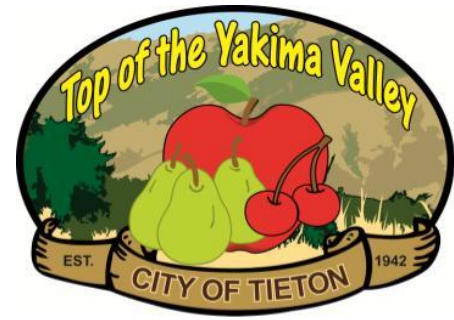


**HIGHLAND COMMUNITY DAYS  
VENDOR APPLICATION  
FRIDAY & SATURDAY  
AUGUST 21 & 22, 2015**



Events WILL NOT BE CANCELLED DUE TO WEATHER. If you choose not to attend/participate due to the weather, no fees will be returned. All events proceed rain or shine. Events are not rescheduled.

**Note: This is a Community Event sponsored by the City of Tieton.**

**Please Note:** Even though there are power sources near some of the vendor spaces, these outlets are assigned to vendors who have applied for electrical use. Your application must request electrical usage if you have a need for it. Due to demand any last minute requests may be denied.

Any vendor using the power in a manner not approved will be asked to unplug from the power source immediately. Any vendor not complying will be in violation of the terms of their vendor application and will be disconnected from the power source by the Committee; there will be no reimbursement for Vendor Space or loss of product.

**Vendor(s) must supply their own power cords and properly secure all cords for the safety of all persons in attendance.** Any vendor not properly securing their cords which results in a safety hazard or concern will be in violation of the terms of this agreement, and they will be disconnected from the power source.

**CHECKLIST:**

- VENDOR APPLICATION
- VENDOR REGULATIONS
- VENDOR PRODUCT LIST
- PAYMENT IN FULL

Please make sure to complete all the above with your application. Missing documents will delay your acceptance as a vendor for Highland Community Days. You will be notified if your application is approved. **PLEASE MAKE CHECKS PAYABLE TO: CITY OF TIETON.**

All initial applications should be mailed. Please make sure you keep copies of all documents for your records; no copies or originals will be returned. Please keep this page for your reference.

**City of Tieton  
Highland Community Days Committee  
PO Box 357  
Tieton, WA 98947**

Please phone City Hall at 509-673-3162 or Mayor Stan Hall at 509-728-5953 for any additional questions. Or visit the City website at [www.cityoftieton.com](http://www.cityoftieton.com) for more information and applications.

**2015 VENDOR APPLICATION**

Print Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_

Email \_\_\_\_\_

(All correspondence will be through email, unless an email address is not available)

Do you require electricity? \_\_\_\_\_ yes \_\_\_\_\_ No

If yes, indicate all usage: \_\_\_\_\_ Lights \_\_\_\_\_ Cooking \_\_\_\_\_ Other(List Usage)

Please list all items that require electricity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your booth a pop-up style canopy? \_\_\_\_\_ Is your booth a wheeled trailer? \_\_\_\_\_

Booth spaces are 10'x10'. Additional spaces are available up to a total of 4 per vendor.

**10'x10' space w/o electricity = \$35.00      10'x10' space w/electricity = \$40.00**

**Do you require additional space? (Please circle one)    Yes    No**

**If yes, note total booth size needed.** \_\_\_\_\_

(Please make sure you account for space needed for trailer tongues, tent/canopy stakes, etc., as your setup will need to be contained within the space paid for and provided.)

**Prices: (Please circle number of spaces required)**

**No Electricity**

**1 space = \$35.00**

**2 spaces = \$65.00**

**3 spaces = \$95.00**

**4 spaces = \$115.00**

**Electricity**

**1 space = \$40.00**

**2 spaces = \$75.00**

**3 spaces = \$100.00**

**4 spaces = \$120.00**

**Vendor Category: (circle one)    Art    Craft    Food    Novelty    Other**

**Vendor applications received after August 8th, 2015 will be subject to an additional \$15.00 fee for approval. Be sure to get your application in early!**

## 2015 VENDOR REGULATIONS

This form needs to be signed and returned with your vendor application prior to its approval.

