

# Celebrate! Spanaway Community Fair

## Food Vendor Application

Saturday, July 17 (10 a.m. to 5 p.m.) & Sunday, July 18 (11 a.m. to 4 p.m.)

**Application Deadline: July 1.**

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(optional) \_\_\_\_\_

**Required:** List all foods and beverages offered \_\_\_\_\_

**Please read the Food Vendor Information on Pages 2 & 3 before applying.**

**Early Bird Special postmarked by May 31: \$40** per 10' x 10' space

**Postmarked June 1 to July 1: \$55** per 10'x10' space

(Space fees apply for either one or both days)

**SPACE NEEDED:** \_\_\_10 x 10\_\_\_ \_\_\_10 x 20\_\_\_ \_\_\_10 x 30\_\_\_ \_\_\_other\_\_\_

**ON THE FOLLOWING DAYS** \_\_\_Saturday & Sunday both\_\_\_ \_\_\_Saturday only\_\_\_ \_\_\_Sunday only\_\_\_

**ELECTRIC SERVICE:** **Limited availability - \$15.00** per connection

**ELECTRIC SERVICE NEEDED?** \_\_\_No\_\_\_ \_\_\_Yes\_\_\_ If yes, the following information is required.

**Equipment type** \_\_\_\_\_ which uses a \_\_\_110\_\_\_ \_\_\_220\_\_\_ circuit and  
a \_\_\_Standard 3-prong plug\_\_\_ \_\_\_Round 3-prong plug\_\_\_ and draws **total amperage** of \_\_\_\_\_

**GENERATORS ARE ALLOWED** but must follow Fire Prevention Bureau requirements for power cords and generators at <http://www.celebratespanaway.com/Booth%20Firecode2.pdf>.

I need space allowance for my generator \_\_\_No\_\_\_ \_\_\_Yes\_\_\_

**SPACE FEE ENCLOSED:** \_\_\_\_\_ **ELECTRIC FEE ENCLOSED** \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED** \_\_\_\_\_ Space cannot be assigned until payment is received.

### Next Steps:

**Read, fill out and sign** Pages 1 - 3 of this application

**CHECK OR MONEY ORDER** PAYABLE TO: Celebrate! Spanaway Committee, Inc.

**Make Copies** of all forms for your records

**MAIL payment, application and signed page 3 to:**

Celebrate! Spanaway Community Fair

P O Box 1261

Spanaway WA 98387

**Questions and comments** may be directed to the vendor coordinator by email or call (253)655-7726

# Vendor & Exhibitor Information

- 1) **2009 Fair dates:** Saturday July 17, 10:00 a.m. to 6:00 p.m. & Sunday July 18, 11:00 a.m. to 5:00 p.m.  
Plan to commit to keeping your booth open during these hours. To ensure the safety and comfort of all visitors and vendors and to comply with local fire department regulations, displays may not be removed during fair hours.
- 2) **Limited space** is available for one-day only applications. Please note: two-day applications are given priority space placement. No shows and early withdrawals may be subject to exclusion from future events.
- 3) **Licenses and Regulations:** Any vendors providing food or beverages must comply with Pierce County health and fire safety regulations. Food booths are inspected and closed if not in compliance. A Pierce County Health Dept. temporary food booth permit, food handler card, and compliance with all Pierce County regulations are mandatory. Food permit applications take 30 days so apply early. If you already have an annual temporary food booth permit, you still need to notify the health dept. 30 days in advance of your participation in this event. For health department information and application: (253) 798-6460 or [www.tpchd.org/page.php?id=78](http://www.tpchd.org/page.php?id=78)
- 4) **Set-up Times:** Saturday Set-up - 7:00 AM to 9:00 a.m.
  1. Sunday Set up - 9:00 am to 10:00 a.m. (Sunday setup allowed Saturday after 6 p.m.)All vendor vehicles must be removed from the fairgrounds after unloading. Vendor parking is available nearby.
- 5) **All vendor spaces** are located outdoors on a dirt/grass area. Participants must provide their own structures, sun/rain awnings, tables, sound systems 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. This is a Pierce County Fire Prevention Bureau regulation. See <http://celebratespanaway.com/Booth%20Firecode2.pdf> for the mandatory fire code compliance checklist.
- 6) **Waste and Booth Removal** is the responsibility of each vendor. Complete removal of booth and equipment; clean up of assigned space and disposal of all garbage in assigned space is mandatory. Cooking grease or propane bottles must not be disposed of on site for any reason. Please plan to take these items with you when the fair is over.
- 7) **Security** is provided during the fair and Saturday night. However, the safety and security of booths, equipment, and contents is ultimately the responsibility of the vendor. Please plan accordingly.
- 8) **Liability insurance** coverage is highly recommended. Please name *Celebrate!* Spanaway Committee, Inc., P O Box 1261, Spanaway WA 98387 as an Additional Insured (usually at no cost) and provide us with a copy.
- 9) **Confirmation** If you do not have an email address to receive confirmation of your application, please enclose a self-addressed, stamped #10 envelope with your initial application. You will receive an e-mail or phone call confirming your application within two weeks of applying. One week 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.

- 10) **Smoking** is strictly prohibited on fair grounds! Designated smoking areas are available outside the gates in order to comply with Bethel School District policy. Please see vendor map for exact locations.
- 11) A **No Smoking Sign** must be prominently displayed at the front of your booth. Please bring with you the sign and a means to attach it to your canopy.
- 12) **The Certificate of flammability (COF)** for your canopy may be requested during the Pierce County Fire Marshal's inspection. If you do not have this certificate, you may be required to remove your booth. If not sewn into the canopy, the COF was printed on the original box or instruction sheet. If you no longer have these, contact the manufacturer for a copy. Please note that any canopy walls and fabrics used within your booth must also be flame retardant; vinyl tarps do not meet fire code.
- 13) **Cancellations** must be made by July 7<sup>th</sup> in order to receive a refund on paid spots. A \$5.00 processing fee will be withheld.

**More Information and FAQs** are available on our website [HTTP://CELEBRATESPANAWAY.ORG](http://celebratespanaway.org)

Contact us if you have not received your vendor packet by July 15!  
**CONTACT INFORMATION: Vendor Coordinator Beth McDonough 253-655-7726**

**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 Business: \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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