

DO NOT WRITE IN THIS BOX

Date Received _____ Participation confirmed on _____ by ___e-mail ___postcard ___phone Packet sent _____

Charitable/Government/Non-profit Free Space Application
Saturday July 28, 10:00 a.m. to 5:00 p.m. & Sunday July 29, 10:00 a.m. to 4:00 p.m.
Application Deadline: July 1st, 2012.

Please print or type legibly. All information is required to process your application. We confirm by e-mail when possible.

Business Name _____ Contact _____

Mailing address _____

City _____ State _____ Zip _____ Phone(_____) _____

E-mail _____ Website(opt) _____

Required: Type of Organization and Service Provided _____

Please read the information on page 2 before applying

PLEASE ALSO READ THE FAQs (FREQUENTLY ASKED QUESTIONS) AT [HTTP://WWW.CELEBRATESPANAWAY.COM/2012_FAQS.HTM](http://www.celebratespanaway.com/2012_FAQS.HTM)

We provide one free 10 x 10 space to non-profit organizations who wish to distribute information about their services and who are NOT selling a product. For display space larger than 10 x 10, please submit \$10 per additional 10 x 10 area.

If you sell a product, please use the Vendor Application Form and submit the appropriate fee.

**We ask that non-profit vendors provide an activity designed to enhance the fair experience for children, such as a simple craft, game, face painting, or gift.
This also helps draw traffic to your booth.**

SPACE NEEDED: ___10 x 10 ___10 x 20 ___10 x 30 ___other _____

ON THE FOLLOWING DAYS: ___Saturday & Sunday both ___Saturday only ___Sunday only

Please note: No available electricity. Generators are allowed but must follow Fire Prevention Bureau requirements for power cords and generators. See the [Booth Fire Prevention Checklist](http://www.celebratespanaway.com/booths.htm) at <http://www.celebratespanaway.com/booths.htm>

I need space allowance for my generator ___Yes ___No

READ AND SIGN the next page. **KEEP A COPY** of this form, both pages, for your reference.

MAKE CHECKS OR MONEY ORDER PAYABLE TO: Celebrate! Spanaway Committee, Inc.

MAIL PAYMENT (if required) AND BOTH PAGES OF THIS FORM TO:

Attn: Vendor Coordinator
Celebrate! Spanaway Community Fair
P O Box 1261
Spanaway WA 98387

- 1) **2012 Fair dates:** Saturday July 28th, 10:00 a.m. to 5:00 p.m. & Sunday July 29th, 10:00 a.m. to 4:00 p.m.
 By completing this application, you commit to keeping your booth open during these hours.
 You may NOT remove your booth and display during fair hours, for the safety of our visitors.
 Booths that close early will not be allowed to participate in future events. You MUST be off the fairgrounds by 5 p.m. Sunday. Have enough help available to pack your goods and equipment to ensure you meet this deadline.
- 2) **Limited space** for one-day only applications. Two-day applications are given priority space placement.
Note: 1) Vendors who apply for two days but fail to participate both days, or
 2) Any who apply but fail to show without advance notice will be barred from future events
- 3) **Set-up Times:** Saturday Set-up - 7:00 AM to 9:00 a.m. (Must be set up by 9 for fire marshall inspection.)
 Sunday Set up - 8:00 am to 10:00 a.m.
 You MUST unload your vehicle and move it to vendor parking BEFORE you set up your booth and displays.
- 4) **All spaces** are located outdoors on a dirt/grass area. Participants must provide their own booth structures, sun/rain awnings, tables, and all other supplies and equipment needed for their display or activity, including a metal, covered garbage can and a 2A-10BC fire extinguisher, NO exceptions. See the Booth Fire Prevention Checklist at <http://celebratespanaway.com/booths.htm> for the mandatory booth fire code compliance checklist.
- 5) **Pierce County Health Codes** apply to distribution of any food or drink samples. All booths must comply.
 For food safety regulations, see www.tpchd.org/food/temporary-food-establishment/ or phone (253) 798-6460.
- 6) **Removal** You are responsible for complete removal of your booth and equipment, clean up of your assigned space and disposal of all garbage resulting from your activity. No cooking grease or propane bottles can be put in the dumpster provided. Plan to take these away with you!
- 7) **Security** is provided during the fair and Saturday night. But the safety and security of your booth, equipment, and contents is your responsibility. Please plan accordingly.
- 8) We recommend **liability insurance** coverage. Please name *Celebrate! Spanaway Committee, Inc.*, P O Box 1261, Spanaway WA 98387 as an Additional Insured (usually at no cost). Provide us with a copy.
- 9) **Confirmation** Enclose a self-addressed, stamped (SASE) #10 envelope if you do not have an e-mail address. You will receive an e-mail or phone call confirming your application within two weeks of applying. Approximately 10 days prior to the event you will receive an email or your SASE containing an information packet with an area map, fair site map, booth location map, and parking permit.

Contact us if you have not received your vendor packet by July 15!

CONTACT INFORMATION: James Eggleston 253-267-0824 (email: celebratevendor@nventure.com)

Indemnification/Good Faith Pledge

The applicant agrees to accept full responsibility for the quality and safety of any and all goods or service sold or given away by the applicant and the applicant's organization at the *Celebrate! Spanaway Community Fair*. The undersigned hereby agrees to indemnify and hold the Celebrate! Spanaway Committee Inc., its sponsors, representative, successors and/or assigns harmless from any and all claims, injuries, or damages, whatsoever occurring during preparation, conduct of activities, and dismantling of the *Celebrate! Spanaway Historical Street Fair*. I have read and understand all the provisions and conditions contained within this application, Pierce County fire and health codes, and the FAQs and agree to abide by same as a condition of my participation.

Print Name and Organization: _____

Signature _____ Date _____