

Sammamish Days

Application Form

(please print)



Presented by Sammamish Parks and Recreation

Business Name: _____
Contact Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____
Email Address: _____
UBI#: _____

August 18th, 2012

10:00—3:00 pm Sammamish Commons

A celebration in the City of Sammamish celebrating the ethnic heritage of our residents. This event includes a parade, music, entertainment, fun and appetizing meals and drinks available

Food Vendor (\$100)

Type of food: _____

- I have contacted the King Co. Health Office to apply for a temporary food service permit.
- I am exempt and do not need to apply for a temporary health permit
- I have enclosed a menu and price list.
- I have enclosed a certificate of insurance, listing the City of Sammamish as additionally insured.
- I need electricity and have included payment with this application.

Applications Due July 1st

Applications will be accepted by mail or in person at Sammamish City Hall, 801 228th Ave SE 98075. Please complete the attached application form and return it prior to July 1. Any application received after July 1 will be charged an additional \$25. A jury committee composed of Parks/Rec Staff and Commission members will screen applicants.

Commercial Vendor (\$100)

Applications must include a description, photo and/or literature about products or services being exhibited.

Include a short description below:

Vendor Space

Each vendor can select a 10'x10' space or 10'x20' space for the food fair. All vendors are responsible for providing their own booth, chairs, canopies and display material.

Costs

Food Vendor: \$100 + electricity
Commercial Vendor \$100 + electricity
Non-profit: \$50
\$25/ ea 110 V outlet
\$25/ ea additional 220 V outlet
\$25 fee for application received after 6/1

Sammamish Days Application Form Continued.

Non-Profit (\$50)

Exhibit Intent:

Vendor Cost Add-up Table

Food Vendor Fee: \$100 _____

Outlets are \$25 for each outlet

Total 110 outlets _____ x \$25 = _____

Total 220 outlets _____ x \$25 = _____

Commercial Vendor** \$100 _____

Non Profit Fee: \$50 _____

Late fee (after 7/1) \$25 _____

Total: _____

**Prices are for one (1) 10'x10' spot. A 10'x20' space is available for an additional \$25, mobile vendors excused from the extra fee.*

\$50 deposit is due with application, balance is due on or before July 15th. Deposit is 100% refundable should you not be accepted as a vendor.

*** Commercial Vendor is product sales only—marketing (sponsorship) booth information available upon request*

Set up & Take-down

- Set Up begins at 8:30 on August 18th.
- Take down begins at 3:00 pm.
- Vendors are allowed one (1) designated on site parking space.

Contact

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

Restrictions

- No alcoholic beverages, loud music, televisions or "hawking" are allowed.
- Vendors are not allowed to advertise outside of their booth space using "rovers" to hand out flyers or merchandise.
- Signage is limited to one (1) identifying sign on your booth with the business name listed on this application.

Liability

Please make necessary arrangements against loss, theft, or damage throughout the event. 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 UBI (unified business identifier). To obtain a UBI call (800) 647-7706 or go to www.dor.wa.gov.

Selection Process

Selection is based on ability to participate and the date the application was received.

All applicants, both returning and new, are subject to a review of their products and services. You will be notified of your acceptance by July 15th, 2011. You will receive an e-mail with more information and final instruction no later than August 1st. Any applicant not approved will receive a full refund.

Cancellations prior to July 15th will receive a full refund. Cancellations after July 15th will receive a 50% refund. No refunds will be given after August 1st.

Deposits will be returned to any vendors not accepted to this event.