



Office Use Only

Application Received _____
 Missing Info _____
 Reminder Sent _____
 Info Received _____

Returning Vendor
 Special Request
 Volunteer Hours

Form Complete
 Paid in Full
 Entered
 Invoiced
 Packet Mailed

Vashon-Maury Island Strawberry Festival™ 2008 Non-Profit Booth Application Form July 12th – 13th

Business/Booth Name: _____

Contact Name: _____ Washington State UBI # _____

Mailing Address: (Street or PO Box) _____

City: _____ State: _____ Zip: _____

TELEPHONE - - - - CELL - - - - FAX - - - -

E-MAIL: _____

NON-PROFIT BOOTH - TYPE REQUESTED

Please check appropriate boxes. (Required items are checked.)

✓	Size		Cost		Total
	10' X 10' without Volunteer Hours	@	\$ 150.00	=	
	10' X 10' with Volunteer Hours	@	\$ 20.00	=	
	Full amount will be charged if volunteer hours are not met.				
✓	Application Fee (non-refundable)	@	\$ 20.00	=	\$ 20.00
✓	Clean Up Fee	@	\$ 5.00	=	\$ 5.00
			TOTAL	=	

	Volunteer Hours	Contact Chamber Office for Volunteer Assignment by June 15 th .
	Returning Vendor	
	Special Request	

(List Request on the Lines Above)

Non-Profit: List all items to be sold or booth activities

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____
7. _____ 8. _____ 9. _____

Booth Activities: _____

We strive to limit duplication of items from vendor to vendor. Items not listed above are subject to review and may not be allowed. Thank you for your cooperation and understanding. Additional comments: _____

Additional Requirements:

1. Vendors must supply photos and descriptions of all items. No items can be sold that are not included in photos. Attach a self-addressed, postage paid envelope for return of photos. Check here if items are the exactly the same as last year. If so, you do not need to include photos.
2. Booth or trailer dimensions (including awnings & tongue): _____ ft. _____ in. X _____ ft. _____ in. (All racks, tables, displays, etc. must fit within booth space.)
3. All vendors are responsible for providing their own booth.
4. Vendors are responsible for the removal of their own trash to the large dumpster located behind Keller Williams Real Estate. Charges will be made for trash left behind.
5. **Attach a copy of IRS non-profit designation letter if Washington State UBI # is not available.**

HOLD HARMLESS AGREEMENT

I have read and agree to the specified terms and conditions set forth in the Vashon Island Strawberry Festival application. I release the Vashon Island Strawberry Festival and all of their employees, agents and representatives of all liability and responsibility for injury, damage or loss sustained by any person or property including exhibitors, guests or works of art before, during or after the 2008 Vashon Island Strawberry Festival or as a result of the display of my work, equipment or materials. I understand the Vashon Island Strawberry Festival reserves the right to remove any works that do not meet the standards set forth in the application. I acknowledge failure to comply with the standards may result in my removal from the Festival and jeopardize my participation in future Festivals. I understand that there are no refunds or rain-checks due to inclement weather or failure to show up for the Festival. In consideration of the 2008 Vashon Island Strawberry Festival's use of enclosed slides and other promotional materials (including photographs and videotape) taken during the 2008 Vashon Island Strawberry Festival for purposes of promoting the Festival this year and in future years, I also agree to allow the Vashon Island Strawberry Festival to release my name and telephone number to the public for sales and promotion. I understand that the Vashon Island Strawberry Festival does not carry insurance to cover my personal property and that I store my artwork at my own risk.

I have read and agree to abide by the terms and conditions of this application. I understand and agree by signing that any false statement will result in forfeiture of booth space and all fees.

Signature: _____ **Dated:** _____

Enclosed: \$ _____ Check Number #: _____ Money Order #: _____ Cash: _____

Business Name: _____ UBI #: _____

Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: (____) _____ Fax #: (____) _____

E-Mail Address: _____

APPLICATION CHECKLIST

Make sure your application is complete! Please check appropriate boxes.

✓	Completed Information
<input checked="" type="checkbox"/>	Application Fee: \$20. non-refundable made payable to Vashon Chamber
<input checked="" type="checkbox"/>	Booth Fee: Based on booth type and size
<input checked="" type="checkbox"/>	Clean-up Fee: Based on booth type
<input checked="" type="checkbox"/>	Electrical requirements indicated
<input checked="" type="checkbox"/>	Water requirements indicated
<input checked="" type="checkbox"/>	Required documentation (UBI # or Non-Profit Documentation)
<input checked="" type="checkbox"/>	Signed Hold Harmless Agreement
<input checked="" type="checkbox"/>	Complete descriptions of items for sale (labeled pictures or j-peg email)
<input checked="" type="checkbox"/>	Optional – Self-addressed stamped envelope for return of pictures

RECAP OF APPLICATION & DEADLINES

APPLICATIONS:

Separate applications have been designed for each type of booth. If we are mailing you an application we will send the form applicable to your business. If you are using our website application, please locate your type of booth and fill out the appropriate form. Only one booth is allowed for each business (cannot split booth location).

