



November 17th, 18th & 19th, 2017
Fri & Sat 10am to 6pm/ Sun 10am to 4pm

Exhibit Hall
 Enumclaw Expo Center

VENDOR AGREEMENT

Business Name:	Contact Name:
Address:	City, State, Zip:
Home Phone:	Email:
On-site Phone:	Website:

List of products to be displayed at show:

Exhibitor agrees to exhibit products listed above. Additions or deletions must be approved by event management.
 Management reserves the right to restrict unlisted products or those inappropriate for the festival or if in violation of Fire Marshal regulations.
 Please read attached vendor rules and instructions.

Signature: _____ **Date:** _____

BOOTH SIZE	UNIT COST	Exhibitor Cost
10' x 10' booth with black pipe and drape	\$200	\$
10' x 20' booth with black pipe and drape	\$300	\$
Electricity – One outlet per 10x10 space.	No Charge	
Tables	No charge (limit 1 per 10x10) additional \$8 ea	\$
Chairs	No charge (limit 2) additional \$2 ea	\$
Corner Booth Premium 10x10	\$275	\$
Corner Booth Premium 10x20	\$375	\$
Food Vendor -Includes 1 outlet with 2 plugs *Food vendor must supply liability certificate with Expo Center Certificate holder for dates.	Deposit \$250 Expo Center is guaranteed \$250. Final cost is 20% of sales, less 8.7% sales tax and deposit.	\$
Total payment is due with your application. Deadline for application is November 10, 2017	Total Amount Due:	\$

Make checks payable to: **Enumclaw Expo Center**

Mail Vendor Agreement and check to: 45224 284th Avenue SE Enumclaw, WA 98022

Email Vendor Agreement with Credit Card information to: Connien@enumclawexpo.com

Visa ____ or MasterCard ____ Acct #: _____ Exp: ____ / ____ CID _____

Signature: _____ Date: _____

2017 FESTIVAL OF CRAFTS & GIFTS VENDOR RULES AND REGULATIONS

HOLD HARMLESS: The Enumclaw Expo Center cannot be responsible for accident, injury or loss of property. Vendor shall defend, indemnify and hold the Enumclaw Expo and Events Association, its officers, officials, employees, agents and volunteers harmless from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or loss or damage to property, including attorney fees, which arise out of the use of Expo property or from any activity, work or thing done, permitted, or suffered by contractor in or about the property, except only such injury or damage as shall have been occasioned by the sole negligence of the Center. Vendor assumes all risks and hazards incidental to such participation by contractor and/or event participants.

INSURANCE REQUIREMENTS: Food and High risk vendors shall procure and maintain for the duration of the event (from arrival to departure of all participants) commercial general liability insurance against claims for injuries to persons or damages to property, which may arise from, or in connection with, Vendor's use of space at the Enumclaw Expo Center. Such insurance shall be no less than \$1,000,000 per occurrence for bodily injury and property damage and \$2,000,000 in the aggregate and be primary and non-contributory. The required insurance policy is to be endorsed to (1) name the Enumclaw Expo Center, its officers, officials, employees, and agents as additional insured and (2) shall not be suspended, voided, canceled, reduced in coverage or limits except after 45 days prior written notice. A copy of each of the Certificate of Insurance and Policy Endorsement must be provided to the Center no later than **the week prior to the event**. Insurance may be obtained privately or through the Washington Cities Insurance Authority (WCIA). If electing to use WCIA, please contact Festival Management for instructions.

FACILITY CANCELLATION POLICY: *Festival of Crafts has a non-refundable cancellation policy.*

The Enumclaw Expo Center is not financially responsible for cancellations due to situations beyond our control.

ELECTRICAL SYSTEM is a 120V/208V, 3-phase, 4-wire system. Some adaptation of privately-owned equipment wiring may be necessary to conform to the 208V system.

EVENT CONSIDERATIONS:

- Building will be locked and cleared of people each evening to open again one hour prior to event.
- All vendor booth fees must be paid in full by **November 10, 2017. Set-up date is Thursday, November 16 from 12pm to 8pm.**
- All Vendors agree to have their booth open and operational for the public during the hours of the festival:
10:00 a.m. to 6:00 p.m. on November 17 and 18 and 10:00 a.m.-4:00 p.m. on November 19. You will be required to have your booth set by 9:30am on November 17th. Breakdown is Sunday, Nov 19 at 4:15 pm, or next day from 8 am – 5 pm. *Any exhibitor violating this policy will lose seniority for booth placement for next exhibiting year.*
- * Vendor is responsible for all set-up and take-down of items (except pipe and drape)
- All items brought into a facility by the vendor are to be removed by the end of the event.
- Additional items may be available for rent during the Festival such as tables & chairs. Please contact Festival Management for information.
- All visible surfaces must be finished and no storage containers can be left out or visible.
- Use of tape (except the type designed to be removable), nails, or tacks anywhere in the building is prohibited.
- All children under the age of 12 on the premises must have adult supervision at all times.
- The Expo Center does not assume responsibility for personal property left unattended on facilities. Lost & found items are held 30 days and then donated to charity or destroyed.
- Event participants must park in designated parking areas only. One space allowed behind Hall per vendor per day. All others must move to north lot to allow parking for all vendors to have one space. Unloading zone ok before public event times, then must move all other vehicles to north lot.
- No vehicles are to be driven into any building.
- Exhibitors are not permitted to exhibit or promote their products or services outside the boundaries of their assigned space. This is a policy of both the Festival and the Fire Marshal and will be strictly enforced.
- Restocking with handcarts/dollies must be done prior to the Festival opening and after the Festival closes each day, to ensure public safety.

Festival of Crafts Vendor Package includes:

- **Two Vendor lanyards for event entrance and two additional entry tickets to be used for booth assistants.**
- **Parking pass for one vehicle near Exhibit Hall or Activity Hall.**
- **Secured building during non-event hours.**
- **Access to electricity**
- **Exhibit space does not include decorations, furnishings, storage or other services, except that listed on the agreement.**

Signature of Applicant: _____ **Date:** _____