



Office Use Only

- Returning Vendor
- Special Request
- Volunteer Hours
- Form Complete
- Paid in Full
- Confirmation Letter/Email Sent
- Entered

**Vashon-Maury Island Strawberry Festival™ 2007
Information Only (Commercial & Government) Booth Application Form
July 14th – 15th**

Business/Booth Name: _____

Contact Name: _____ Washington State UBI # _____

Mailing Address: (Street or PO Box) _____

City: _____ State: _____ Zip: _____

TELEPHONE _____ - _____ - _____ CELL _____ - _____ - _____ FAX _____ - _____ - _____

E-MAIL: _____

INFORMATION ONLY BOOTH - TYPE REQUESTED
Please check appropriate boxes. (Required items are checked.)

✓	Size		Cost		Total
	10' X 10' Commercial Information	@	\$ 100.00	=	
	10' X 10' Government Agency	@	\$ 75.00	=	
	10' X 10' Political Committee without Volunteer Hours	@	\$ 100.00	=	
	10' X 10' Political Committee with Volunteer Hours	@	\$ 50.00	=	
	Full amount will be charged if volunteer hours are not met.				
✓	Application Fee (non-refundable)	@	\$ 20.00	=	\$ 20.00
✓	Clean Up Fee	@	\$ 5.00	=	\$ 5.00
			TOTAL	=	

<input type="checkbox"/>	Returning Vendor	
<input type="checkbox"/>	Volunteer Hours	Contact Chamber Office for Volunteer Assignment by June 15 th .
<input type="checkbox"/>	Special Request	

Information Only: List booth activities; _____

Additional Requirements:

1. Booth or trailer dimensions (including awnings & tongue): _____ ft. _____ in. X _____ ft. _____ in
(All racks, tables, displays, etc. must fit within booth space.)
2. No sales of any kind are allowed in Commercial and Government Information Booths.
3. **Attach a copy of IRS non-profit designation letter if Washington State UBI # is not available.**

HOLD HARMLESS AGREEMENT

I have read and agree to the specified terms and conditions set forth in the Vashon Island Strawberry Festival application. I release the Vashon Island Strawberry Festival and all of their employees, agents and representatives of all liability and responsibility for injury, damage or loss sustained by any person or property including exhibitors, guests or works of art before, during or after the 2007 Vashon Island Strawberry Festival or as a result of the display of my work, equipment or materials. I understand the Vashon Island Strawberry Festival reserves the right to remove any works that do not meet the standards set forth in the application. I acknowledge failure to comply with the standards may result in my removal from the Festival and jeopardize my participation in future Festivals. I understand that there are no refunds or rain-checks due to inclement weather or failure to show up for the Festival. In consideration of the 2007 Vashon Island Strawberry Festival's use of enclosed slides and other promotional materials (including photographs and videotape) taken during the 2007 Vashon Island Strawberry Festival for purposes of promoting the Festival this year and in future years, I also agree to allow the Vashon Island Strawberry Festival to release my name and telephone number to the public for sales and promotion. I understand that the Vashon Island Strawberry Festival does not carry insurance to cover my personal property and that I store my artwork at my own risk.

I have read and agree to abide by the terms and conditions of this application. I understand and agree by signing that any false statement will result in forfeiture of booth space and all fees.

Signature: _____ *Dated:* _____

Enclosed: \$ _____ Check Number #: _____ Money Order #: _____ Cash: _____

Business Name: _____ UBI #: _____

Owner's Name: _____

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

Phone #: (____) _____ Fax #: (____) _____

E-Mail Address: _____

APPLICATION CHECKLIST

Make sure your application is complete! Please check appropriate boxes.

✓	Completed Information
	Application Fee: \$20. non-refundable made payable to Vashon Chamber
	Booth Fee: Based on booth type and size
	Clean-up Fee: Based on booth type
	Electrical requirements indicated
	Water requirements indicated
	Required documentation (UBI # or Non-Profit Documentation)
	Complete descriptions of items for sale (labeled pictures or j-peg email)
	Optional – Self-addressed stamped envelope for return of pictures

RECAP OF APPLICATION CHANGES & DEADLINES

APPLICATIONS:

Separate applications have been designed for each type of booth. If we are mailing you an application we will send the form applicable to your business. If you are using our website application, please locate your type of booth and fill out the appropriate form. Only one booth is allowed for each business (cannot split booth location).

All applications require the Hold Harmless Agreement to be completed and signed. Be sure to use the checklist at the bottom of the Hold Harmless Agreement to insure we receive all of your information.

All applications should include a detailed list of all items to be sold along with photos. Nothing can be sold that is not included in photo packet. If you would like the photos returned you must send us a self-addressed stamped envelope.

