

City of Auburn Parks, Arts & Recreation

AuburnFest 2019

General Vendor Application

Deadline: July 9, 2019



Date: Saturday, August 10, 2019

Time: 11:00 a.m. – 7:00 p.m.

Location: Les Gove Park, 910 9th Street SE

Event profile: A community summer festival featuring live entertainment, a beer garden, inflatable rides and youth activities, craft artists, community vendors, a trackless train, mini golf, climbing wall, a spray park and much more.

Anticipated event attendance: 8,000+

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 activity vendors (and those required vendors) must provide proof of insurance, by July 26, 2018 for one million (\$1,000,000) dollars naming the City of Auburn as additional insured.
- Artists must submit 2-3 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. **If you're bringing your own source of temporary power, you're required to obtain an L&I Permit and schedule your inspection. Please contact L&I at 206-835-1000.**
- The City of Auburn does not require a percentage of sales. Vendors keep all of their revenue.
- No refunds after the early application deadline of July 6, 2018. Prior to the deadline, refund will be given less \$5.
- Complete event information will be mailed the week of July 29.

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. Vendors in this category are limited to no more than two booth spaces.	\$25 - on or before July 9 \$40 - after July 9	\$
Arts & Craft Vendor: Crafts must be handmade. Commercially produced and imported goods will NOT be accepted in this category. (Two-three photos of your work are required.) Electricity not available in this category.	\$50 - on or before July 9 \$65 - after July 9	\$
Community Recreation/Education Vendor: Any agency/business whose primary purpose is to provide recreational activities or educational services. (Vendors in this category must provide some type of hands-on activity or active component to their vendor booth. Certain activities may require proof of insurance naming the City as additional insured.)	\$75 - on or before July 9 \$100 - after July 9	\$
Activity Vendor: Any business/organization who provides entertainment or activity. Activity Vendors may charge fees for their activities. Activity vendors must provide proof of insurance naming City as additional insured. Activity vendors may be approved for more than a 12' x 12' space.	\$200 - on or before July 9 \$250 - after July 9	\$
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.	\$350 - on or before July 9 \$425 - after July 9	\$
Electricity: Check amps needed. Limited support available.	<input type="checkbox"/> 1-29 amps/1-3,480 watts = \$50 # of amps/watts needed: _____ <input type="checkbox"/> 30-50 amps/7.2kw-12kw = \$100 # of amps/watts needed: _____ <input type="checkbox"/> 50 amps/12kw (call for pricing)	\$
TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE)		\$

APPLICATION DEADLINE IS July 9, 2019

Applications received after July 9 will be considered on a space-available basis.

Opportunities are available for commercial/retail businesses through various event sponsorships. Call 253-804-5049 for more information.



Auburn Parks, Arts & Recreation • AuburnFest 2019 General Vendor Application • Deadline: July 9, 2019

Contact Name:	
Business Name: (***)Non-profit certificate must accompany application form to receive non-profit rate).	
Have you previously participated in AuburnFest or a City of Auburn festival? YES NO If yes, what year(s)?	Are you an activity vendor? Yes No <small>(Activity vendors must provide proof of insurance, by July 29, for one million dollars (\$1,000,000), naming the City of Auburn as additional insured.)</small>
Address:	
City:	State: Zip:
Phone:	Alternate Phone:
Email:	Website:
Describe any special set-up or space requirements:	
Community Recreation/Education Vendor describe on-site activity:	

Please include a complete list of items that you plan to sell or activities/services that you wish to charge for. 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. *(Attach additional items on separate sheet if necessary):*

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

PAYMENT INFORMATION (Total \$ _____)		
Method of Payment (select 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): VISA MASTERCARD DISCOVER AM/EXPRESS	
CARD NUMBER	3-DIGIT SECURITY CODE	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.

RELEASE – 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 JULY 9, 2019 TO:
Auburn Parks, Arts & Recreation Department – AuburnFest • 910 9th Street SE • Auburn WA 98002
Fax: 253-931-4005 • Email: events@auburnwa.gov • For more information, call 253-931-3043