



# Arts & Craft Street Fair • July 17-18, 2010

## VENDOR APPLICATION

Returning Vendor Priority Deadline – March 15, 2010  
Deadline to be included in Promotional Materials – May 31, 2010

Thank you for your interest in Snohomish's Kla Ha Ya Days Festival. To expedite your application for this 70+ year festival, be sure to fill out all questions including City Permit, sign your applications and include your booth fee! Space is limited and awarded on a first come basis.

Business Legal Name: \_\_\_\_\_ UBI: \_\_\_\_\_

Booth Name (DBA): \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (eve): \_\_\_\_\_ FAX: \_\_\_\_\_

Emergency Contact (during event) \_\_\_\_\_ Phone \_\_\_\_\_

Our scheduled promotions include **Posters**, **Kla Ha Ya Website** 10,000 advance **Handouts**, newsprint programs published by the **Snohomish Tribune**, the **Everett Herald** and other **Weekly** newspapers. **TBD Radio** and promotional articles appearing in the **Tribune**.

Were you a vendor at Kla Ha Ya Days Festival last year?  Yes  No  
Power is not available: will you bring a generator?  Yes  No

**Booth Size / Fee:** City event permit is included.

\_\_\_ 10' X 10' Booth \$100.00

\_\_\_ 10' X 20' Booth \$185.00 (Single Vendor)

\_\_\_ \$95.00 for my Craft Booth & \$95.00 for a friend's (include both applications)

\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_ \$ 25.00 late fee (if application received after June 1)

I am enclosing \$ \_\_\_\_\_ for my booth fee

**Note:** Arts & Craft Vendors sell their own Handmade items. The sale of commercial products require a Commercial Marketplace application. Please describe your products and enclose photographs.

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**CATEGORY:** (Please Check One)

\_\_\_ Clothing \_\_\_ Fiber \_\_\_ Jewelry \_\_\_ Fine Art \_\_\_ Ceramics/Pottery \_\_\_ Florals \_\_\_ Metal

\_\_\_ Music \_\_\_ Glass \_\_\_ Leather \_\_\_ Country Crafts \_\_\_ Toys \_\_\_ Wood \_\_\_ Food

## **Kla Ha Ya Days Festival Vendor Rules and Regulations**

**APPLICATION:** Applicants for the Kla Ha Ya Days Festival must answer all questions on the application, sign and date the Rule and Regulations (this sheet), and return them to the Kla Ha Ya Days Office with the booth fee by deadline date indicated on the face of the application form. All previous year vendors who apply for this year's festival by the stated Priority Deadline will be accepted unless they have failed to follow the Rules and Regulations.

**BOOTH FEES:** Street Fair Booth size is 10' x 10'. Fees are listed on the front page of the application form and are due with the application. Once accepted, there are no refunds.

**SALES:** Products sold at Kla Ha Ya Days Festival are subject to advance approval. Please submit photographs and descriptions of all goods intended to be displayed or sold in your booth. It is the responsibility of each vendor to report their sales at the close of each day to the Vendor Director or designated representative. Sales figures will be used by event organizers to evaluate the event. No individual information will be made available to other parties.

**SALES TAX:** Kla Ha Ya Days Vendors are responsible for collecting applicable state sales tax and reporting all sales to the Washington State Dept of Revenue with the local code 3115.

**SELECTION:** All applications are reviewed on the basis of quality and originality with consideration given to balancing types of booths within the festival. Photos of your goods or services are required. Applicants will be notified of their status by email.

**HOURS OF OPERATION:** All vendors must be open from 10am to 6pm on Saturday and 10am to 5pm on Sunday. No booth may be left unattended during these hours. You are encouraged, not required, to stay open later on Saturday during the evening parade

**SET UP:** Load in begins Saturday morning at 6:30am. Check in at the corner of Union and Glen Streets, in front of City Hall. Staff will be available to help vendors locate their booth space. **NO BOOTH WILL BE ALLOWED TO SET UP PRIOR TO THIS TIME.** Cars parked in the Street Fair area between 3:00 and 6:30 AM will be impounded. You may bring your vehicle into the Street Fair area after check-in but in no circumstances may you enter or cross 1<sup>st</sup> Street during setup. All set up must be completed and vehicles removed from the streets by 9:30am Saturday morning for city inspection. Please display your City Event Permit included in your check-in packet for the City inspectors.

**BREAKDOWN:** Load out begins at 5:00pm on Sunday afternoon. All booths and vehicles must be cleared from the streets before 7:00pm. Contact the Vendor Director immediately if an emergency will prevent you from meeting this deadline. Failure to meet this deadline will result in a fine and impound of your property

**SALES TAX:** Vendors are responsible for charging and claiming state sales tax. All sales tax collected in conjunction with Kla Ha Ya Days is to be reported to the State of Washington with a local code of 3115. .

**RESTRICTIONS:** 1). Vendors are not allowed to "ROVE" with their merchandise at any time. 2). No booth may be left unattended during hours of operation. 3.)No alcoholic beverages, illegal substances, pets, loud music or television and no "hawking" will be allowed in the vicinity of your booth 5)Items promoting the use of illegal substances, as defined by the Vendor Director will not be allowed.

**SECURITY:** Although limited security is provided, we do not recommend leaving your inventory in your booth overnight. **YOUR BOOTH AND CONTENTS REMAIN YOUR RESPONSIBILITY.** Neither the Kla Ha Ya Days Festival nor the City of Snohomish assumes responsibility for injury to persons, or loss or damage to any property of the vendors, including theft.

In submitting this application, applicant agrees to comply with all Festival, state and local regulations, and to save and hold harmless the City of Snohomish, Kla Ha Ya Days Festival, SeaFair, their employees, officers, sponsors and agents from any loss or damage to any persons or property caused by applicant's operation in connection w/ Kla Ha Ya Days, and further agrees to defend said Associations and City for any claims for such damage.

I have read and understand the above Rules and Regulations and will abide by them throughout my association with the Kla Ha Ya Days Festival. It is understood that the Kla Ha Ya Days Festival reserves the right to close, without refund, any participant not complying with these regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Title: \_\_\_\_\_

**Please sign & return w/ booth fees to:**

**Kla Ha Ya Days Festival, Attn: Vendor Director • PO Box 571, Snohomish, WA 98291 -0571 • (425)493-7824**



# CITY OF SNOHOMISH

116 UNION AVENUE † SNOHOMISH, WASHINGTON 98290 † TEL (360) 568-3115 FAX (360) 568-1375

## SPECIAL EVENT VENDOR BUSINESS LICENSE APPLICATION

● Please print clearly or type ●

Special Event Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Street

City, State Zip

Business Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Unified Business Identification Number (obtained from the Washington State Department of Revenue):

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**NON-REFUNDABLE LICENSE FEE: \$5.00** to be paid by the Special Event Organizer. Checks from individual vendors will not be accepted by the City of Snohomish. This fee is included in your Kla-Ha-Ya Days booth fee.

*I certify under penalty of perjury that the information above is correct  
to the best of my knowledge and belief.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT return this form to City Hall.** Individual vendor applications will not be accepted by the City. All applications and fees must be submitted by the Special Event organizer.