

Columbia Park, Kennewick, Washington
September 24 & 25, 2016
Food Vendor Application

Please Read, Print Out, and Save this information when you apply.

Basis For Acceptance

No application will be considered if the registration form is not *completely filled out*. In keeping with the theme of Ye Merrie Greenwood Renaissance Faire, **FOOD VENDORS ARE REQUIRED TO WEAR A RENAISSANCE COSTUME**, **decorate their booths in the style of Tudor England, and try to present a Renaissance Menu.** Modern equipment should be kept inconspicuous. *Please include a photo of your booth and your costumes with the application.* **You are required to send proof of insurance with your application.**

Menus

Food Vendors must submit their proposed menus, and prices, with this application by August 12 and obtain approval before finalizing their plans for food to be served. Menus and prices cannot be changed without approval from the director once they have been approved. There will be no repetition of menus among concessions. In this regard, we ask Food Vendors to consider changing menus if another concession has first submitted a menu which included one or more of your proposed items. Drinks and “extras” will be allowed as repeat items.

Booths

Booth spaces are approximately **20 x 20 feet**, and locations might change from year to year. When describing your booth **write the frontage first then the depth, e.g. 20 x 10.** All Vendors guarantee the booth to be staffed and ready to serve approved menus during all hours of the show. Vendors will be advised of their booth location when they check in. Vendors are responsible for providing all materials and for all construction and maintenance of their booths. *Remember to fire proof any materials that may require it.*

Booths must have at least 2 fire extinguishers.

Displays should be designed to withstand wind

Set Up and Show Hours

The Faire is open from 9:30 until 5:30 both days. Trucks will be allowed on site during set up and tear down. Vendors may set up on Friday, from 9:00 A.M. until 5:00 P.M.. **THERE IS NO SET UP AFTER 5:00 P.M. ON FRIDAY WITHOUT PRIOR APPROVAL.** There is set up time available Saturday from 7:00 - 9:00 A.M.. Vehicles will not be allowed to remain on the grass and **MUST** be off the site by 9:30 A.M., as the gates will be opened to the public at that time. **Booths may not be taken down or vehicles brought on the site until after 5:30 P.M. when the show is officially over**

On Site Camping: IMPORTANT, PLEASE READ.

Because we have moved!!!! Greenwood Faire onsite camping will allow campers, tents, trailers, and R.V.'s, Friday and Saturday nights **for free**. There will be power for R.V.'s on a first come first served basis.

Vendors may camp on site either in their booths or in our “Actors’ Camping Area” **As we are too far from the Fire Department to get to quickly it is requested that fires be kept above ground. If you have a fire, you must have two (2) fire extinguishers present. Accidents happen, and I’d rather they not happen to our new site!** Further camping information will be provided when the Vendor is accepted in the show.

Trash/Tables

Trash pickup will be made by the City of Kennewick. Trash cans will be provided for use in concession areas. If the accumulation of trash in any area occurs at a faster rate than City personnel can dispose of it, Concession operators are responsible for emptying their own trash containers until City pickups can be made. You may furnish additional garbage cans for your area if desired. Vendors will be totally responsible for policing the area in the vicinity of their booth and maintaining it litter-free. They also will be expected to keep all tables washed and clean at all times. Cooperation with other concessions on this clean up policy is expected.

WE REALLY APPRECIATE AND EXPECT YOUR ASSISTANCE IN MAINTAINING YOUR AREA.

Electrical Power

Electrical power will be available for all food concession booths. This power is limited but we are usually able to accommodate concession needs to about 3000 watts = one 30 amp circuit. **Vendors must make accurate estimates of their power requirements and submit them with their application.** Approval of your electrical needs will be finalized at the time you are accepted. Each Vendor must provide their own heavy-duty, outdoor rated extension cords for connection to power outlets. There are standard, 115 volt AC 3-wire grounded receptacles located on power poles in the vicinity of the booth locations.

License, Taxes, and/or Fees

Vendors will be responsible for complying with any applicable rules regarding obtaining any necessary license of inspection, collection and payment of Washington State Sales Tax or other taxes or fees. All retail sales should be reported to the Kennewick tax code, 0304. **To obtain a Washington State Sales Tax Number for out of state Vendors, you may contact them at:** WA Department of Revenue, P O Box 72207, Kennewick WA 99336, 1-800-647-7706.

