



VERY IMPORTANT INFORMATION! PLEASE READ CAREFULLY!

Dear Commercial Vendor,

Welcome to the Puyallup Main Street Association's 73rd Annual Meeker Days Festival. We are excited about your interest in participating in our event. If you have never attended the Festival we would like you to know that the Meeker Days Festival is the largest street festival in Pierce County with attendances reaching up to 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.

Our commercial vendor area is on the paved street areas within the Festival footprint. We currently accommodate 85+ booth spaces in our commercial area and they do tend to fill up quickly. Following is the commercial vendor 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. 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
OR Fax at: (253) 445-0145

Commercial Vendor Application

Application deadline: March 30, 2012

Type or Print

Business Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

State Resale/UBI #: _____

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?

Yes No (past participation does not guarantee acceptance.)

If yes, how many years? _____

Last year participated: _____

Would you like the same space as previous year?

Yes Space # _____ (same space is not guaranteed)

No State reason: _____

Please place my application on a wait list if necessary.

Yes No

Product / Service Category Please specify the category that best describes your product/service. Please select only one.

- | | |
|--|--|
| <input type="checkbox"/> Animal Supplies | <input type="checkbox"/> Home Improvement |
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Home Office |
| <input type="checkbox"/> Art | <input type="checkbox"/> Household Items |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Collectibles | <input type="checkbox"/> Music |
| <input type="checkbox"/> Electronics | <input type="checkbox"/> Specialty Foods - sampling? <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Fashion Accessories | <input type="checkbox"/> Sports/Leisure |
| <input type="checkbox"/> Garden/Patio | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Health/Beauty | <input type="checkbox"/> Service (please state) _____ |
| <input type="checkbox"/> Home Furnishings | |

Product Information. List all items to be sold. Attach additional sheet for more space. Only items listed will be allowed to be sold in your booth.

1. _____
2. _____
3. _____

Photos. All vendors must provide (3) Photos of your merchandise and (1) booth display in order for your application to be considered.

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: _____

Booth Request

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' Space _____ of spaces x \$300 | \$ _____ |
| <input type="checkbox"/> 10'x10' Corner Space _____ of spaces x \$325 | \$ _____ |

Only one (1) corner space is given per vendor. Corner spaces are limited and assigned on a first come/first served basis.

- | | |
|--|-------------|
| <input type="checkbox"/> Electricity Fee (if applicable) | \$ _____ |
| <input type="checkbox"/> LATE FEE | \$50 |

Total \$ _____

Payment Method

VISA/Mastercard Check Money Order

Acct. Number _____ Exp. Date _____

Signature: _____

Applicant certifies that the above information is true and correct. Applicant agrees 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 Commercial Vendor Rules and 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 Fees

- Application Fee = \$15
- 10x10 Inline = \$300
- 10x10 Corner = \$325

Corner booths allow the Vendor to have the front and one side of the booth open.

All payments will be deposited upon receipt. Depositing of funds does not constitute acceptance to the festival. You will receive notice upon your acceptance. If you are not accepted and your payment has been deposited, a refund check, less the application fee, will be mailed to you up to two weeks after the Festival has ended.

Cancellation and Refund Policy

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.

Booth Structure

Vendor is responsible for providing their booth structure. No spikes may be used in asphalt area. No items, signs, banners or booth anchor lines are to be attached to trees, shrubs or buildings. 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. Chairs and portable display items may not extend beyond the booth boundary.

Electricity

Electricity is very limited and does cost extra. These spaces are assigned on a first come/first served basis. Use of generators are accepted only on approval by Festival management prior to Festival. Vendors using electricity must provide a fire extinguisher and extension cord of at least 14-gauge.

Garbage

Vendors are responsible for placing non-recyclable trash in dumpsters rather than the Festival garbage cans. All recyclable cardboard must be broken down and either placed next to a garbage dumpster or taken to a recycling dumpster. Vendors are responsible for bringing a wastebasket for inside the booth and an ashtray if you are a smoker. If Booth space is not left clean and free of debris at the end of the Festival, Vendor must pay a \$50 Booth Clean-Up Penalty and possibly not invited to participate in future 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 p.m.; Saturday: 10:00 am to 9:00 p.m.; Sunday: 10:00 am to 5:00 pm. All Vendors must be open during these times.

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 here on the website.

Notification of Acceptance/Denial

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.

Photos

All vendors are required to submit (3) product color photos and (1) color booth photo 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 numbered to correspond to the descriptions on the Vendor application

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.

Product Eligibility and Criteria

Meeker Marketplace features commercially produced items and services only. There is a limit to the number of booths selling the same type of items or offering the same type of service and selection will be made on a first come / first served basis. Absolutely no exclusivity shall be granted.

Restrictions

Vendors are not allowed to 'rove' with their merchandise at any time.

The Festival reserves the right to restrict any activities that interfere with public access and/or Festival programming.

No alcoholic beverages, loud music, televisions or 'hawking' are allowed within or in the vicinity of your Booth.

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 Vendors, including theft, accident or acts of God.

Set Up & Take Down

Load in begins on Thursday, June 14 at 6:30 p.m. Meridian Street closes 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 Festival 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.

Specialty Foods

Specialty Food vendors are those who offer a pre-packaged food item for take home consumption or gift giving. Specialty Food vendors who demonstrate their products or have open packages need a Pierce County Temporary Health Permit. This permit is the same as a Food Court Vendor's health permit and is the Vendor's responsibility to obtain. Your booth could be subject to closure without the appropriate permit by the Tacoma-Pierce County Health Department. Questions about Health Permits should be directed to Rose Silloway, 253-798-6456, e-mail r.silloway@tpchd.org. Do not contact the Meeker Days office with these questions as we cannot advise you on these matters.

Wait list

Because the Meeker Days Festival is such a popular event with commercial businesses, the Festival receives many applications from vendors who sell the same type of merchandise or service. We reserve the right to limit the number of these vendors and often will place new vendors on a wait list. These applicants will be notified immediately should a space open up before opening day of the Festival.

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. 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.

