health permits and pass inspection or they will not be permitted to operate. Refunds will not be paid to any vendor who fails the health inspection.

3. **VENDOR FEES:** The full booth fee and this agreement are due by June 30. The fee will be fully refunded if the application is not accepted. If accepted, your check will be deposited: once it clears the bank, a notice of acceptance will be mailed. Canceled checks will serve as a receipt. Applications received after June 30 will be considered on a case-by-case basis and are subject to a 20% late fee. No refunds will be granted after July 10. Spaces will be assigned on a first come, first served basis and special requests must be made in writing and received with the application and booth fee.

INDEMNIFICATION. As a VENDOR, I (we) recognize and understand my (our) rights, obligations, and benefits to be guaranteed as outlined in this agreement. I (we) understand that no additional agreement exists beyond those stipulated in this agreement, and agree to abide by the rules and regulations set forth by the FESTIVAL. By my signature below, I agree that I hereby forfeit any claim to a refund of the fee paid to participate in the Washington Hispanic Festival as indicated. I represent and warrant that any city, state or federal mandatory deductions, charges or taxes imposed by law shall be the sole responsibility of the VENDOR. If the FESTIVAL is assessed, liable or responsible in any manner for those deductions, charges or taxes. I (we) agree to indemnify and holds harmless the Washington Hispanic Festival and its sponsors, Centralia College, Washington Hispanic Connections, Jeff and Martha Wright, and any of their official representatives, officers, agents, volunteers and employees from, and shall process and defend at it's sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, lien, expenses, and costs arising out of or occasioned by the performance, acts, and/or omissions by the VENDOR, it's employees, agents, representatives or volunteers relative to any activity and/or omissions by VENDOR, its employees, agents, representatives or volunteers relative to any activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, the VENDOR shall pay any judgment or lien arising there from, including any and all costs as part thereof. FOOD VENDORS must **supply a proof of insurance certificate** with a minimum of \$1,000,000 of liability coverage naming the “**Washington Hispanic Festival, Centralia College, Washington Hispanic Connections, Jeff & Martha Wright and any of their staff, contractors, volunteers and employees as an additional insured.**” *This wording must be exact or you will not be allowed to participate in the Washington Hispanic Festival!*

4. **ENTIRE AGREEMENT.** This constitutes the complete and final agreement of the parties, it replaces and supersedes all oral and written proposals and agreements heretofore made on the subject matter, and may be modified only in writing and must be signed by both parties, both acknowledge receipt of an executed copy of the agreement. Keep a copy and return this original.

My signature below certifies that I have read, understand and agree to comply with the terms of this Agreement.

Signature of vendor	Name of vendor (Please Print)	Business Name (Please Print)	Date signed
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Martha Wright, Festival Director • Washington Hispanic Connections • 264 Kiona Road • Randle, WA 98377 • HM: (360) 497-0100
• Cell (360) 520-5251 • Email: Martha.Wright@Century21.com • www.WashingtonHispanicFestival.com