Security/Risk/Liability

You are required to send proof of insurance with your application. *In order to safeguard their merchandise, vendors will be allowed to stay on site overnight Friday and Saturday.* There is limited access to potable water, and any open fire may pose a **FIRE HAZARD**, therefore, we request that **no cooking** outside of your booth be done in the park, within the area of the Faire.

DUE TO CITY REGULATIONS, NO PETS ARE ALLOWED ON THE SITE UNLEASHED.

Important: The names of ALL persons staying in the park overnight MUST be provided no later than two weeks before the event. Persons not listed will be detained by security until their identity can be verified. There will be security on the site. Persons found using or supplying illegal substances will be handed over to the authorities for prosecution.

Indemnity and Hold Harmless Agreement

The vendor signing this contact hereby agrees to indemnify, hold harmless, and defend any action against Ye Merrie Greenwood Renaissance Faire, Ye Merrie Greenwood Players, and the City of Kennewick from and against all liability whatsoever arising from the Vendor's participation in Ye Merrie Greenwood Renaissance Faire. All vendors signing the registration form agree to abide by the rules, policies, and guidelines contained in the application, application form and the accompanying introduction letter.

Signs

NO MODERN APPEARING SIGNS WILL BE ALLOWED ON OR AROUND CONCESSIONS. NO NEON OR NEON-TYPE SIGN OF ANY VARIETY MAY BE USED.

Permits

Vendors are responsible for complying with all applicable public health laws or ordinances of the City of Kennewick and the State of Washington, etc.. Vendors must contact the Health Services Department as soon as they receive their acceptance to Ye Greenwood Faire. **The phone number for the Health Services Department locally is: 509-786-1633** In addition, the following must have been completed and presented to the director with your application:

1. That you have checked with the City of Kennewick to determine what requirements are applicable to your operation
2. That you have had issued to you all licenses and necessary permits
3. That you have had everyone working in your booth who is over the age of 14 years tested and issued a card by the Health Services Department. Provide a list of those people to the director. **Folks have been forgetting to send me this information. Please don't make me call you for it.**

Fees

Fees are \$200.00 per booth. Please make your check or money order payable to: **“Ye Merrie Greenwood Players.**

The Production Director reserves the right to make a determination on any of the above rules. Send all mail inquires and application forms to: Ye Merrie Greenwood Players, 6015 W 20th Avenue, Kennewick WA 99338-1502. Phone inquires may be made weekdays at: 1-509-783-7727. Vendors may call to inquire if they are accepted

acceptance packets will not be mailed before August 26, 2016

YOUR NAME _____ **PHONE** _____

BUSINESS OR ORGANIZATION NAME _____

ADDRESS _____

(street or box number, city, state and zip code)

E-MAIL ADDRESS _____

CONTACT NAME IF DIFFERENT FROM ABOVE _____

WASHINGTON STATE TAX NUMBER _____

NAME UNDER WHICH STATE TAX NUMBER WAS GRANTED _____

NAMES OF HELPERS: Please write names on the back of this application. Any additional names may be listed on a separate sheet and included with registration form

DESCRIBE TYPE OF FOOD _____ (

list menu and prices on a separate sheet)

DESCRIBE BOOTH (exact booth size with any guide wires, denote frontage size, then depth, describe appearance)

If accepted please send me:

_____ Renaissance costume information

_____ Lodging information

_____ Other- _____

The signature below certifies that the Vendor has read and understood the rules and guidelines set forth in the information accompanying the application and hereby agrees to abide by them and to indemnify, hold harmless, and defend any action

against Ye Merrie Greenwood Renaissance Faire, Ye Merrie Greenwood Players, and the City of Kennewick from and against all liability whatsoever arising from the Vendor's participation in Ye Merrie Greenwood Renaissance Faire.

Signature _____ Date _____

Remember to enclose:

- 4 \$200.00 check or money order made out to "Ye Merrie Greenwood Players"
- 4 **A 4 x 9, STANDARD SIZE BUSINESS ENVELOPE, self-addressed and stamped.**
- 4 **The Application Form (remember to keep the application information)**
- 4 **Proof of Insurance**
- 4 **A menu and a price list**
- 4 **Remember to include Photographs of your booth and your Renaissance costume.**

Mail Application Form to: Ye Merrie Greenwood Players, 6015 W. 20th Avenue, Kennewick WA 99338-1502