



**Kla Ha Ya Days~ July 23-24, 2011
 PO Box 571, Snohomish, WA 98291-0571
 Arts & Crafts - OR- Commercial Vendor Application
 Deadlines: Application Deadline May 29, 2011**

Business Legal Name: _____ UBI(required)_____

Booth Name (DBA):_____ Website:_____

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

Contact Name: _____ E-MAIL: _____

Phone (day): _____ Phone (cell):_____

Emergency Contact (during event)_____ Phone_____

COMMERCIAL.....10' x 10' Spaces Requested ___ X \$150.00= _____

ARTS&CRAFTS(HAND CRAFTED)...10' x 10' Spaces Requested ___ X \$100.00= _____

NON-PROFIT.....10' x 10' Spaces Requested ___ X \$ 50.00= _____

TOTAL FEE= \$ _____

Were you a vendor at Kla Ha Ya Days Festival last year? ___Yes ___No
(Returning Vendor Priority March 31, 2011)

Power is not available: will you be using a generator? ___Yes ___No

Describe your products and services and what you will offer in your booth. If it isn't listed you can't sell it.
 (Continue on back if needed) **Note:** Booth sales of commercially produced goods are subject to advance approval.

KLA HA YA DAYS VENDOR AGREEMENT: I wish to participate in Kla Ha Ya Days. The organization or individual(s) identified above shall as a condition of participation, indemnify and hold harmless, the non-profit Kla Ha Days organization, the City of Snohomish, the county of Snohomish and all of their officers, directors, committee members, and volunteers from any and all claims, suits, losses, damages, or expenses on account of bodily injuries or property damage arising out of their participation in the Kla Ha Days festival. Further, the said individual(s) or organizations will defend, on behalf of the City, County, and the Kla Ha Ya Days organization, all claims or suits for bodily injury or property damage arising out of their participation in the Kla Ha Ya Days festival. I also understand that any sponsor may, for publication or promotion, use my name or pictures of my participating in this event without obligation or liability to me. I also agree to abide by the Vendor Rules and Regulations attached to this application. **I also agree that my booth will be staffed at ALL TIMES.**

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____



Vendor Rules and Regulations

BOOTH FEES: 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 Noon to 4pm on Sunday. No booth may be left unattended during these hours. You are encouraged, not required, to stay open later on Saturday as the entertainment will last until 8pm.

SET UP: Load in begins Saturday morning at 6:00am. 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 1st Street during setup. All set up must be completed and vehicles removed from the streets by 9:00am 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 4:00pm 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

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.



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/Booth Activities (describe what you will be doing at your booth): _____

Business Name: _____

Business Address: _____
Street

City, State Zip

Business Phone Number: _____

Contact Name: _____

Washington State Unified Business Identification (UBI) Number (required):

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NON-REFUNDABLE LICENSE FEE: \$5.00 to be paid with this form to the Special Event Organizer.
Fees and applications from individual vendors will not be accepted by the City of Snohomish.

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

Signature

Date

Individual vendor applications will not be accepted by the City. All applications and fees must be submitted by the Special Event organizer. Farmers Market vendors should use the standard business license application.

The City of Snohomish Sales Tax Code is 3115.

DO NOT RETURN THIS FORM TO THE CITY OF SNOHOMISH.