



VERY IMPORTANT INFORMATION! PLEASE READ CAREFULLY!

Dear Non-Profit Organization,

During Meeker Days, local non-profit organizations can raise funds, provide needed services, run fun activities and show the community what they do. Because of the very large number of non-profits requesting to be included, we have to be very selective. Meeker Days just does not have the capacity to include everyone we would like to. Because of this demand, **we 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. The Meeker Days Festival reserves the right to refuse any application.

Following is the application and rules/regulations/FAQ for participating in the 2010 Meeker Days Festival. We look forward to working with you in June.

The date of the Meeker Days Festival is June 18, 19, & 20, 2010.

If you have any questions regarding this application or information, please feel free to contact me at (253) 840-2631 or e-mail me at marketing@puyallupmainstreet.com.

Thank you,
Shelli Williams
Meeker Days Festival Manager



June 18, 19 & 20
2010

Non-Profit Application

Application deadline: April 1, 2010
Any application received after April 1, 2010
is subject to a \$15 late fee.

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?
Application and 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)

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.

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 2010 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: _____

Electricity Need

(\$40 paid separately after acceptance. **Do not send payment with booth fee.**)

Yes No

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.

Please state your reason for electrical usage:

Booth Request

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

10'x10' (no sales/raffles) _____ of spaces x \$90 \$ _____

10'x10' (sales/raffles permitted) _____ of spaces x \$130 \$ _____

Late fee (required after April 1, 2010) + \$15

Total \$ _____

Payment Method

Check Money Order

Make checks payable to: Puyallup Main Street Association

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.

New Applicants Only:
All new 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.

2010 Non-Profit Vendor Rules & Regulations and FAQ Topics

During Meeker Days, local non-profit organizations can raise funds, provide needed services, run fun activities and show the community what they do. Because of the very large number of non-profits requesting to be included, we have to be very selective. Meeker Days just does not have the capacity to include everyone we would like to. Because of this demand, **we 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. The Meeker Days Festival reserves the right to refuse any application.

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 Fee

- 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

Any cancellation after acceptance will result in forfeiture of entire application fee. No refunds will be given after application has been accepted.

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 Acceptance 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 Status

All applicants who submit application materials before April 1, 2010 are notified of acceptance status by April 30, 2010. Applications received after the April 1, 2010 deadline are notified on a case by case basis. Information regarding the status of 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 — New Applicants Only

All new Non-Profit applicants are required to submit one (1) color photo of their booth and 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 Festival's responsibility. It is the Vendor's 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 and business name and numbered to correspond to the descriptions on the 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.

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.
- 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 17 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 acceptance packets.

Wait list

A wait list is established during the selection process.

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 the booth assignment, move-in details, and detailed load-in instructions.

Contact Meeker Days

For questions related to Vendor applications and participation, e-mail marketing@puyallupmainstreet.com or call (253) 840-2631.

For additional Festival information that is not vendor related, email info@puyallupmainstreet.com or call (253) 840-2631.