**VENDORS ARE REQUIRED TO SUBMIT A FULL LIST OF ALL PRODUCTS SOLD WHEN THEY SUBMIT THEIR VENDOR APPLICATION.** This can be a general list, such as novelty items, woodcarvings, paintings, etc. ***However the Committee Chair reserves the right to restrict or refuse the sale of any item that causes litter, graffiti, noise, other disruption, and/or is in our opinion obscene, pornographic, or in otherwise poor taste and not fitting for a family event.***

Any vendor attempting to sell a product that is not approved will be required to remove the product in question, and cease from selling it.

**Each vendor must initial each line to acknowledge the rules of the event:**

1. \_\_\_\_\_ All vendors must submit payment in full with their application. No application will be reserved until approved by the Booth Coordinator. Assignment of vendor space will be at the Booth Coordinator's discretion and the vendor must exhibit within the space provided.
2. \_\_\_\_\_ A vendor may cancel this agreement by written notification to the Booth Coordinator.  
**CANCELLATIONS AFTER WEDNESDAY, AUGUST 19<sup>TH</sup>, 2015, AFTER 5:00 PM WILL NOT BE REFUNDED.**
3. \_\_\_\_\_ Vendor will be notified when their application to our event is approved. Notification will be by email. If vendor has no email, notification will be by phone.
4. \_\_\_\_\_ The committee will notify you if your power demands exceed our capabilities. In this event, or if you require additional power, you must provide your own power source at your expense. Any power source you provide must meet all legal and safety requirements. The Committee **RESERVES THE RIGHT TO REFUSE ANY POWER SOURCE THAT DOES NOT MEET LEGAL OR SAFETY REQUIREMENTS.** All power cords used by the vendor must be secured to the ground and covered or elevated to avoid accidents.
5. \_\_\_\_\_ The vendor agrees to hold blameless the City of Tieton, their employees, officials and principals and expressly releases them from all liability from loss or damage caused to persons or property for any cause whatsoever. Vendor shall indemnify Highland Days Committee, the City of Tieton, and its employees, officials and principals against all liability or expenses arising out of any claim or injury, damage to any person or property, together with all cost in connection with the defense thereto, including attorney's fees.
6. \_\_\_\_\_ Load-in begins at 12 noon, the day prior to the event. **NO VENDOR WILL BE ALLOWED TO SET UP BEFORE THIS TIME.** Vendors will be allowed to park near their booth for setup, but must remove their vehicle to the designated vendor parking area prior to the start of the event daily. **VENDORS ARE EXPECTED TO REMAIN AT THE EVENT UNTIL ITS CLOSE ON THE FINAL DAY OF THE EVENT.** Anyone not complying with this will not be given priority status for their booth for the next year's event.
7. \_\_\_\_\_ Vendors are required to clean-up their space surrounding their booth during and after the event.
8. \_\_\_\_\_ Vendors must be set up by 11:30 am on the opening Friday of the event.  
**Hours of operation: Friday, 12 pm to 9 pm & Saturday, 9 am to 9 pm.**

I acknowledge that I have read and understand the terms and conditions as indicated on this application and contract. I agree to sell only those items as listed. If I change/add a new category or merchandise, I must submit a request to the Booth Coordinator. I understand that if I violate any of these rules and regulations, I can be ejected from the event and not be allowed to return in future years.

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

Print Name: \_\_\_\_\_

## 2015 VENDOR PRODUCT LIST

Vendor Name: \_\_\_\_\_

**Please Circle the Category(s) Type below that best describes your booth:**

Art Vendor    Craft Vendor    Clothing Vendor    Novelty Vendor    Other: \_\_\_\_\_

<b>Product</b>	<b>Description</b>	<b>Approved</b>

**For office use only:**    Date Rcv'd: \_\_\_\_\_    Cash \_\_\_\_\_    Check # \_\_\_\_\_  
Amount Rcv'd: \_\_\_\_\_    Date of Check: \_\_\_\_\_  
Email sent with rcpt(date): \_\_\_\_\_    Phone Notice (date): \_\_\_\_\_  
Accepted: Yes \_\_\_\_\_ No \_\_\_\_\_    Date of Approval: \_\_\_\_\_  
Reason for Refusal: \_\_\_\_\_

Please retain a copy of the list that has been submitted during the event. Booth Manager has the right to audit list and products displayed during event.