



October 14, 2017 – Vendor Application

To apply for a vendor booth space – please fully complete this form and return it promptly. (Good spaces available.)

	PLEASE PROVIDE ALL THE INFORMATION REQUESTED BELOW
	← MAIN CONTACT NAME
	← ORGANIZATION NAME
	← MAILING ADDRESS
	← CITY, ST. & ZIP+4
	← HOME PHONE
	← CELL PHONE
	← EMAIL ADDRESS
	← STATE UBI # (REQUIRED)

Non-profit - Exhibit booth, run games or event activity – Please indicate what you propose to do.

- Service Club
 School Group
 Gov. or Environmental

Arts and Crafts Vendors – Merchandise must be handmade by the vendor (Indicate the kind of things sold)

- Fabric Photography Glass/Ceramics Home & Garden Plants Painting
 Wood Toy Crafts Wearable Art Furniture Sculpture Jewelry
 Music Health Products Pets/Nature Other (specify): _____

Commercial Vendors – Mass Produced or Imported Merchandise (Indicate the kind of things sold)

- Furniture Automotive Financial Services Home & Garden Imports Painting
 Health Services Health Products Home Improvement Recreation Machinery Jewelry
 Music Educational Pets/Nature Other (specify): _____

Food/Beverage Vendors – Indicate everything you wish to sell and attach a full menu, including your prices.

- Beverages Ice Cream Hamburgers Dessert Deli Sandwiches Curry Fries
 Dogs/Sausages Elephant Ears Kettle Corn Asian Greek/Mediterranean Candy
 BBQ Pork/Beef BBQ Chicken East European Mexican Specialty Vegetables Italian
 Espresso Shaved Ice German Other (specify): _____

List pumpkin food item(s) you would like to sell:

PLEASE PROVIDE THIS IMPORTANT PARKING AND ELECTRICAL INFORMATION

Do you need electricity to operate? _____ If yes, what? _____ Can you bring a generator? ____
 Equipment operating together draws a maximum of _____ Amps and _____ Watts, using 110v or 220v plugs.
 (If a power need was indicated above, you'll be sent an electrical order form to return with the required service fee.)

INDICATE THE TYPE OF SPACE REQUESTED

- | | | | | |
|---|--|--|--|--|
| <input type="checkbox"/> 10'x10' @ \$50 ea. | <input type="checkbox"/> 10'x10' @ \$125 ea. | <input type="checkbox"/> 10'x10' @ \$75 | <input type="checkbox"/> 10'x10' @ \$125 | <input type="checkbox"/> 10'x10' @ \$75 |
| <input type="checkbox"/> 20'x10' @ \$70 ea | <input type="checkbox"/> 20'x10' @ \$200 ea. | <input type="checkbox"/> 20'x10' @ \$150 | <input type="checkbox"/> 20'x10' @ \$200 | <input type="checkbox"/> 20'x10' @ \$125 |
| Handmade art & crafts or environmental/non-profit | Professional Food Vendor (Food booth) | Adult/Service Clubs (Food booth) | Commercial/Corp. Direct Marketing | Commercial Merch. & Services booth |

Make Checks Payable to: **Orting Pumpkin Fest**



Vendor/Exhibitor Personal Service Agreement

An agreement is entered into this day, by and between, the Tacoma Events Commission, a Washington non-profit corporation, hereinafter referred to as the "COMMISSION" and the vendor listed on the opposite page hereinafter referred to as "VENDOR".

In consideration of the mutual promises and covenants hereinafter contained, it is hereby agreed as follows:

1. **INDEPENDENT CONTRACTOR status.** The VENDOR is considered to be an independent contractor who shall at all times perform its duties, responsibilities and services as an independent contractor and shall never represent or construe its status to be that of an agent or employee of the COMMISSION, City of Orting, or the Orting Pumpkin Fest, nor shall they be eligible for any employee benefits from those listed above.

The VENDOR represents and warrants that any and all, federal, state and mandatory deductions or other charges and taxes imposed by law shall be the sole responsibility of the VENDOR. The fee for art, craft food and information booths includes City of Orting vendor license. If the COMMISSION is assessed, liable or responsible in any manner for those deductions, charges or taxes, VENDOR agrees to indemnify and hold harmless the COMMISSION and the other parties named, from those costs including attorney fees.

2. **Scope of Work.** VENDOR agrees to perform services under this Agreement primarily by serving as a food, merchandise or information vendor at the Orting Pumpkin Fest in Orting City Park between the hours of 10:00AM and 5:00PM on Oct.14th
3. VENDOR will fully comply with the Special Event Requirements of the Orting Fire Department. The VENDOR agrees to dispose of all waste appropriately and keep the concession area clean and free of trash and leave the area clean upon departure. All cardboard boxes shall be folded and placed in a designated disposal area. No parking in front of businesses. Vendors & sponsors who are not pre-authorized and paid to be a food vendor may not sell or give away food or beverages.

The VENDOR agrees to utilize only electrical equipment that complies in all aspects with the National Electrical Code. The VENDOR further agrees they will not use any two-wire extension cords or any non-grounded equipment.

All VENDORS serving food & beverage products must comply with the Temporary Food Services Establishment Permit requirements of the Tacoma-Pierce County Health Department and pass all health inspections.

FOOD VENDORS must provide all necessary health permit information and proof of insurance before Sept. 15. If completed food handler/booth inspection documents are not provided on time a \$100 health inspection fee is due.

4. VENDORS will pay booth fees before the due date. The VENDOR agrees to file a report of sales with COMMISSION by October 20th. Food Vendors agree to pay the EVENTS COMMISSION, **10% of gross sales** generated at the Pumpkin Fest by October 20th.
5. **Indemnification.** VENDOR shall indemnify and hold harmless the Tacoma Events Commission, sponsors of the Orting Pumpkin Fest, the City of Orting, and their officials, officers, agents, employees, volunteers, and representatives, from, and shall process and defend at it's sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, lien, expenses, and costs arising out of or occasioned by the performance, acts, and/or omissions by the VENDOR, it's employees, agents, representatives or volunteers relative to any activity and/or omissions by VENDOR, its employees, agents, representatives or volunteers relative to any activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, VENDOR shall pay any judgment or lien arising there from, including any and all costs as part thereof. All **FOOD & Beverage VENDORS** must **supply proof of insurance** in advance showing minimum liability of \$1,000,000 and naming Tacoma Events Commission and the City of Orting as additional insured.
6. **Enforcement.** If by reason of default on the part of either party in the performance of any provision of the Agreement it becomes necessary for the non-defaulting party to employ an attorney, the defaulting party agrees to pay all costs and legal expenses expended and/or incurred by the non-defaulting party. Submitting an unsigned application assumes agreement to these terms.
7. **Entire Agreement.** This constitutes the complete and final agreement of the parties replaces and supersedes all oral and written proposals and agreements heretofore made on the subject matter, and may be modified only in writing and signed by both parties, both acknowledge receipt of an executed copy of the agreement.

My signature below certifies I have read, understand and agree to comply with the terms of this Agreement for a booth space.

Signature of the person responsible

Print name, title and the name of the organization

Date signed

