



# 2008 FOOD VENDOR REGISTRATION AND CONTRACT

VENDORS WILL BE NOTIFIED OF ACCEPTANCE BY MAY 1 AT THE LATEST. IF YOU ARE ACCEPTED, THIS PAGE PLUS INSURANCE, PERMITS AND CHECK MUST BE RECEIVED IN CCNW OFFICE BY JUNE 30

Business\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State \_\_\_\_

Zip\_\_\_\_\_ email\_\_\_\_\_

WA State Tax ID\_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone\_\_\_\_\_

FOOD TO BE SOLD *(please describe in detail, including beverage):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ELECTRICAL NEEDS:

Amp rating or wattage consumption: Amps are in 10-amp increments with a minimum of 20 amps. If you do not know the amps required to operate a piece of equipment, including starting the equipment from a standstill, please indicate the watt consumption of the individual pieces of equipment and the electricians will calculate.

The fees will be calculated at \$5 per amp for 110V and \$9 per amp for 220V. It is important that all equipment that requires power is listed.

Voltage needed: \_\_\_\_\_110V \_\_\_\_\_220V

Amps needed: \_\_\_\_\_

WATER NEEDS: \_\_\_\_\_

## BOOTH BILL:

Booth space fee \$1000	\$_____
Electric hook up fee	\$40.00
Amp fee: _____ amps x \$5 (110V) or _____amps x \$9 (220V)	_____
City of Bellevue special events fee	\$15.00

**TOTAL DUE BY JUNE 30 TO CCNW:** \$\_\_\_\_\_

I, \_\_\_\_\_, have read and agree to abide by the **Bellevue Festival of the Arts** rules and regulations enclosed within this registration. I hereby release and hold harmless the Craft Cooperative of the Northwest from any and all personal liability including, but not limited to, theft, personal injury, bodily injury, strike, public enemy or act of God and to indemnify it for any damages arising from my conduct at the event.

Signature\_\_\_\_\_

Date\_\_\_\_\_

## FOOD VENDOR INFORMATION

It is understood that the *Bellevue Festival of the Arts* is under the sponsorship of the Craft Cooperative of the Northwest. The undersigned agrees to hold said agents harmless from and against any and all liability the right to be in the show and which may arise out of the acts and/or negligence of the participant or other persons acting on the behalf of the participant.

Participant further agrees to hold the Cooperative, its officers, directors and employees harmless from and against any and all products liability claims which may arise out of the sale of products by the participant in the show.

Participant has read and understood the above. Participant has also read and understood the following show rules and regulations and agrees to abide by them. Violation of any of all of these rules and regulations could result in participant being asked to leave the show.

### RULES AND REGULATIONS

**BOOTH FEES:** \$1000 for a 10x10 foot booth space. No commission is taken. Participants pay an electric fee of \$40 plus \$5 per amp (110V) or \$9 per amp (220V). These fees are due by June 30 (*use work space below to calculate total cost*). Ice is available at \$10 per 40# bag. The payment for ice used is due immediately after the festival.

.	Booth space fee \$1000	for 10' x 10'	\$_____
	Electrical hook-up fee		40.00
	Amp fee: _____ amps x \$5 (110V) or _____ amps x \$9 (220V)		_____
	City special event license fee		15.00
	<b>TOTAL DUE BY JUNE 30:</b>		<b>\$_____</b>

MAKE CHECKS PAYABLE TO CCNW. Thank you  
 Washington State UBI tax # \_\_\_\_\_

**COUNTY FOOD PERMITS:** Vendors are responsible for submitting a Temporary Food Service Application to the Northshore Health Center at 10808 NE 145<sup>th</sup>, Bothell, WA 98011 206-296-9791. It can be downloaded at [www.metrokc.gov/health/foodsfty/foodbusiness.htm](http://www.metrokc.gov/health/foodsfty/foodbusiness.htm). The application is due at that office at least 14 days prior to the event. **A copy of the application is due to CCNW no later than July 10.** All workers must have food handlers permits before working at the event. Permits can be obtained from any district health office. Call 206-296-9791 for more information.

**STATE BUSINESS LICENSE:** If the participant does not have a valid Washington State Tax Number, contact the Department of Revenue at 206 956 3003 or Rose Duffy @ 956 3444 to get your free tax number and remittance form.

