



**VERY IMPORTANT INFORMATION! PLEASE READ CAREFULLY!**

Dear Non-Profit Organization,

Welcome to the Puyallup Main Street Association's 73rd Annual Meeker Days Festival. We are very excited about your interest in participating in our beloved community event. The Meeker Days Festival is the largest street festival in Pierce County with attendances reaching almost 100,000 people during the three-day event. We strive for the best in entertainment, a variety of tasty food booths and top notch arts and crafts! We work very hard on creating a profitable and enjoyable festival experience for all of our vendors.

During Meeker Days, local non-profit organizations can raise funds, provide needed services, run fun activities and network with the community. Due to the very large number of non-profits requesting to be included, we have to be very selective. **We do give priority acceptance from organizations who are located in Puyallup and/or are significant providers to the Puyallup community**, so please keep this in mind when considering your application. Prior participation is no guarantee of future participation. Non-profit organizations who do not meet these conditions will be selected on a case-by-case basis if space allows.

Following is the application and rules & regulations for participating in the 2012 Meeker Days Festival. I urge you to please read all of this information carefully before applying to be a vendor at our Festival. The date of the Meeker Days Festival is June 15, 16, & 17, 2012. **Application deadline is March 30th, 2012.**

If you have any questions regarding this application, please feel free to contact me at (253) 840-2631 or e-mail me at [marketing@puyallupmainstreet.com](mailto:marketing@puyallupmainstreet.com). We look forward to working with you!

Thank you,

Janel Tobar  
Meeker Days Festival Manager  
Puyallup Main Street Association



**June 15, 16, & 17, 2012**

Mail application to:  
Puyallup Main Street Association  
Attn: Meeker Days Festival  
PO Box 476, Puyallup, WA 98371

# Non-Profit Application

**Application deadline: March 30, 2012**

Type or Print

Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Are you registered with the State of WA as a Non-Profit?  Yes  No Classification: \_\_\_\_\_

State Resale/UBI # if applicable: \_\_\_\_\_

Applications will not be processed without State Resale/UBI number. For questions, contact the Washington State Department of Revenue at 1-800-647-7706.

Have you previously participated in Meeker Days?  
Previous participation does not guarantee acceptance.

Yes  No If yes, how many years? \_\_\_\_\_

Last year participated: \_\_\_\_\_

Would you like the same space as previous year?

Yes  No

Space # \_\_\_\_\_ (same space is not guaranteed)

Would you like to be placed on Waiting List?

Yes  No

### Organization Type (choose one)

- advocacy  arts  civic  cultural  
 education  health and human service

### Activity/Merchandise Information

Please complete all sections that apply.

Activity Name of Activity \_\_\_\_\_  
 This is a FREE activity  
 There is a charge for this activity. Fee \$ \_\_\_\_\_

Merchandise Type \_\_\_\_\_  
 Merchandise is FREE (giveaways or promos)  
 Merchandise will be sold  
Describe merchandise (appropriate for what grade level, souvenir type, collectible, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Information/PR booth (no activity or merchandise)  
Include literature sample.

**Electricity \$40 for 1 outlet, \$15 for additional outlets.** Electricity is extremely limited and issued on first come/first serve basis. **Electricity is not available for booth lighting, cash registers or credit card machines.** Requests will be denied if usage explanation is not provided or is not deemed appropriate.

Do you request electricity:

Yes  No

Please state your reason for electrical usage:  
\_\_\_\_\_

Volts \_\_\_\_\_ # of outlets needed: \_\_\_\_\_

**All applicants must supply, along with application and payment, photos of your booth and copies of the literature/materials you plan to distribute at the festival.**

### Booth Request Payment

The booth space fee is for the space only. Vendor must supply own fire resistant canopy, tables, chairs, etc.

