

Celebrate!Spanaway Community Fair July 19 & 20, 2008

Complimentary Space Application for Artisans and Non-profit Organizations

Saturday July 17 (10 a.m. - 5 p.m.) & Sunday July 18 (11 a.m. - 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(opt) _____

Required: Type of display or demonstration offered (Please submit photo or website) - _____

Please read the information packet before applying

Upon approval, we provide one complimentary 10 x 10 space to those who wish to demonstrate a skill, art or provide information and services on behalf of non-profit organizations intended to benefit the community or its residents. If you will sell your demonstrated product, please use the Vendor Application Form and submit the appropriate fee.

For display space larger than 10 x 10, please submit \$10 per additional 10 x 10 area.

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: Fair grounds has no available electricity. 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 ___Yes ___No

Next Steps:

Read and sign the Exhibitor Information page and return it with your application
CHECK OR MONEY ORDER PAYABLE TO: Celebrate! Spanaway Committee, Inc.

Make Copies of all forms for your records

MAIL PAYMENT, Application and signed policies 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

DO NOT WRITE IN THIS BOX

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

Exhibitor/Nonprofit 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
- 4) **Set-up Times:** Saturday Set-up - 7:00 AM to 9:00 a.m.
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 Marshal requirement. See <http://celebratespanaway.com/Booth%20Firecode2.pdf> for the mandatory fire code compliance checklist which all fair participants must follow.
- 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) **Cancellations** must be made by July 7th in order to receive a refund on paid spots. A \$5.00 processing fee will be withheld.
- 12) 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.
- 13) **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.

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 10th!

CONTACT INFORMATION: Exhibitor 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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