



PenMet Parks Event Vendor Contract

Thank you for your interest in being a part of PenMet Parks Community Special Events!



Scarecrow Festival

Saturday, Oct. 5, 2019

10am – 4pm

(Estimated Attendance – 5,500)

- 10x10 Non-Electrical Booth Space - \$50.00 (+ \$10.00 for Electrical Space) **\$25.00 Late Fee after 9/21**
- 10x20 Non-Electrical Booth Space - \$70.00 (+ \$10.00 for Electrical Space) **\$25.00 Late Fee after 9/21**
- Non-Profit Organization – Free 10x10 (+ \$50 for additional spaces) **\$25.00 Late Fee added after 9/21**
- Food Vendor Space - \$150.00

**WE ASK THAT ALL APPLICATIONS ARE TURNED IN TWO WEEKS PRIOR TO EVENT
PLEASE PRINT LEGIBLY**

BUSINESS NAME _____

CONTACT NAME (First) _____ (Last) _____

MAILING ADDRESS: Street _____

City _____ State _____ Zip _____

PHONE: Home: _____ Cell: _____ Work: _____

EMAIL ADDRESS: _____ **WEBSITE:** _____

Below, please write the exact description of booth: **ALL** activities and types of products that will be offered. You may include attachments and photos. Will these items be for sale? Given away? If possible, please email us your logo.

Space Size Requirements: ____ Feet X ____ Feet

ELECTRICAL NEEDS: YES NO How many outlets do you need? _____

Vendors must provide their own extension cords.

WATER NEEDS: YES NO (Vendors must supply their own hoses, containers, etc.)

FOOD VENDOR INFORMATION: (applies *only* to food vendors) We reserve the right to limit the number of vendors in a 'competing' food class. While we are unable to guarantee there are not competing vendors at the Scarecrow Festival, we take this consideration very seriously during the mapping and placement. All tents must have a 25 lb. weight on each leg for safety in case of windy weather.

HEALTH DEPARTMENT PERMITS: (applies only to food vendors) Vendors are required to obtain the necessary temporary food permit through the Tacoma-Pierce County Health Department's website: <http://www.tpchd.org/food/temporary-food-establishment/> or email/call Amanda Peters at 253-798-7677 or apeters@tpchd.org. A copy of the temporary food permit will be required prior to your onsite arrival.

INSURANCE: (applies only to food vendors) Every participating food vendor must provide PenMet Parks with a certificate of insurance naming PenMet Parks as additionally insured. The insurance certificate must be in the amount of \$2 million and should have the following address listed on it:

PenMet Parks
Attn: Kelly Darling
10123 78th Ave NW
Gig Harbor, WA 98332
253-649-0350

Vendors must agree to and fully understand:

- *Fire Inspection: Local fire department will inspect all vendors the day of the event*
- Vendor responsible for providing & setting up their own equipment i.e.: canopies, tables, chairs, extension cords, etc. **Vendor MUST secure their canopies by using weights or stakes. Vendor is responsible for proper weight and securing all equipment and canopies.**
- All fees are non-refundable. No rain checks. Events happen rain or shine.
- Vendor responsible for ensuring that designated space is always occupied with a responsible party.
- Vendor is responsible for leaving the area in the same condition as they found it.
- Vendor may drive (1) vehicle onto warning track to set-up equipment and merchandise. If our fields are too muddy to drive on, vendor may have to park outside the fenced area and cart items into their vendor space. PenMet staff and equipment may be available to assist you.
- Vendor understands that the vehicle must be removed from the field and into a parking space no later than 9am the day of the event.
- Vendor will receive directions, event instructions, and map the week prior to event.
- Vendor understands that they should strive to setup (tents, tables, chairs – no merchandise) the day before the event (Friday) from 9am – 5pm. Park will be locked and secured from Dusk to Dawn.
- Vendor may set up merchandise and equipment the day of the event between 6:30am and 9am **ONLY!**
- Vendors will not drive onto the field to clean up and load merchandise and equipment prior to 4:00pm the day of the event.
- PenMet Parks Recreation Staff determines vendor placement. We do not guarantee the same site location or venue area from previous years. Vendors are located to best accommodate all vendors and to meet visitor needs and trends.
- The PenMet Parks will not be responsible for any loss or thefts incurred while on contract for a special event. Vendor will take full responsibility for the security of their items.
- Vendor spaces may be inspected by the Pierce County Fire/Pierce County Health Department on the first day of the event.
- We request that all vendors always conduct themselves in a reasonable and professional manner. Loud yelling, threats, and/or extreme profanity towards anyone will not be permitted at any time. If a dispute arises please contact PenMet Parks staff immediately.
- PenMet Parks does not permit the sales of counterfeit merchandise, drug paraphernalia, tobacco products, or weapons. We have the right to refuse any vendor contract.
- **PenMet Parks will accept vendors on a first come, first serve basis. We make every effort to not duplicate like vendors.**

Thank you for your interest in PenMet Parks Special Events. We look forward to working with you!

Vendor has read and understands the rules and guidelines of the Event Vendor Contract and is bound by the terms and conditions outlined in the guidelines. Vendor shall indemnify, keep and save harmless the Peninsula Metropolitan Park District, and staff from and against, any and all claims and demands, whether for injuries to persons, or loss arising out of the use or occupancy of the premises by vendor and shall defend at vendors own expense any action brought against the above-mentioned entities of/by vendors acts or omissions.

I have read and understand all the above, including the rules and guidelines.

Signature _____ - _____ Print Name _____
Date: ___ / ___ / _____

**Kelly Darling
Recreation Specialist
PenMet Parks
(253) 649-0350**
Kdarling@penmetparks.org

**MAIL COMPLETED APPLICATION AND MAKE CHECKS PAYABLE TO:
PenMet Parks
PO BOX 425, Gig Harbor, WA 98335**
**FAX COMPLETED APPLICATION TO (253) 858-0192
SCAN AND EMAIL APPLICATION TO Kdarling@penmetparks.org
DEADLINE DATE: SEPTEMBER 21st, 2019**