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Application Fee                                   | \$ 15                 |
| <input type="checkbox"/> 10'x10' (no sales/raffles) _____ of spaces x \$90 | \$ _____              |
| <input type="checkbox"/> 10'x10' (sales/raffles) _____ of spaces x \$130   | \$ _____              |
| <input type="checkbox"/> Electricity Fees (if applicable)                  | \$ _____              |
| <input type="checkbox"/> <b>LATE FEE</b>                                   | <b>\$ 50</b>          |
|  | <b>Total</b> \$ _____ |

### Payment Method

VISA/Mastercard  Check  Money Order

Acct. Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant certifies that the above information is true and correct. By signing this agreement, Applicant agree to comply with all Festival, state and local regulations, and to save and hold harmless the City of Puyallup, the Puyallup Main Street Association, the Meeker Days Festival, their employees, officers, sponsors and agents from any loss or damage to any persons or property caused by applicant's operation in connection with Meeker Days Festival, and further agrees to defend said Associations and City for any claims for such damage.

Applicant has read and understands the Rules & Regulation and will abide by them throughout their association with the 2012 Meeker Days Festival. It is understood that the Meeker Days Festival reserves the right to close, without refund, any participant that does not comply with these regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# 2012 Non-Profit Vendor Rules & Regulations

## Application Deadline

Deadline for turning in applications is Friday, March 30, 2012. Applications must include a valid UBI number, photos and payment in order to be considered. Any application received with missing information or payment will be promptly returned.

### Mail application to:

Puyallup Main Street Association  
Attention Meeker Days Festival  
PO Box 476  
Puyallup, WA 98371

## Booth Activities

All activities must be consistent in content, form and quality with the description you provide and with your photos reviewed during Vendor selection.

## Booth Fees

- Application Fee = \$15
- 10x10 = \$90 [if no sales or raffles are conducted at booth]
- 10x10 = \$130 [if you conduct sales or raffles at your booth]

## Booth Space and Structure

Vendors must provide their own canopy structure. Wheeled vehicles such as trailers are not permitted. No stakes may be used in any park, grass or asphalt/concrete area. No items, signs, banners or booth anchor lines are to be attached to trees or shrubs. The booth structure must be self-standing and, if appropriate, weighted by means that are not a trip hazard or affixed to the ground or any other structure. Vendor must be prepared with a proper booth structure in case of wind or inclement weather.

## Cancellation

No refunds will be given after application has been accepted. A full refund may be given, less the application fee, if you choose to cancel prior to acceptance.

## Electricity

Electricity is very limited and available on a first-come/first-served basis. Vendors using electricity must provide a fire extinguisher and extension cord of at least 14-gauge.

## Garbage & Recycling

Vendor is responsible for a clean booth area, free of debris, for providing a trash can for inside the booth and for disposing of all garbage and recyclables as directed by the Festival. Vendor is responsible for placing non-recyclable trash in dumpsters rather than the Festival garbage cans. All cardboard must be broken down. Vendor is responsible for bringing an ashtray if Vendor is a smoker.

Vendor will be fined \$50 for non-compliance of the garbage and recycling regulations and may not be allowed to participate in future Meeker Days Festivals.

## Health and Safety

All canopies must be constructed of fire resistant materials or treated with flame retardant. Proof of fire resistance must be made available to the City of Puyallup's Fire Marshall or his designee upon request.

## Hours of Operation

Festival hours are Friday: 12:00 - 9 pm; Saturday: 10:00 am to 9:00 pm; Sunday: 10:00 am to 5:00 pm. All Vendors must be open during these times. Festival management may allow early closure of park area due to loss of traffic once Main Stage entertainment begins. Management will notify vendors of this possibility in their acceptance packets.

## Indemnity

Should a vendor, at any time, occupy the premises in a manner contrary to these Rules and Regulations, upon request of the Festival officials, vendor shall immediately cease such offending conduct. Failure to comply as requested shall be cause for revocation of this contract an expulsion from the festival. Upon revocation, vendor shall promptly vacate the premises. Upon failure to vacate, the Festival shall remove all property of vendors from the premises at the vendor's expense. The Festival is relieved and discharge from any and all loss or damage caused by such removal. The Festival shall not be responsible for storage or safekeeping of property so removed. Failure to comply with these rules will result in forfeiture of booth space with no refund given.

