



## 2012 FOOD VENDOR REGISTRATION AND CONTRACT

VENDORS WILL BE NOTIFIED OF ACCEPTANCE BY MARCH 1. IF YOU ARE ACCEPTED, THIS PAGE PLUS PAGE 2, PAYMENT, INSURANCE AND HEALTH PERMIT ARE DUE MAY 20. THANK YOU.

Business \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Zip \_\_\_\_\_

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

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

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

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

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

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

BOOTH BILL: 10 x10 Booth space fee \$1150 \$\_\_\_\_\_

120 volt duplex outlet, 10amps= \$90 &/or 120 volt 4-plex outlet, 20 amps= \$110 \$\_\_\_\_\_

City of Bellevue special events fee + \$15.00

**TOTAL DUE BY May 20 TO CCNW:** \$\_\_\_\_\_

Washington State UBI # \_\_\_\_\_

# Bellevue Festival of the Arts 2012

## FOOD VENDOR RULES AND REGULATIONS

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 above 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.

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\_\_\_\_\_

**BOOTH FEES:** \$1150 for a 10x10 foot booth space. No commission is taken. Participants also pay for electricity. Ice is available at \$9 per 40# bag. The payment for ice used is due immediately after the festival.

Booth space fee \$1150 for 10' x 10' \$\_\_\_\_\_

**ELECTRICAL NEEDS:**

Amps are in 10-amp increments Voltage needed: \_\_\_\_\_110V \_\_\_\_\_220V

each 120 volt duplex unit = \$90 each 120 volt 4-plex unit = \$110

List all equipment that requires electricity:

# of 120 volt duplex outlet 10 amps needed\_\_\_\_\_ x \$90 \$\_\_\_\_\_

# of 120 volt 4-plex outlets 20 amps \_\_\_\_\_ x \$110 \$\_\_\_\_\_

City of Bellevue special event license +\$15.00 \$\_\_\_\_\_

Washington State UBI# \_\_\_\_\_

Water needs \_\_\_\_\_

**TOTAL DUE BY May 20 :** \$\_\_\_\_\_

MAKE CHECKS PAYABLE TO CCNW. Thank you

## Bellevue Festival of the Arts 2012

**COUNTY FOOD PERMITS:** Vendors are responsible for submitting a Temporary Food Service Application to the Bellevue Health center at 14350 SE Eastgate Way or downtown Seattle. 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 May 20.** All workers must have food handlers permits before working at the event. Permits can be obtained from any district health office. Call 206-205 4394 for more information.

**STATE BUSINESS LICENSE:** If the participant does not have a valid Washington State Tax Number, contact the Department of Revenue. Rose at 206 727 5325, or [rosep@dor.wa.gov](mailto:rosep@dor.wa.gov) or Trina 206 727 5326, [trina@dor.wa.gov](mailto:trina@dor.wa.gov) to get your 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.

**FIRE EXTINGUISHER:** The city of Bellevue fire department requires you to have a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or class "K" type in each food booth. CCNW does not provide extinguishers. Fire Department does an inspection Friday am.

**BEVERAGES:** CCNW volunteers will be selling carbonated beverages and water EXCLUSIVELY. No carbonated beverages or water may be sold by food vendors. Thank you for helping the kids raise money for their school choir.

**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.

Parking is very limited. See [www.bellevuefest.org/infoForArtists.php](http://www.bellevuefest.org/infoForArtists.php) for our parking and shuttle bus info. Parking for food booth staff members is available at nearby parking garages for a fee or at our artist parking at Bellevue Christian School for free.

# Bellevue Festival of the Arts 2012

## LOCATION:

Link to map of fair here: see F1 – F9 for the food court

<http://www.bellevuefest.org/Loadintimes2011.pdf>

## SHOW HOURS:

Set-up is Thurs eve 8pm

Friday & Saturday 10 am – 8 pm

Sunday 10 am – 6 pm

Food Vendors must be set up by 10 am all three days.

**SECURITY:** Booths may be left up overnight at the sole risk and responsibility of the participant. Security guards patrol the site between 8pm and 10am 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 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.

**SET-UP BEGINS THURSDAY, JULY 26, AFTER 8 P.M.**

We will mail you the load-in permit and information.

Questions? Ann 206 697 8727 cell

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

