



VENDOR APPLICATION

Organization Name:		
Organization Representative's Name:		
Mailing Address:		
Office phone:	E-mail:	
Event Contact (if different from Applicant):	Event Contact Cell Phone:	E-mail:
<p>Booth space – (Please check one.)</p> <p><input type="checkbox"/> I will provide my own table and chairs.</p> <p><input type="checkbox"/> I need the Parks Department to provide a 6 ft table and 2 chairs for my booth. <i>Please attach a separate piece of paper if additional space is needed to describe the activity and information you will be handing out. We are anticipating up to 3,500 participants at the event.</i></p>		10 x 10
<p><input type="checkbox"/> Commercial Activity/Demonstration Booth - Must provide your own tent/canopy and equipment. No electricity will be available. Describe the activity you will engage the public in that promotes a healthy community and additional information that will help with placement of your booth. We highly recommend a family or child friendly activity. All vendors will be integrated into the active recreation area.</p> <p><input type="checkbox"/> Will you be selling merchandise at the event? Your application must include a copy of both your WA State and City of Seattle Business License.</p> <p>Commercial vendors selling or giving items away must provide proof of insurance which names the City of Seattle, Seattle Parks and Recreation Department as an additional insured and includes minimum coverage for Commercial General Liability of \$1,000,000. Your insurance certificate must be accompanied by a policy change endorsement form CG 20 12 or CG 20 26.</p>		\$250
<p><input type="checkbox"/> Community/Non-profit Organization - Must provide your own tent/canopy and equipment. Information booths only. Describe how you will engage the public in an activity that promotes a healthy community. We highly recommend a family or kid friendly activity. All vendors will be integrated into the active recreation area.</p>		Free
<p><input type="checkbox"/> Food Booth or Truck - Half of menu must be healthy food choices. Must provide your own health and food handlers permits and insurance. Must be completely self-contained. No electrical outlets will be available. Small generators are allowed. Your application must include a copy of both your WA State and City of Seattle Business License.</p> <p>Food and beverage vendors must provide proof of insurance which names the City of Seattle, Seattle Parks and Recreation Department as an additional insured and includes minimum coverage for Commercial General Liability of \$1,000,000 and Business Automobile Liability of \$300,000. Your insurance certificate must be accompanied by a policy change endorsement form CG 20 12 or CG 20 26. A Temporary Food Event permit from the King County Health department is required for all food and beverage vendors, you can find the application and more information at the link below.</p> <p>http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/temporary.aspx</p>		\$50 non-refundable deposit and 10% of gross sales

BDOP 2017 Vendor Contract & Hold Harmless Agreement

THIS APPLICATION AND VENDOR AGREEMENT conveys the requirements for all vendors who will work at the **Healthy Parks, Healthy You Get Moving** event at Rainier Community Center Playfields on August 19, 2017. In return for use of space, you hereby agree to abide by all rules and regulations stipulated below.

- * Booth Space & Fees. Parks will charge fees as indicated on the application page. Fees are used to cover the expenses of the event. There are no refunds unless your application is denied during our review process or space is unavailable. Space location assignments are non-negotiable. Final space locations will be assigned and sent to vendors on or before August 11, 2017.
- * Parks is encouraging demonstrators of environmentally friendly products or services. These vendors will be given priority in space assignment.
- * This is a **Zero Waste event**. Be sure all of your materials (plates, bowls, cups, stir-sticks, straws, cutlery, etc.) are compostable. Please do not use items with additional packaging (example: cutlery sets wrapped in plastic, butter pats wrapped in foil or waxed paper, candies with wrappers, etc.). If you have any questions or need assistance, please contact Gwen Wessels at 206-615-1727 or gwen.wessels@seattle.gov.
- * No alcoholic beverages, smoking, pets, or loud music are allowed at the event.
- * Parks reserves the right to remove any products or materials it does not consider suitable for a general audience of adults and children.
- * **SET UP and TAKE DOWN TIMES:** Saturday, August 19th only; beginning at 8:00 a.m. All vendors must be set up by 10:30 a.m. You can drive ONE VEHICLE to the unloading area to unload your materials. Vehicles must be removed from the unload area immediately after unloading. No vehicles will be allowed to load or unload after 10:30 a.m. Each party shall clean its area at the end of the event. Final clean up and breakdown must be completed by 6:00 p.m. Vehicles will not be allowed back into the event area until the event is over and public participants have departed.
- * **LOADING/UNLOADING AREA:** The drop off zone for loading/unloading will be on **38th Ave S., between S. Oregon St. and S. Conover Way**. Once vehicle is unloaded vendors must move car and park car off site. We will have staff available with golf carts to assist in bringing your items to your booth area if needed. Registered food trucks will be the only vehicles permitted to drive onto the field.
- * Bring all equipment needed for your activity or event, including handcarts for loading and unloading.
- * **Laws and Rules:** The vendor shall comply with all state laws, City ordinances, regulations of the Superintendent of Seattle Parks and Recreation (Parks) applicable to activities in City parks, and any lawful order of a Parks representative made to prevent injury or damage.
- * The vendor assumes responsibility for all activities it conducts during the event, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order.

I/We the undersigned acknowledges I/we have read, understand, and agree to be bound by the terms of this agreement and for myself, my heirs, administrators and assigns, waive and release any and all right and claim for damaged I/we have against the **Healthy Parks, Healthy You Get Moving "BIG DAY OF PLAY"** event, City of Seattle or any organization or individual connected with this event, their representatives, successors and assigns for any and all damages, losses, thefts or injuries which I/we suffer while taking part in any activities linked to this event or suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises. In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgment is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment. The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of person's employment.

Signature _____ **Date** _____

Print Name _____

Business/vendor Name _____

Checks made payable to: City of Seattle – Parks and Recreation

Send completed application and check to: Big Day of Play - 4554 NE 41 St - Seattle, WA 98105

For questions or additional information, please e-mail: bigdayofplay@seattle.gov