Rejection letters will be sent out within 10 days of receipt of application.

BOOTH LOCATIONS:

Information packets including booth location will be mailed no later than June 15th to vendors whose applications were received prior to June 1st.

Priority booth placement will be in order of returning Vashon booths, then returning vendors, and finally by receipt of new booth applications. After June 1st placement will be by availability – first-come, first-served.

SET-UP:

Ober Park Vashon artists may set-up Friday afternoon between 2 and 5 PM. Music begins in the park at 6:00 PM Friday night. Street vendors may set up on Friday evening after 5:30 PM if vehicle parking space is vacant. Set-up on Saturday morning must be completed by 9:00 AM.

FEES:

Our booth fees will remain the same as 2006. However you will notice on the application that there is an opportunity to request corner booths (limited number). A corner booth will allow you customer exposure from the front and one side. There will be an additional charge for corners booths and for booths that are over-sized. Please include the exact size of your booth or trailer including awning and tongues. This measurement should be used to calculate your fee. (All racks, tables, displays, etc. must fit inside booth measurement or you will need to pay the over-size charge.)

DEADLINES:

May 1, 2007 – Refunds will not be issued after this date. Application fee is non-refundable.

June 1, 2007 – Application deadline. Applications will be considered after deadline if space is available.

Booths accepted after June 1st will not be included in our Festival Guide or any other publications.

All application fees are non-refundable.

REFUND POLICY

Refunds will not be issued after May 1, 2007. Application fee is non-refundable.

Mail application, documentation & check to:
Vashon-Maury Island Chamber of Commerce
P.O. Box 1035
Vashon, WA 98070

Please make check payable to Vashon-Maury Island Chamber of Commerce.

Additional contact information:

Phone # (206) 463-6217 FAX # (206) 463-7590

E-mail: discover@vashonchamber.com

Web Site: www.vashonchamber.com

RULES, REGULATIONS AND TIPS

A. Food

1. Vendors serving prepared food are required to have a health certificate. The state issues temporary certificates. Contact Downtown Environmental Health (206) 296-4632.
2. Health certificates must be visibly posted at all times.
3. Health inspectors will check all food booths the morning of Saturday, July 14th.
4. All booth workers handling food must have a Food Workers Permit.
5. Fee for water access is required.
6. Vendors may begin set up as early as 5:00 PM on Friday, the 13th to allow adequate time for heating on Saturday morning.

B. Commercial

1. Vendors must have a current business license and provide your UBI#. Contact Department of Licensing Master License Service, PO Box 9034, Olympia, WA 98507-9034 (360) 664-1400
2. You must provide photos and a description of all items you are selling. No other items will be allowed.
3. Vendors may begin set up as early as 5:00 PM on Friday, the 13th.

C. Craft

1. Vendors must have a current business license or an event license, and provide your UBI#. Contact Department of Revenue, (206) 956-3000
2. You must provide photos of your crafts.
3. Your booth may only sell crafts hand made by you the artist.
4. You may not sell any commercially made or buy/sell products to qualify for this category.
5. Vashon craft vendors will be located in Ober Park and may set up from 2:00 PM to 5:30 PM, Friday, July 13th. Music in the park begins at 6:00 PM.
6. All other craft vendors will be located on the street near Ober Park and may set up beginning at 5:00 PM on Friday, the 13th.

D. Non-Profit

1. Non-profit and Not for Profit organizations must provide proof of their tax exempt status.
2. Non-profit and Not for Profit organizations, if selling items, must provide photos and a list of the products for sale.
3. Set up begins at 5:00 PM on Friday, the 13th.
4. If volunteer hours are not met for reduced booth fee, organization will be invoiced for the balance.

E. Information Only

1. No money may be collected for goods or services. Donations to political campaigns may be accepted.
2. Set up begins at 8:30 AM on Saturday July 14th.
3. Informational booths do not have to have Non-profit or Not for Profit status, but are restricted to providing only free information.

F. Children's

1. Booth must be run by children 16 year of age and younger.
2. Children under 12 must be accompanied by an adult.
3. Product must be made by the child.
4. Photos or a list of items for sale must be provided with the application.
5. Set up begins at 5:00 PM on Friday, the 13th.

All Participants

1. Any trash/garbage produced by your booth must be placed in the large dumpsters located behind Keller Williams Realty on SW 174th Ave. The trash receptacles in the road are for patrons. Please help us in keeping the Vashon Strawberry Festival clean
2. Additional parking location will be announced at a later date.
3. Vendor packets are sent out approximately two (2) weeks prior to the festival.
4. Booth assignments on the map are approximate locations.