## Local Lodging Accommodations

A listing of local accommodations will be included in the Welcome Packets and will be posted on our website.

## Merchandise

All merchandise must be consistent with the photos submitted with the application and reviewed during Vendor selection. The Festival reserves the right to close any booth not adhering to these regulations.

## **Notification of Acceptance**

Applicants are notified of acceptance status on or after May 1, 2012. Applications received after the deadline are notified on a case by case basis. Information regarding the status of vendor applications will not be given out prior to the receipt of the Notification Letter.

## **Parking**

There is no reserved parking for Non-Profit Vendor vehicles. Vendor is responsible for securing their vehicle in a legal parking space off the Festival grounds. Parking is available on side streets around the Festival area.

## **Photos**

All applicants are required to submit one (1) color photo of their booth and a minimum of one (1) photo or sample which represents the products/activities the Vendor intends to offer at Meeker Days with the application. **Slides will not be accepted.** You may e-mail digital photos to festival manager. Be sure to name photo files by Vendor name and include all photo information in your e-mail message. Photos not received via e-mail are not the Festivals responsibility. It is the Vendors responsibility to ensure that e-mailed, digital photos have been received.

Hard copy photos should be labeled on the BACK with the Vendor's name, business name and, if needed, a description.

Photos are only returned to the Applicant if a self-addressed stamped envelope with correct postage is included with the application. Booth photos become the property of the Festival for all Vendors selected for the Festival or for the Wait list.

## **Restrictions**

- Non-Profit booth representatives will be required to behave with respect to organizations and individuals who do not share their organizational perspective. Booths may not display violent graphic images. Aggressive solicitation or disruptive behavior (at the discretion of Meeker Days Staff) will result in removal from Meeker Days grounds without refund and potential barring from future Meeker Days Festivals.
- **All vendors are to stay within the confines of their booth.** Vendors are not allowed to 'rove' with their merchandise or literature at any time.
- Harrassment of other non-profit groups is strictly forbidden. Any non-profit who harrasses another group will be escorted from the premises immediately and will not be allowed to participate in future years.
- No loud music, televisions or 'hawking' are allowed within or in the vicinity of your booth.
- The Festival reserves the right to restrict any activities that interfere with public access and/or Festival programming.
- Vendors may not advertise outside of their booth space including use of rovers, flyers and sandwich boards.

## **Sales Tax**

Vendors are responsible for collecting, reporting, and paying WA state sales tax to the State of Washington under Sales Tax Code #1714.

## **Security**

The Festival does provide 24-hour security during the Festival. However, booth structure and contents, including inventory, are the responsibility of the Vendor. The Festival, City of Puyallup and Sound Transit do not assume any responsibility for injury to persons, or loss or damage to any property of the Artists, including theft, accident or acts of God.

## **Set Up & Take Down**

Load-in for Non-Profits located in Pioneer Park begins on Thursday, June 14 at 2:00 p.m. Vendors located on Meridian or side streets will begin load in at 6:30 p.m. Streets close down at 6:00 p.m. and all vendor vehicles must be removed from the area at that time. There is very limited parking around the park area and vendors must hand truck in their products for set-up. There is no vendor parking near the Festival area and very limited handicapped parking is available. Further set up and take down information will be mailed out with welcome packets.

## **Wait list**

Because of the large number of Non-Profit groups who apply to participate and the limited number of spaces available, a wait list is established during the selection process. Non-profits may choose to be placed on the wait list if necessary. Should a space open up within their organization type, non-profits on the wait list will be contacted.

## **Washington State UBI**

Washington State requires a UBI (Uniform Business Identifier). To obtain a UBI, call 1-800-647-7706 or [www.dor.wa.gov](http://www.dor.wa.gov). Applications cannot be accepted without an UBI.

## **Welcome Packets**

Vendor welcome packets are mailed in mid May with festival details, load-in instructions and booth information.