



Dear Food Vendor,

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.

We structure our booth fees based on lineal footage of your booth space and 10% commission on gross receipts, with a minimum commission payment of \$100. We expect all of our food vendors to submit a written gross sales receipt at the end of the festival along with their commission payment.

We are looking to fill about 30 food vendor booths throughout the Festival with the largest concentration being in the two large food courts. We will only have one vendor provide a main menu item in each of the food courts. We may have duplicate vendors of desert/snack items located within the commercial booths and the crafts area. However, we work very hard on not duplicating menu items amongst food vendors, therefore, it is necessary for every food vendor to provide a complete menu they plan to offer along with pricing and a photo of their booth.

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

# Food Vendor Application

**Application deadline: March 30, 2012**

Business Name (on insurance policy): \_\_\_\_\_

Booth Name: \_\_\_\_\_

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

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

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

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

Insurance Company & Policy Number: \_\_\_\_\_

State Resale/UBI # (required): \_\_\_\_\_

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  No Space # \_\_\_\_\_ (same space is not guaranteed)

**Main Food Item(s) please list only 2 items:** \_\_\_\_\_

**Fuel Source:**  Charcoal  Propane  Electricity If using electricity you must list the amps and volts you require.

\_\_\_\_\_ Volts \_\_\_\_\_ Total Amps # outlets \_\_\_\_\_ Please note any special needs on separate sheet.

### Booth Request

Booth fees are based on the lineal footage of your booth. The lineal footage is calculated based on the larger number of your booth's dimension. (example: 10 x 25 space 25 x \$40 = \$1,000 booth fee)

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ (total size including trailer tongue, BBQ space, etc.)

Application Fee \$15

Booth Fee: \_\_\_\_\_ Ln ft. x \$40 = \$ \_\_\_\_\_ **[+ 10% commission on gross receipts]**

**Total \$ \_\_\_\_\_**

**Payment Method**  Check  Money Order  Credit Card [make checks payable to: Puyallup Main Street Association]

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

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 a refund check will be mailed to you within two weeks.

Applicant certifies that the above information is true and correct. By signing this agreement, Applicant agrees to report honestly all gross receipts and to pay a 10% commission on said receipts or a minimum of \$100 commission. Further, Applicant agrees to comply with all Festival, state and local regulations, and to save and hold harmless the City of Puyallup, Sound Transit, 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, City and Sound Transit 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 Food 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

fax: (253) 445-0145  
www.puyallupmainstreet.com  
marketing@puyallupmainstreet.com

## Application Procedures

All vendors (new and returning) must provide a complete menu with pricing of the items you plan to sell. The Meeker Days Festival reserves the right to restrict menu items due to duplication of product and/or pricing.

ALL Applicants must supply:

- A completed Food Vendor Application including UBI number and insurance information.
- Payment for your booth space.
- A complete list of all food items you will be selling along with pricing with your MAIN menu item indicated.
- one color booth photo

After acceptance please provide:

- A Certificate of Insurance listing the City of Puyallup, Sound Transit, Puyallup Main Street Association, it's officers, directors, agents, employees and Festival sponsors in the description section of the certificate. (See Below)

## Booth Space and Structure

Booth space sizes are associated with your Booth Fee. Vendors must stay within the booth space, including side awnings, walkways, etc. Vendor is responsible for providing their booth structure. Stakes may NOT be used in any park or grass 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.

The Festivals goals is to place returning Food Vendors in the same location, whenever possible. New vendors are placed in vacant locations within the established food court areas.

## Cancellation Policy

No refunds will be given after application has been accepted.

## Certificate of Insurance

Accepted vendors must provide the Festival with a Certificate of Insurance by June 1, 2012. Certificate must be for one million (\$1,000,000) dollars and name the **City of Puyallup, Sound Transit, Puyallup Main Street Association, it's officers, directors, agents, employees and Festival sponsors** as additional insureds as pertains to your participation in the Puyallup Meeker Days Festival.

## Commission Payment and Sales Reporting

All Food Vendors must submit a written Meeker Days gross sales receipt and make their commission payment at checkout, Sunday, June 17, 2012.

## Disabled Accommodations

Food vendors must be prepared to serve disabled customers who may not be able to reach your window or counter. If a customer comes to a food booth in a wheelchair, the Food Vendor needs to have an employee who can go out to take the order, collect payment and deliver the food order to the customer.

## Electricity

Food vendors who require electricity must complete the electricity portion of the Vendor Application Form. It is necessary for Festival Management to know exactly the voltage and amps/watts needed in order to proper hookup of electrical power.

## Fire Safety

All canopies must be constructed of fire resistant materials or treated with flame retardant and vendors must be equipped with a fire extinguisher. Fires, including BBQ's must be completely extinguished at the end of each day.

Cooking under a canopy is not allowed under any circumstances.

### **Garbage & Recycling**

Vendor is responsible for a clean booth area, free of debris, for providing a trash can 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.

### **Grease Barrels**

Two grease barrels are provided in each food court area.

### **Health Permits**

Vendor must have appropriate Pierce County Department of Public Health permits. You can download a copy of the permit and the Temporary Food Guidelines from our website. Do not contact the Meeker Days Festival regarding Health Dept. regulations as we can not advise you.

### **Ice**

An ice vendor will be on site for Food Vendors who need to purchase ice for their booths. Meeker Days does not provide refrigerated trucks for cold storage.

### **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 Packet as well as posted on our website.

### **Menu**

Vendor must include a complete menu/price list with their application. Only menu items (at prices) listed on the Vendor application may be sold at the Festival. Changes or additions are only allowed with pre-approval by the Festival prior to May 1, 2012.

Menu items in glass containers are not allowed.

The Meeker Days Festival reserves the right to restrict certain food items or beverage brands due to contractual exclusivity with Festival Sponsors. Vendors will be notified of any such restrictions that may conflict with their menu offerings before acceptance.

### **Restrictions**

- Vendors are not allowed to 'rove' with their merchandise or literature at any time.
- 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 board without permission from Festival Management.

### **Sales Tax**

The Festival purchases a temporary city business license from the City of Puyallup for each Vendor. Vendors are responsible for collecting, reporting and paying WA state sales tax to the State of Washington under Sales Tax Code #1714.

### **Security**

Booth structure and contents, including inventory, are the responsibility of the Vendor. The Festival, Puyallup Main Street Association and the City of Puyallup do not assume any responsibility for injury to persons, or loss or damage to any property of the Vendor, including theft, accident or acts of God.

### **Selection Process:**

Festival management will review all applications. Food vendors will be selected based on their menu selection, food quality and booth appearance. Application review will begin in January. You will be notified by mail of your status on or before on or after May 1, 2012. Checks from those not accepted will be returned upon processing. All selection results are final.

### **Set Up & Take Down**

Vendors will be advised of the load-in time after acceptance. Set-up must be complete and vehicles must be removed from the street by 8:30 am during the festival. Late arrivals must walk in their supplies.

### **Signage**

Vendors must provide their own signs. Signs must look professional. Handwritten signs are not allowed. Only the Booth Name, as stated on the application and the Meeker Days Sponsor names are allowed on the signage.

Vendors may not advertise outside their booth space including use of rovers, flyers and sandwich boards.

### **Trailers**

If your booth structure is a trailer, the trailer footprint, including hitch, must fit within the Booth Space allotted by 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](http://www.dor.wa.gov). Applications cannot be accepted without a UBI.

**Welcome Packets**

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