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**July 14, 15 & 16, 2017**

# 2017 Cornucopia Street Fair Application

(Food Applicants are by invitation only – do not use this application)

Thank you for your interest in participating in South King County's largest Family Festival. Please visit our web site at [www.kcdays.com](http://www.kcdays.com). Additional rules and set up information are found in the "Vendor's Information Sheet".

<b>Applicants Name</b>		
<b>UBI Number</b>	(note: if you have one)	
<b>Phone</b>	<b>Day:</b>	<b>Eve:</b>
<b>Business Name</b>		
<b>Mailing address</b>		
<b>City</b>	<b>State:</b>	<b>Zip:</b>
<b>Email address</b>		

- **Did you participate in the 2016 Kent Cornucopia Days?**    Yes \_\_\_\_\_    No \_\_\_\_\_
  - **If yes to the above, do you want the same space assignment as last year, or as close as possible?**  
     Yes \_\_\_\_\_    No \_\_\_\_\_    (see notes below for restrictions)
  - **If yes to the above, please indicate above any name change from 2016.**
  - **If you know (not required), provide the space number of your booth assignment in 2016?** \_\_\_\_\_
  - **Notes:**
    - Previous space locations cannot be guaranteed due to changes in Festival requirements
    - Previous space locations cannot be reserved after the June 1<sup>st</sup> application deadline

**MAIN** items you vend, i.e. garments, candles, long distance service etc. **List top 3 only please.** Please also list key give-aways.

- 1
- 2
- 3

**Note:** If you indicate that you are a Handcraft space, you **MUST** send photo's of your product(s).

All Vendors:

- If selling any soft drink or bottled water, you must contact the Festival Committee for policy's and sale pricing and you must purchase products from our Sponsors, for cash or credit, at the on site location at the event.
- **We reserve the right to restrict your selling of products or services at the event if your indication of product listed on this form did not mention conflicting sponsorship products or services.**

Commercial Vendors:

- The Cornucopia Committee is actively soliciting commercial sponsors for our event, therefore, if your participation conflicts with these sponsorships, we reserve the right to not accept your application (or cancel if already accepted) and your entry fee will be returned in full. We also reserve the right to limit and/or refuse the sale of any merchandise conflicting with our contract with any sponsor.
- We will strive to convince potential sponsors to allow as many vendors as possible and grandfather prior vendor participants if there is a conflict. No application will be cancelled after June 1<sup>st</sup> because of conflict.

**Please fill out both sides of this application**



SPACE TYPE	IF POSTMARKED PRIOR TO JUNE 1ST, 2017	IF POSTMARKED AFTER JUNE 1 <sup>ST</sup> , 2017	NUMBER OF SPACES (PER 10' X 10' SPACE)	SPACE COST
Handcraft Space <sup>1</sup>	\$155.00	\$195.00	X's _____ =	\$
Commercial Space <sup>1</sup>	\$290.00	\$330.00	X's _____ =	\$
Electrical Power <sup>1</sup>	\$35.00	\$45.00	A single 110v outlet (12 gauge minimum, 50' cord)	\$
<b>TOTAL</b>				<b>\$</b>

**Note:** <sup>1</sup> **Community Event** or small group **Non-Profit** booths will be charged Handcraft Space prices and must provide proof of being a non-profit (IRS or WA State Incorporation determination paperwork). Our determination is final.  
 : All electrical hook-ups to be made with Outdoor approved grounded extension cords (12-3 gauge wire minimum)  
**All electrical hook-ups subject to inspection by the Festival Staff & WA. St. Dept. of L. & I.**  
 : All commercial vendors **must** be equipped with a **fire extinguisher rated 2a 10bc** or equivalent. (fire codes)  
 : Some commercial vendors may fall into our sponsor categories. **A separate fee schedule applies.**

- One booth space is 10 feet by 10 feet (includes any and all awnings & display cases contained in 10'x10' space).
- You will not require electrical power for lights as daylight extends past closing time each day.
- Applicants for HANDCRAFT space must certify that they have performed 75% of the work required to produce their product, i.e. shaped, painted, knitted, sewn, grown, photographed, processed, dried, etc. For instance, assembling imported items into jewelry or adding clasps to gold chains DOES NOT constitute HANDCRAFT. Imported hand-made items are considered COMMERCIAL products.
- The Street Fair Committee reserves the right to reject any application at any time for any reason.
- Upon acceptance, applicants will be confirmed by mail or email.
- Applications not postmarked prior to June 2<sup>nd</sup> will be subject to a space surcharge (see above fee chart).
- Cancellation deadline for refund is June 15<sup>th</sup> – There will be a \$35.00 non-refundable cancellation fee **plus any credit card fees.**

