



Sponsored by Windermere Real Estate  
 in partnership with George Pocock Rowing Foundation  
 & Seattle Parks and Recreation

**For internal use:**  
 Date Received: \_\_\_\_  
 Payment Received: \_\_\_\_  
 Logo Received: \_\_\_\_  
 Booth Description Received: \_\_\_\_

**VENDOR APPLICATION FORM**  
**Saturday, September 14 2019**  
**9 AM – 3 PM**  
**Green Lake**

**Location:** SW Corner of Green Lake, by the Small Craft Center and Amphitheater

\_\_\_\_\_  
 Company Name Contact

\_\_\_\_\_  
 Address City State/Zip

\_\_\_\_\_  
 Phone Mobile Fax

\_\_\_\_\_  
 Website Email

**Brief description of your booth/product/service offered (photos may be requested). Please describe what interactive activities you have planned for families, and any giveaways, games, etc. you may be offering.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*We reserve the right to deny applicants in order to keep the event offering balanced and appealing. We will make every effort to separate vendors with like merchandise/services.*

Tent Options: Please check box which applies to you.

**All vendors will receive an 8' draped table, vendor sign, and name identification with a link to their company URL on our event website.**

- 10' x 10' Tent (provided by event organizer) \$175 \_\_\_\_
- 10' x 10' Tent (I will bring my own; photos provided) \$100 \_\_\_\_
- Food Truck or cart (I will bring my own; photos & dimensions provided) \$125 \_\_\_\_
- 10' x 10' Tent (non-profit rate)(I will bring my own) \$50 \_\_\_\_

**Additional needs:**

- Need power source for booth Yes \_\_\_\_ No \_\_\_\_

## **Booth Space Definition and Restrictions:**

- Canopies must be **white** unless pre-approved by the organizer. If you want to set up something different, please send photos to event organizer for approval ahead of time.
- Set-up will begin at 7 a.m. on Saturday. Please drop off your items and move your vehicle to allow for other vendors to do the same. All vehicles must be removed from vendor area by 8:15 a.m.
- All vendor booths must be set up and ready to open no later than 8:45 a.m.
- Vendors are responsible for all valuables left in their booth.
- Breakdown on Saturday will begin at 3 p.m. Vehicles will be allowed to load after this time. Vehicles must not be left unattended.

## **Participant Agreement:**

I, the undersigned, agree to the following terms and conditions:

- To open on time and remain open 9 a.m. - 3 p.m. on Saturday, August 18, 2018.
- To submit a minimum of 50% deposit for booth fee at time of application submission. Deposit is non-refundable.
- To accept the space assigned to me by the event organizer.
- To provide a canopy/tent in good condition for my assigned space (if choosing the "I will bring my own")
- To be responsible for my own tax and insurance liabilities.
- To keep assigned tent area clean and free of litter and debris, and to dispose of such in accordance with city regulations.
- To be equipped with a fire extinguisher in compliance with fire code (see details below).

**If there is a cancellation due to war, acts of God, civil disobedience (riots), acts of terrorism or governmental requirements for closure due to health pandemic or other civil emergencies, organizer will make every attempt to reschedule the event, but cannot be held responsible.**

### **Booth - Space Includes:**

- 8' table with lines (if linens soiled during use, you are responsible for paying for it)
  - 2 Chairs
  - 1 Garbage Can
  - 10 x 10 tent (if ordered)
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**Food Vendors:**

FOOD VENDORS of must have a KING COUNTY FOOD HANDLERS PERMIT from the HEALTH DEPARTMENT and it must be ON DISPLAY at your booth. Allow three weeks for processing this permit.

Contact the Food Handlers Permit Hotline at (206) 296-4791 or visit [www.metrokc.gov](http://www.metrokc.gov). Food vendors must also have a TEMPORARY FOOD SERVICE PERMIT from King County. Allow at least 14 days for processing.

For more information call (206) 205-1924 or visit [www.metrokc.gov](http://www.metrokc.gov). FOOD VENDORS are required to carry COMMERCIAL GENERAL LIABILITY INSURANCE at limits of no less than

\$1 million per occurrence. In addition, Windermere Real Estate must be named as additional insured. CERTIFICATE OF INSURANCE IS DUE TWO WEEKS PRIOR TO THE EVENT.

All cooking areas must be equipped with a fire extinguisher rated 2A-10-BC, provided no oil is used as a cooking medium. If oil is used, a "Type K" extinguisher is required. Class 1 hoods need to have a UL300 compliant existing system and proof of service within the last 6 months.

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**I agree to indemnify and hold harmless Windermere Services Company, the George Pocock Rowing Foundation, the Seattle Department of Parks and Recreation, officers, volunteers, sponsors and agents from any and all claims arising by reason of accident, injury or death caused by persons or property of any kind arising out of, in connection with, or incident to the Windermere Summer Splash.**

**I understand that any violation of the above regulations will result in eviction from this event and forfeiture of my entry fee.**

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

**Print Name:** \_\_\_\_\_

