

Auburn Parks, Arts & Recreation KidsDay 2020 General Vendor Application Deadline: May 18, 2020



ABOUT AUBURN'S KIDSDAY

Date: Friday, June 19, 2020

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 130 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 1.

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 18 \$12 - after May 18	\$
Craft Vendor: Only hand-crafted children's items are accepted. (Two-three photos of your work are required.)	\$40 - on or before May 18 \$48 - after May 18	\$
Childcare Provider: Any agency whose primary purpose is to provide childcare.	\$50 - on or before May 18 \$60 - after May 18	\$
Community Youth Recreation Vendor: Any agency whose primary purpose is to provide recreational activities to children/youth.	\$50 - on or before May 18 \$60 - after May 18	\$
Youth Education Vendor: Any agency whose primary purpose is to provide educational services to children/youth.	\$50 - on or before May 18 \$60 - after May 18	\$
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 18 \$150 - after May 18	\$
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 18 \$420 - after May 18	\$
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 18, 2020

Applications received after May 18 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 2020 • GENERAL VENDOR APPLICATION • DEADLINE: MAY 18, 2020

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.	\$	4.	\$
2.	\$	5.	\$
3.	\$	6.	\$

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	

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 is fully aware that there are special dangers and risks inherent in this activity, including, but not limited to, serious physical injury, death or other harmful consequences, that may arise directly or indirectly from participation in this activity and harm the Applicant listed above or its individual members. Being informed of these risks and in consideration of being allowed to participate, we assume all risk of injury, damage, and harm to any member arising from participation. The Applicant agrees to indemnify, defend, and hold harmless the City, its officials, employees, volunteers, and agents from all causes of action, claims, and fees arising from its participation, except those arising from the City's sole negligence, and waive any right of recovery against the City for personal injury, death or other consequences occurring from participation in this activity. I agree that I have authority to enter into this agreement for the Applicant. I also agree I have read and agree to the conditions 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 18, 2020 TO:
 Auburn Parks, Arts & Recreation Department – KidsDay 2020 • 910 Ninth Street SE • Auburn WA 98002
 Fax: 253-931-4005 • Email: kpachciarz@auburnwa.gov • For more information, call 253-931-3043