**SPECIAL EVENTS TAX:** The city of Bellevue assesses \$5 a day from each vendor.

**INSURANCE:** Vendors shall obtain primary insurance, naming CCNW as additional insured, with coverage in the amounts of \$500,000 aggregate bodily injury and property damage (including personal injury and contractual liability) and premises medical coverage. Insurance certificate must show CCNW as an additional insured. Any insurance on the premises which has been purchased by the Lessor (and CCNW) will be considered between the parties here-to as excess coverage over the insurance provided by the food vendor.  
**SEND A COPY TO CCNW BY JULY 10.**

**FIRE EXTINGUISHER:** The city of Bellevue fire department requires a 2A10BC fire extinguisher in each food booth. CCNW does not provide extinguishers.

**BEVERAGES:** CCNW volunteers will be selling carbonated beverages EXCLUSIVELY. No carbonated beverages may be sold by food vendors.

**FOOD ITEMS:** Vendors may only sell the type of food listed on the application. No substitutions are allowed unless cleared through the CCNW office 15 days prior to the event.

**PARKING:** Participants will abide by loading and unloading procedures as prescribed and provided by CCNW. No parking, loading, unloading, set-up or tear-down on the streets or sidewalks at any time. Participant further agrees to park only in authorized areas as assigned by CCNW (*see participant parking map*).

**SHOW HOURS:**

Set-up is Thurs eve 8pm

July 25 and 26: 10 am – 8 pm

July 27: 10 am – 6 pm

Participants must be set up by 10 am all three days. Space will be forfeited if participant is not ready to sell by that time.

**SECURITY:** Booths may be left up overnight at the sole risk and responsibility of the participant. Two security guards patrol the site between 8pm and 8am beginning Thursday evening. All products should be removed from booths left up overnight.

**EXHIBITION STANDARDS:**

- a. Participant agrees to set up booth within restricted boundaries set forth by CCNW. Equipment, vehicles, storage, chairs and portable display items may not extend beyond booth boundaries.
- b. Participant must provide booth and props for display and cover in case of bad weather.
- c. No blue poly tarps may be used in the booth. No rusted or well-worn galvanized pipes – pipes must be covered with fabric.
- d. Unpainted materials (pegboard, plywood, lumber, etc.) are not permitted. Booths must be pre-built and assembled on site.
- e. Booths must have sides and a back. Do not depend on your neighbor's booth to form your back and side boundaries.
- f. No pets allowed.

**IMPORTANT PARKING INFORMATION**

SET-UP BEGINS THURSDAY, JULY 24, AFTER 8 P.M.

**PARKING:** There is NO PARKING AVAILABLE behind the food booths. Parking for food booth staff members is available at nearby parking garages or Bellevue Christian School. Payment is the responsibility of the individual driver.

Please call with any questions. 206.363.2048

or e-mail [info@bellevuefest.org](mailto:info@bellevuefest.org)



## FOOD VENDOR INFORMATION AND APPLICATION PACKET 2008

***The Bellevue Festival of the Arts*** is pleased to announce this year's event July 25– 27. This is the 24<sup>th</sup> consecutive show produced and sponsored by the Craft Cooperative of the Northwest, a non-profit group founded in 1984.

***The Bellevue Festival of the Arts*** features 200 arts and crafts booths, a variety of food concessions and free entertainment. The stage is located in the food court area. The festival occurs concurrently with the Bellevue Art Museum ArtsFair and the Sixth Street Fair. Over 50,000 people visit the fair each year.

Proceeds from the ***Bellevue Festival of the Arts*** are distributed to selected community charities, arts organizations and international grassroots projects. Thank you for your participation. We look forward to another great year.

### PARTICIPANT TIMELINE

- Before June 30 ( ) Complete registration, mail booth and utilities payment to:  
CCNW  
1916 Pike Place PMB 146  
Seattle, WA 98101-1013
- ( ) Mail certificate of insurance (*information follows*)
- ( ) Mail UBI# – state business license
- ( ) Mail copy of county food permit
- July 24 Set-up begins Thursday, July 24, after 8 p.m.
- July 25 –27 SHOW TIMES:  
July 25–26 10 am – 8 pm  
July 27 10 am – 6 pm

[www.bellevuefest.org](http://www.bellevuefest.org)  
ARTS AND CRAFTS FAIR TO BENEFIT THE COMMUNITY  
A PUBLIC SERVICE OF THE CRAFT COOPERATIVE OF THE NORTHWEST  
1916 PIKE PLACE, PMB 146 • SEATTLE, WA 98101-1013 • 206 363-2048  
fax 206 789 8043