- **All vendors must be licensed or otherwise authorized to conduct business in the State of Washington, if required. Vendors are responsible for their own tax, permits and license liabilities.**
- **All vendors agree to indemnify / abide by all of the rules** and exercise the utmost care in the use of facilities and property of the City of Kent, the Kent Lions, and any personal or business property within the festival and agree to indemnify and hold harmless the City of Kent, the Kent Lions, the Kent Cornucopia Days Committee, SEAFair, its officers, employees, volunteers, and agents from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees) and damages whatsoever: including claims arising by reason of accident, injury or death caused by persons or property of any kind arising out of, in connection with, or incident to the Kent Cornucopia Days Festival, except caused by the sole negligence of the City of Kent and/or the Kent Lions. \_\_\_\_\_(initials)
- **After May 1st, registration fees will not be returned if there is a cancellation due to war, acts of god, civil disobedience (riots), acts of terrorism, or governmental requirements for closure due to health pandemic or other civil emergencies.** \_\_\_\_\_(initials)

Visa \_\_\_ Master Card \_\_\_ AMEX \_\_\_ Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 (please note: we purge credit card account information each year – so you must re-submit #, signature below authorizes us to deduct funds)

Exact Name on Credit Card			
Credit Card Billing Address			
City	State:	Zip:	

**I HAVE READ ALL PAGES AND UNDERSTAND this Application & Information Sheet and I agree to comply with the rules and regulations set forth therein. I have not been promised exclusivity for my product.  
 Application will not be accepted until payment has cleared!**

Applicant signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**All applications must include signature (& initials) of applicant and full payment of all fees.  
 After July 1st we only accept cash, money order or credit cards!**

Make checks payable to "Kent Cornucopia Days"  
 Mail or fax applications with check, MO or credit card info to:  
**Kent Cornucopia Days | PO 5094 | Kent | WA | 98064      Secure Fax No. (253) 852-6263**  
**Contact us: kentlions@gmail.com (preferred) or (253) 852-5466**

## Kent Lions Street Fair Vendor Information Sheet

(Please retain these 2 pages for your records – do not mail these 2 pages back to us)

### Master Clauses:

- Please read this sheet completely. It contains information that is important to you as a valued Kent Cornucopia Day's vendor.
- The Kent Cornucopia Days Festival (herein referred to as the "Festival") is owned and managed by the Kent Lions. The Kent Lions Street Fair (herein referred to as the "Street Fair") is the major event within the Festival. The "Street Fair Chairman" is responsible for and manages the "Street Fair" portion of this Festival.
- Your signing the application, or participation as a vendor, or payment of fees, or setting up at the Festival is acceptance of understanding and compliance of all these rules and regulations.
- The Street Fair reserves the right to prohibit anyone or any product from selling or being sold, for giving gratis or disseminating in any manner.
- The Street Fair or Festival Chair's actions or decisions not covered in this sheet are final.

### Removal Clause:

- Should any vendor at any time occupy the premises in a manner contrary to these rules and regulations or in any manner which is hazardous or offensive to the public or other vendors, that vendor, upon request of the Festival officials, shall immediately cease such offending conduct! Failure to comply shall be just cause for revoking that vendor's permit. Upon revocation, that vendor shall promptly vacate the premises. Upon failure to vacate, the Festival is authorized to remove all property of said vendor from the premises at the vendor's expense. The Festival is relieved and discharged of any and all loss occasioned by such removal. The Festival shall not be responsible for storage or safekeeping of property so removed.

### Booth Space Assignments:

- Spaces are assigned as equitably as possible, taking into consideration space/spaces held last year, postmark on return application, space and electrical requirements and occupancy of adjacent spaces.
- If you desire adjoining space with another vendor, please specify the request on the bottom of the application.
- We make every attempt to comply with requests if possible, but with so many vendors it is not always achievable.
- You should "receive" your space assignment the first week of July. If you have not received it by the week of the event, please contact the Street Fair Committee at 253-852-5466 or kentlions@gmail.com.

### Booth Space Definition and Restrictions:

- Booth spaces are ten feet by ten feet (on the street-not the sidewalk). Shelters, tables, backdrops etc must be provided by the vendor and must be erected or constructed with concern for the safety of the public and other vendors.
- All awnings, display cases, and all products must be contained within your rented 10 x 10 space(s), if you need more room, you must rent another space. Sidewalks behind your booth are not considered part of your booth. We will measure and we will charge you another full 10 x 10 booth price for any extra space beyond the original 10 x 10 space.

