

HOQUIAM RIVERFEST 2009 VENDOR APPLICATION

Saturday - July 11, 2009 10:00 a.m. to 4:00 p.m.

Name of Group: _____
Contact Name: _____ Telephone #: _____
Applicants Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

Vendor spaces are 10 x 20 ft. **THERE IS NO ELECTRICITY PROVIDED - THOSE REQUIRING POWER MUST PROVIDE OWN GENERATOR.** If your trailer is larger than 10 x 20 ft. you must apply for two spaces. Set-up 8:00 a.m. - tear-down 4:00 p.m

Trailer Size: _____ Booth Size: _____ # of Spaces Required: _____

Cost is \$30.00 for first 10 x 20 ft. space PLUS a \$10.00 Special Event License for a minimum payment of \$40.00; each additional 10 x 20 ft. space required is an additional \$25.00.

TOTAL Included: One 10 x 20 ft. _____ \$30.00 + \$10.00 license = \$40.00
Two 10 x 20 ft. _____ \$55.00 + \$10.00 license = \$65.00
Three 10 x 20 ft. _____ \$80.00 + \$10.00 license = \$90.00

TOTAL PAYMENT ENCLOSED: _____ \$40.00 _____ \$65.00 _____ \$90.00

Applications received without appropriate payment will be returned - application deadline is June 20th, 2008. For any questions please contact the Community Services Department, City of Hoquiam, 360-532-5700, ext. 240 or email twood@cityofhoquiam.com

Please list products that your organization will be selling (PLEASE NOTE: Distribution of cigarette's, fake or real, silly string, drug paraphernalia, knives or weapons of any kind or any other item deemed inappropriate for a family event WILL NOT BE ALLOWED. Any vendor observed selling these products will be immediately shut down. We pride ourselves in the fact that this is a family oriented event and as such will not allow the sale of the above items.)

Signature of Applicant

Date

Please make sure and fill in all of the above blocks and return this application as well as the attached special events license application to the City of Hoquiam - Community Services Department, 609 8th Street, Hoquiam, WA 98550 WITH PAYMENT

SPECIAL EVENT/CIVIC EVENT LICENSE

CITY OF HOQUIAM
609 8TH STREET
HOQUIAM, WA 98550

FEE: \$10.00

APPLICANT INFORMATION

NAME _____

ADDRESS _____

PHONE _____

EVENT _____ Date of Event: _____

DESCRIBE PRODUCTS TO BE SOLD _____

SPONSOR INFORMATION

(If this is not a city sponsored event please list the organization putting on this event below)

NAME _____

ADDRESS _____

PHONE _____

Indemnification / Hold Harmless

The Applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims injuries, damages, losses or suits including attorney fees, arising out of or in connection with the Applicant's activities, except for injuries and damages caused by the sole negligence of the City.

Insurance (Applies to food vendors only.)

The Applicant shall provide a Certificate of Insurance evidencing: Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence. Coverage shall include but not be limited to: blanket contractual, products/ completed operations, and broad form property damage. **A copy of the endorsement naming the city as additional insured shall be attached to the Certificate of Insurance.**

Signature of Applicant

Date

This form must be signed and dated indicating you accept the hold harmless clause and have all appropriate insurance as required.

HOQUIAM RIVERFEST
Vendor/Set-up Instructions

HOURS: Set-up will be at 8:00 a.m.; festival hours are from 10:00 a.m. to 4:00 p.m.; tear-down is at 4:00 p.m. with all items/booths/trailers removed from roadway by 5:30 p.m.

SPECIAL REQUIREMENTS: All food vendors **must obtain appropriate permits** from Grays Harbor County Health Department – you must show proof of this permit prior to set-up. The Health Department can be contacted as follows:

Grays Harbor County Health Department
(360) 249-4413

INSTRUCTIONS: Complete the Vendor Application and the Special Events License Application and submit both with payment to the Community Services Department at the address listed on the forms. Make sure and note the information provided on each form as to what types of products can be sold and any insurance requirements listed on the special event license application. **SIGN AND DATE** both forms and return to the City of Hoquiam. Any form received without appropriate signatures, required information or incorrect payment will be returned to the applicant for correction.

For Further Info: Email twood@cityofhoquiam.com or call 360-532-5700, ext. 240. If we are unavailable to answer the telephone please leave your name, telephone number and brief message and we will get back to you as soon as we can.