All applications require the Hold Harmless Agreement to be completed and signed. Be sure to use the checklist at the bottom of the Hold Harmless Agreement to insure we receive all of your information.

All applications should include a detailed list of all items to be sold along with photos. Nothing can be sold that is not included in photo packet. If you would like the photos returned you must send us a self-addressed stamped envelope. If you are selling exactly the same items as last year, you do not need to send photos.

Rejection letters will be sent out no later than June 1st.

BOOTH LOCATIONS:

Information packets including booth location will be mailed no later than June 15th to vendors whose applications were received prior to June 1st.

Priority booth placement will be in order of returning Vashon booths, then returning vendors, and finally by receipt of new booth applications. After June 1st placement will be by availability – first-come, first-served.

SET-UP:

Ober Park Vashon artists may set-up Friday afternoon between 4:00 and 6:00 PM. Music begins in the park at 6:00 PM Friday night. Street vendors may set up on Friday evening after 5:30 PM if vehicle parking space is vacant. Set-up on Saturday morning must be completed by 9:00 AM.

FEES:

Our booth fees will remain the same. However you will notice on the application that there is an opportunity to request corner booths (limited number). A corner booth will allow you customer exposure from the front and one side. There will be an additional charge for corners booths and for booths that are over-sized. Please include the exact size of your booth or trailer including awning and tongues. This measurement should be used to calculate your fee. (All racks, tables, displays, etc. must fit inside booth measurement or you will need to pay the over-size charge.)

DEADLINES:

May 1st – Refunds will not be issued after this date.

June 1st – Application deadline. Applications will be considered after deadline if space is available.

Booths accepted after June 1st will not be included in our Festival Guide or any other publications.

All application fees are non-refundable unless your booth is rejected.

REFUND POLICY

Booth Refunds will not be issued after May 1st. Application fee is non-refundable.

Mail application, documentation & check to:
Vashon-Maury Island Chamber of Commerce
P.O. Box 1035
Vashon, WA 98070

Please make check payable to Vashon-Maury Island Chamber of Commerce.

Additional contact information:

Phone # (206) 463-6217 FAX # (206) 463-7590

E-mail: discover@vashonchamber.com

Web Site: www.vashonchamber.com

RULES, REGULATIONS AND TIPS

A. Food

1. Vendors serving prepared food are required to have a health certificate. The state issues temporary certificates. Contact Downtown Environmental Health (206) 296-4632.
2. Health certificates must be visibly posted at all times.
3. Health inspectors will check all food booths on Saturday.
4. All booth workers handling food must have a Food Workers Permit.
5. Fee for water access is required.
6. Vendors may begin set up as early as 5:30 PM on Friday, to allow adequate time for heating on Saturday morning.

B. Commercial

1. Vendors must have a current business license and provide your UBI#. Contact Department of Licensing Master License Service, PO Box 9034, Olympia, WA 98507-9034 (360) 664-1400
2. You must provide photos and a description of all items you are selling. No other items will be allowed. (See notation on application.)
3. Vendors may begin set up as early as 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday.

C. Craft

1. Vendors must have a current business license or an event license, and provide your UBI#. Contact Department of Revenue, (206) 956-3000
2. You must provide photos of your crafts. (See notation on application.)
3. Your booth may only sell crafts hand made by you the artist.
4. **You may not sell any commercially made or buy/sell products to qualify for this category.**
5. Vashon craft vendors will be located in Ober Park and may set up from 4:00 PM to 6:00 PM, Friday. Music in the park begins at 6:00 PM.
6. All other craft vendors will be located on the street near Ober Park and may set up beginning at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday.

D. Non-Profit

1. Non-profit and Not for Profit organizations must provide proof of their tax exempt status.
2. Non-profit and Not for Profit organizations, if selling items, must provide photos and a list of the products for sale.
3. Set up begins at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday.
4. **If volunteer hours are not met for reduced booth fee, organization will be invoiced for the balance.**

E. Information Only

1. No money may be collected for goods or services. Donations to political campaigns may be accepted.
2. Set up begins at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday.
3. Informational booths do not have to have Non-profit or Not for Profit status, but are restricted to providing only free information.

F. Youth

1. Booth must be run by children 16 year of age and younger.
2. Children under 12 must be accompanied by an adult.
3. Product must be made by the youth.
4. Photos or a list of items for sale must be provided with the application.
5. Set up begins at 5:30 PM on Friday. Set up must be completed by 9:00 AM Saturday.

All Participants

1. Any trash/garbage produced by your booth must be placed in the large dumpsters located behind Keller Williams Realty on SW 174th Ave. The trash receptacles in the road are for patrons. Please help us in keeping the Vashon Strawberry Festival clean. **You will be billed for clean up of any trash left.**
2. Additional parking location will be announced at a later date.
3. Vendor packets are sent out approximately two (2) weeks prior to the festival.
4. Booth assignments on the map are approximate locations.