



Hood Canal Highland Celtic Festival

Vendor Application

(Must be postmarked, please, by: July 2, 2012)

Organization:

Contact Name:

Address: City: State & Zip:

Phone:

E-mail:

Webpage (we will include a free link to your site):

This is a legal contract, which entitles you to display/vend on Saturday and Sunday, September 1st and 2nd 2012 from 9:00 a.m. to 5:00 p.m. In return for the use of the space assigned to you by the Hood Canal Highland Celtic Festival (HCHCF), you hereby agree to abide by all rules and regulations stipulated below. In return, the HCHCF promises to promote and advertise this event.

REQUIRED DOCUMENTATION

1. Food vendors - please submit food pictures and menu descriptions with your application.
2. The Washington State Department of Revenue requires that professional merchandise vendors and food concessions have an active WA Unified Business ID #. If you are an out-of-state vendor, you will need a temporary WA Unified Business #. You must provide proof of an active or temporary WA Unified Business Id # to the Games Association. The Department of Revenue may be reached by telephone at: 800-647-7706.
3. The Mason County Health Department requires that food concessions have a Mason County Health Department itinerant permit (out of county permits are not acceptable). Any restaurant participating as a vendor who is licensed in Mason County needs to obtain the itinerant permit because they will be operating at a location other than the restaurant (unless the restaurant has a catering license with the Health Department). If the food concessionaire has a Mason County "mobile food wagon" permit and will be operating in the food wagon, then they do not need to obtain the itinerant permit. Food concessions must provide proof of a Mason County Health Department itinerant permit to the HCHCF. The Health Department will be receiving a list of all the food concessions. Mason County's Health Department may be reached by telephone at: 360-427-9670, ext 400.
4. The Hood Canal Highland Celtic Festival is required to carry special event liability insurance coverage for the event. As a part of this coverage, the insuring agency requires that we obtain certificates of insurance from all professional merchandise vendors and food concessions to verify products liability. All food and professional vendors must provide certificates of insurance to the HCHCF, naming HCHCF and the County of Mason, WA as additional insured. The insuring agency will receive a list of all vendors, along with copies of certificates of insurance.

RULES AND REGULATIONS

1. The Festival provides space only. No trailers or motor homes will be permitted on the grounds except for food preparation booths as required by the Health Department.
2. Changing booth locations after assignments will not be allowed (without permission of the HCHCF).
3. Local police will not provide extraordinary patrols of the Event grounds. Night security guards may be on duty Friday and/or Saturday evening. The HCHCF and its organizers cannot be held responsible for loss or damage. Exhibitors/vendors are responsible for securing booth and products.
4. Each exhibitor/vendor must park their vehicle in designated parking area after unloading for the day.
5. Exhibitors/vendors will receive gate passes, which must be carried at all times; replacement provided at a cost of \$7 per pass. Organization: Contact Name: Address: City, State & Zip: Phone: E-mail: Webpage (we will include a free link to your site) :
6. The Games are two days - Saturday, September 3rd and Sunday September 4th. Your registration fee is for both days. Hours of operation for vending are Saturday: from 9:00 a.m. to 5:00 p.m. and Sunday from 9:00 until 5:00 p.m., at the conclusion of the Massed Bands performance. Set-up begins on Friday, September 2nd at noon. No take-down will be allowed before closing time on Sunday.
7. Vendors are responsible for collecting and reporting sales tax. A chart for Mason County will be included in the information packet. The current sales tax rate is 8.4%.
8. Food concessions must have a current health permit and be ready for inspection.
9. Each booth must provide a small garbage can, which is to be emptied directly into the dumpster which will be designated on your booth location map. No dumping allowed in grounds garbage cans.
10. Each food concession booth shall provide two or more 32-gallon garbage cans with liners for the front of their booth. Food preparation boxes, garbage cans and boxes must be broken down and taken to dumpsters, not put in the public garbage cans. Clean up of the area at the end of the day is required.
11. Vendors with power/electrical needs: Electricity will not be provided to your booth until the on-site electrician gives his approval to connect you to the power source. Do not attempt to hook up to the power until you are told to do so. If you hook up without prior permission, the HCHCF is not liable for any damage to your equipment.
12. Violation of any of the above will result in eviction from the grounds.
13. Because booth space fees are committed in advance to pay costs associated with the Festival, there are no refunds for any reason.

Vendor Type & Space Needed

- Food vendor - \$ 100.00 for 10 x 10 booth
- Food vendor – requiring power - \$25.00 additional
- Merchandise Vendor- 10 X 10 booth - \$100.00
- Merchandise Vendor- 10 X 20 booth - \$200.00
- Merchandise Vendor- 20 X 20 booth - \$350.00

