

# Fourth on the Plateau Application Form

(please print)



Presented by Sammamish Parks and Recreation

## Contact Information

Business: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
UBI#: \_\_\_\_\_

## Purpose

*Commercial Vendor* is a food or craft vendor wanting to sell items at the Fourth.  
*Community Vendor* is a local business who wants to participate in the event.  
Community Vendors are not sponsors and do not receive any advertising.  
Applications must include a description, photos and/or literature about products being sold, services made available, or items being exhibited.

Description of items available/exhibited:

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

## City Contact

City of Sammamish  
Dawn Sanders  
801 - 228th Ave SE  
Sammamish, WA 98075  
dsanders@ci.sammamish.wa.us  
(425) 295-0556

## Event Details

July 4th ~ 6:00 to 11:00 pm  
Sammamish Commons

A Fourth of July celebration, featuring fireworks, music, entertainment, and appetizing food/drinks from local vendors

## Application due June 1st

Applications will be accepted by mail or in person at Sammamish City Hall starting January 1st. Application received after June 1st will be charged a \$25 late fee. City Hall is located at 801 - 228th Ave SE 98075. Please address applications "Attention: Dawn Sanders"

## Booth Details

Vendors are assigned a designated 10'x10' space prior to the event. For an additional fee, 10'x20' spaces can be made available if enough room is available. Vendors are fully responsible for providing, set up, take down, and staffing their own booth, including all necessary items like canopies, tables, chairs, and displays.

## Set Up/Take Down

- Vendor set up starts at 3:30 pm day of
- Take down can begin at 10:00 pm
- No lights are allowed during fireworks
- Exiting the Commons takes place after event goes have left
- Vendors are provided one designated on-site parking space
- Specific set up and take down directions will be provided by June 25th based on your assigned booth location

# Application Form

(continued)

## Cost

### 10'x10' Booth Space

Food vendor (10x10)	\$250	_____
Food vendor (10x20)	\$300	_____
Commercial vendor	\$150	_____
Community vendor	\$150	_____
Local non-profit	\$100	_____

### Additional Fees

Received after 6/1	\$25	_____
Total 110 V outlets _____	x \$20 =	_____
Total 220 V outlets _____	x \$40 =	_____

**Total:** \_\_\_\_\_

*\$50 deposit due with application  
Deposit refunded if application not accepted  
Sponsor information available on request.*

## Restrictions

- No alcoholic beverages, televisions, loud music, or "hawking" allowed.
- Advertising is limited to your booth space so "rovers" cannot hand out flyers or merchandise outside of your booth.
- Signage is limited to one identifying sign on your booth with the business name listed on this application.

## Liability

The City of Sammamish is not liable for the loss, theft, or damage of your property during the Fourth on the Plateau event.

## Business License & UBI

Washington State requires a business license with an unified business identifier (UBI). To obtain a UBI, call (800) 647-7706 or go to [www.dor.wa.gov](http://www.dor.wa.gov).

## Checklist

### Enclose the Following:

- Completed & signed application
- List of items being sold & their prices
- Certificate of insurance, listing City of Sammamish as additionally insured
- Check for \$50 deposit

### Vendor History (Pick One):

- Returning to Fourth of the Plateau
- New to Fourth on the Plateau but part of another City of Sammamish event
- New to City of Sammamish events

### Temporary Food Service Permit:

- Already have a permit
- Applied for permit

## Selection Process

Selection is based on ability to participate, date the application was received, and if similar products or services are already being provided.

Both returning and new applicants are subject to a review of their products and services.

You will be notified of your acceptance by June 15th. You will receive an e-mail with more information and final instruction by June 25th. Any applicant not approved will receive a full refund.

Cancellations prior to June 15th will receive a full refund. Cancellations after June 15th will receive a 50% refund. No refunds will be given after June 30th.

## Agreement

I have read the application and understand all outlined rules and procedures.

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