

Auburn Parks, Arts & Recreation KidsDay 2017 General Vendor Application Deadline: May 22, 2017



ABOUT AUBURN'S KIDSDAY

Date: Friday, June 23, 2017

Time: 11 a.m. – 4 p.m.

Location: Les Gove Park, 910 Ninth Street SE

Event Profile: An event specifically designed for youth in the Auburn and area community! The event features an entertainment stage, inflatable rides, mini golf, kids' crafts, face painting, food vendors, over 70 activity/information vendors and more. Complete event information can be found at www.auburnwa.gov/events.

Anticipated attendance: 12,000+

SELECTION CRITERIA AND BOOTH INFORMATION:

1. The City of Auburn provides one 12' x 12' space. Vendors must supply their own materials including tables, chairs, canopies, electrical cords, signs, etc. and are responsible for all set-up and take-down.
2. All vendors, with the exception of Craft Vendors, are required to provide a hands-on activity. We recommend having enough supplies and handouts for 1,500 children. The primary audience is kids ages 4-11.
3. Electricity is available on a limited basis (see below for fee structure). **If you're bringing your own source of temporary power, you're required to obtain and L&I Permit and schedule your inspection. Please contact L&I directly at 206-835-1000.** Payment must accompany application.
4. Your booth must be staffed from 11 a.m. - 4 p.m. No early departures.
5. No refunds after the application deadline. Prior to the deadline, refund will be given less \$5.
6. Booth set-up will be held for all participants from 8:30 a.m. – 10 a.m. Complete event information and set-up instructions will be e-mailed the week of June 5.

GENERAL VENDOR DEFINITIONS AND FEES

Please check the appropriate fees. Enter quantities where necessary.

Non-Profit Vendor: Any non-profit agency. Non-profit certificate must accompany application form to receive non-profit rate.	\$10 - on or before May 22 \$12 - after May 22	\$
Craft Vendor: Only hand-crafted children's items are accepted. (Two-three photos of your work are required.)	\$40 - on or before May 22 \$48 - after May 22	\$
Childcare Provider: Any agency whose primary purpose is to provide childcare.	\$50 - on or before May 22 \$60 - after May 22	\$
Community Youth Recreation Vendor: Any agency whose primary purpose is to provide recreational activities to children/youth.	\$50 - on or before May 22 \$60 - after May 22	\$
Youth Education Vendor: Any agency whose primary purpose is to provide educational services to children/youth.	\$50 - on or before May 22 \$60 - after May 22	\$
Activity Vendor: Any business/organization who provides entertainment or activity. Activity Vendors may charge fees for their activities. Activity vendors may be asked to provide proof of insurance. Activity vendors may be approved for more than a 12' x 12' space.	\$125 - on or before May 22 \$150 - after May 22	\$
Commercial/Retail Vendor: 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. Commercial/Retail vendors are not required to provide a hands-on activity, although it is recommended to draw traffic to your booth space.	\$350 - on or before May 22 \$420 - after May 22	\$
Table(s)	\$25 ea. X (no. needed _____) =	\$
Chair(s)	\$5 ea. X (no. needed _____) =	\$
Access to water: Limited support is available.	\$50	\$
Electricity: Check amps needed. Limited support available. <i>Note: If you're bringing your own source of temporary power, you're required to obtain and L&I Permit and schedule your inspection. Please contact L&I directly at 206-835-1000.</i>	<input type="checkbox"/> 1-29 amps/1-3,480 watts (\$50) of amps/watts needed _____ # \$ <input type="checkbox"/> 30-50 amps/7.2-12kw (\$100) of amps/watts needed _____ # \$ <input type="checkbox"/> over 50 amps/12kw (call for pricing)	
TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE)		\$

APPLICATION DEADLINE IS May 22, 2017

Applications received after May 22 will be considered on a space-available basis.

Various Event Sponsorship opportunities are available. Call 253-931-3052 for more information.



Auburn Parks, Arts & Recreation KIDSDAY 2017 • GENERAL VENDOR APPLICATION • DEADLINE: MAY 22, 2017

Name of Organization or Group: (***)Non-profit certificate must accompany application form)		
Have you participated in KidsDay before? <input type="checkbox"/> Yes / <input type="checkbox"/> No	If yes, what years?	
Contact Person:		
Organization Address:		
City:	State:	Zip:
Phone:	Alternate Phone:	
Email:	Website:	
Please describe your agency's hands-on activity (required for all vendors other than commercial and craft):		
Describe any special set-up or space requirements:		

Craft/Commercial/Activity vendors - please include a complete list of items/services that you wish to charge for. Attach additional items on a separate piece of paper, if necessary. (NOTE - other vendor categories are not permitted to offer items/services for sale).

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

PAYMENT INFORMATION (Total \$ _____)		
METHOD OF PAYMENT (check one)	<input type="checkbox"/> Check enclosed (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	3-Digit Security Code	Exp. Date
Cardholder Signature	Date	

The undersigned waives and releases all rights and claims that might be held against the City of Auburn, its duly elected officials and its employees to save and hold harmless the City from all losses, damages or injuries. 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 MAY 22, 2017 TO:
 Auburn Parks, Arts & Recreation Department – KidsDay 2017 • 910 Ninth Street SE • Auburn WA 98002
 Fax: 253-931-4005 • Email: kpachciarz@auburnwa.gov • For more information, call 253-931-3043