

# Meeker Days Vendor Rules & Regulations

## Application Submission

All applications are submitted through our online application form. Applications must include a valid UBI number, photos and payment in order to be considered. Any application received with missing information or payment will not be registered.

The application fee is due at time of submitting your application. Once your application is accepted you will receive an invoice that is to be paid upon receipt. Invoices not paid prior to the Festival will not be allowed to set up.

## Booth Structure

Vendor is responsible for providing their booth structure, tables, chairs and garbage can. No stakes may 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 weighted by means that are not a trip hazard or affixed to the ground or any other structure. Chairs and portable display items may not extend beyond the booth boundary. Puyallup Main Street Association reserves the right to change the layout of the event and booth locations at anytime.

## Cancellation and Refund Policy

We will not refund any vendor once your application has been accepted. A full refund may be given, less the application fee, if you choose to cancel prior to acceptance.

## Electricity

Only a few areas of the festival layout provide electricity for booths and there is an extra fee to provide electricity to your booth. These spaces are assigned on a firstcome/first served basis. Electricity is to be used for product demonstration only. It is not provided for booth lighting, cash registers or credit card machines, or internet. Generators are not allowed.

## 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. 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.

## Gift Foods / Specialty Food Vendors

Gift food or Specialty Food Vendors are those who offer a pre-packaged food item for take home consumption or gift giving. 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 Amanda Peters, 253-798-7677, e-mail [apeters@tpchd.org](mailto:apeters@tpchd.org). Do not contact the Meeker Days office with these questions as we cannot advise you on these matters.

## 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- 9 p.m.; Saturday: 10 a.m. - 9 p.m.; Sunday: 10 a.m. to 5 p.m. All Vendors must be open during these times. Arriving late or tearing down early may disqualify participation in future years. Only Festival Management can inform you if you may close up your booth early.

## 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 returned.

## Local Accommodations

A list of local accommodations will be posted on our website.

## Notification of Acceptance

Applications are reviewed regularly. Vendors will be notified by April 15, 2019 or sooner. Applications received after the deadline are notified on a case by case basis.

**Parking**

There is no reserved parking for 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 and the City Hall parking lot directly across Meridian from the Park.

**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 Festival's 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.

Referencing a website with photos of your products and booth setup may be used in lieu of sending us photos.

**Arts & Crafts Product Eligibility and Criteria**

Our Fine Art and Crafts vendors sell original art and handcrafted items only. All items must be original and 85% of the work performed to create product must be done by the applicant (i.e. shaped, painted, knitted, sewn, grown, photographed, processed, dried, etc.). Imported handmade items, consignments or kits are considered commercial products and will not be accepted in this area.

**Restrictions**

Vendors are not allowed to 'rove' with their merchandise at any time. All vendors must stay within the boundary of their booth space. "Hawking" or loudly enticing festival guests to your booth is strictly prohibited. Any vendor seen doing this will be asked to leave the festival and no refund will be issued.

No alcoholic beverages, tobacco or cannabis products, loud music, or televisions 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 for vendors located in the park begins on Thursday at Noon. Load in for vendors located on the pavement begins on Thursday at 6:30 p.m. There is very limited parking around the park area and vendors must come prepared to hand truck in their products for set-up. Further set up and take down information will be mailed out with the welcome packets.

**Wait List**

Because of the high volume of applications Meeker Days receives from vendors wanting to participate, we have established a "wait list." Should a selected vendor not be able to participate, vendors from the wait list will be contacted to participate instead.

**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.