

# City of Auburn International Festival 2013

## Sunday, August 11 | 10 a.m. - 4 p.m.

### Vendor Application

### Deadline: August 2, 2013



#### About International Festival

**Date:** Sunday, August 11, 2013

**Time:** 10:00 a.m. – 4:00 p.m.

**Location:** Downtown Auburn, 1st Street SW between A Street SW & South Division Street

**Event profile:** The Auburn International Festival seeks to create a stronger sense of community by embracing and celebrating the diverse cultures that make up the City of Auburn. To celebrate this diversity, the City of Auburn's presents the third annual Auburn International Festival as a tie between the Auburn International Farmers Market and Auburn Days. The Festival will feature an entertainment stage, community vendors, arts and craft vendors and children's activities.

**Anticipated event attendance:** 1,500+

#### Selection Criteria and Booth Information:

- Booths are uncovered 12' x 12' space (activity vendors may be granted additional space). Vendors must supply their own materials (canopies, tables, electrical cords, signs, etc.) and are responsible for all set-up and take-down. Vendors are required to stay in their assigned space and required to stay for the duration of the festival.
- Payment must accompany application. Unapproved applications and payments will be returned to you.
- Accepted vendors in the Activity Vendor category must provide proof of insurance, by August 2, 2013 for one million (\$1,000,000) dollars naming the City of Auburn as additional insured.
- Artists must submit photographs or images of your work. Include a self-addressed stamped envelope if you want photographs returned.
- Electricity is available on a limited basis (see below for fee structure). Payment must accompany application.
- The City of Auburn does not require a percentage of sales. Vendors keep all of their revenue.
- No refunds after the application deadline of August 2, 2013. Prior to the deadline, refund will be given less \$5.
- Complete event information will be mailed the week of August 5, 2013.

#### General Vendor Definitions and Fees

Please check the appropriate fees. Enter quantities where necessary.

<b>Non-Profit/Community Vendor:</b> Any non-profit agency. Non-profit certificate must accompany application form to receive non-profit rate.	\$10	\$
<b>Arts &amp; Craft Vendor:</b> Handmade items. Commercially produced and imported goods will not be accepted in this category. Artists must submit photographs or images of your work (see above).	\$30	\$
<b>Food Vendor:</b> Food vendors must provide their own shelter, water and generator (below 70 decibels) for power. All food vendors must have a County Health Department food handling permit and follow all health department guidelines. You must display your food handling cards in your booth. Washington State Law requires that all food vendors provide a recycling station.	\$50	\$
<b>Activity Vendor:</b> Any business/organization who provides an activity. Activity Vendors may charge fees for their activities. Activity vendors must provide proof of insurance (see below). Activity vendors may be approved for more than a 12' x 12' space.	\$100	\$
<b>Commercial/Retail Vendor:</b> For example, a business, enterprise, firm, company or other organization engaged in the trade of goods, services or both to consumers to make a profit for their company.	\$200	\$
<b>TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE)</b>		\$

**APPLICATION DEADLINE IS AUGUST 2, 2013.**

*Applications received after August 2, 2013 will be considered on a space-available basis. Call 253-804-5042 or email [jbrewer@auburnwa.gov](mailto:jbrewer@auburnwa.gov) for more information.*



# Auburn Parks, Arts & Recreation • International Festival 2013

## General Vendor Application • Deadline: August 2, 2013

Contact Name:		
Business Name: (**Non-profit certificate must accompany application form to receive non-profit rate).		
Have you participated in International Festival before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year(s)?		
Address:		
City:	State:	Zip:
Phone:	Alternate Phone:	
Email:	Website:	
Describe any special set-up or space requirements:		

Please include a complete list of items that you plan to sell or activities/services that you wish to charge for. Please note that general vendors are not permitted to give-a-way or sell food or beverage items and are only approved to sell items listed on this form. Only Food Vendors are allowed to sell food and beverage items. (Attach additional items on a separate piece of paper if necessary):

1.	\$	5.	\$
2.	\$	6.	\$
3.	\$	7.	\$
4.	\$	8.	\$

### PAYMENT INFORMATION (Total \$ \_\_\_\_\_ )

Method of Payment (check one)	<input type="checkbox"/> Check enclosed (Make payable to Auburn Parks, Arts & Recreation)	<input type="checkbox"/> Credit Card (fill in information below)
CARDHOLDER NAME (please print)	CARD TYPE (check one): <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
CARD NUMBER	EXP. DATE	
CARDHOLDER SIGNATURE	DATE	

**INSURANCE** – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of the booth by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

**AGREEMENT** – The Applicant agrees to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the Applicant, the Applicant's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the Applicant, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. My signature also indicates that I have read and agree to the details outlined in the "Selection Criteria and Booth Information" on the reverse side of this application.

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

**PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM BY AUGUST 2, 2013 TO:**  
 Auburn Parks, Arts & Recreation Department – International Festival 2013 • 910 Ninth Street SE • Auburn WA 98002  
 Fax: 253-931-4005 • Email: jbrewer@auburnwa.gov • For more information, call 253-804-5042.