### Time and Place: [These times are for the "Street Fair", parts of our "Festival" extend before and after these times/dates]

- Friday and Saturday: 10:00 AM to 8:00 PM.
- Sunday: 10:00 AM to 5:00 PM. (As directed by Kent PD)
- Downtown Kent area generally bounded by 4<sup>th</sup> Ave (west), Central Ave (east), Smith St (north) and Titus St. (south)

### Security:

- The Street Fair will provide evening security to *reduce* vandalism and theft. **We strongly recommend that nothing of value be left in booths overnight.** The Kent Lions, the Festival, the Street Fair and the City of Kent will not accept responsibility for theft of or damage to any merchandise or equipment.

Kent Lions Phone [\(253\) 852-5466](tel:253-852-5466) Kent Lions FAX [\(253\) 852-6263](tel:253-852-6263) Kent Lions email: [kentlions@gmail.com](mailto:kentlions@gmail.com)



### **Set Up and Breakdown Times:**

- Initial set-up may begin on Thursday night, **after 9:00 PM. Streets patrolled by City of Kent Police Dept.**
- Booth space numbers are marked on the curb in ten-foot increments. The numbered tab marks the **center** of your booth space. Friday, Saturday and Sunday set-up after daybreak must be completed by 9:00 AM **with all vehicles off the street** by this time.
- Canopies, shelters etc., may be left standing for the duration of the street fair. (See Security Section)
- **Breakdown on Friday and Saturday is after 8:00 PM and Sunday after 5:00 PM.** (Vehicles are allowed on the street ONLY after the Kent Police have determined there is no danger to fairgoers). **No vehicles are allowed on the street prior to breakdown on any day.** If early breakdown is necessary, vendor materials must be **hand carried** to vehicle away from the street fair area. During set-up and breakdown, vehicles must be parked so that other vehicles can pass. If a fire should occur during this time, all vehicles must be moved as quickly and orderly as possible, therefore, **vehicles must not be left unattended.**

### **Vendor Conduct and Responsibility:**

- Street Fair vendors shall conduct themselves in a personable and businesslike manner to customers and other vendors. **No loud music or hawking** that could annoy other vendors will be allowed. Music is too loud if the neighboring vendors are complaining. Do not interfere with customers talking to other vendors.
- **Stay with your booth. No selling or canvassing away from your booth or on the street.**
- Vendors are responsible for their own tax, permits and license liabilities. Washington State sales tax must be collected where applicable.
- Vendors are responsible for keeping their own space clean. Please deposit all litter in the garbage cans provided throughout the Street Fair. **Do Not** leave large stacks of flattened cardboard boxes without prior arrangement of the Street Fair chairman, or you will not be invited back next year.

### **Prohibited and Restricted Items:**

- Vendors **may not** sell soft drinks or bottled water unless authorized in advance by the Street Fair Chairman and purchased from our sponsor, for cash, **at the festival.**
- Electrical generators are not allowed. Power outlets are available for purchase. Minimum 12-3 gauge cords, 50'.
- Sunglasses should be of higher quality and with approved (and labeled) ultra violet rating.
- The Kent Lions reserves the right to restrict or prohibit any item, product, or cause for any reason at any time.

### **Sponsors of Kent Cornucopia Days:**

- Commercial Vendors:
  - The Festival is actively soliciting commercial sponsors for our event. As such, we may have to deal with such things as exclusivity, special promotions, conflicts, etc.
  - Therefore, if your participation would conflict with sponsors, we reserve the right to not accept your application (or cancel if already accepted) and your entry fee will be returned in full (without any fees). We also reserve the right to limit and/or refuse the sale of any merchandise if it conflicts with our contract with any sponsor. We will strive to allow as many vendors as possible and grandfather prior vendor participants if there is a conflict. No application that has already been accepted will be cancelled after June 1<sup>st</sup> because of conflict.
- We reserve the right to restrict your selling of products or services at the Festival, up to and including removal, if your indication of product or service listed on the application did not mention conflicting sponsorship products or services.

### **Purpose of Street Fair:**

- To provide a market place for crafts people, artists, food concessionaires, commercial vendors and fund raising for non-profit groups while providing public exposure and access to the many products, merchandise and services provided by the Downtown Kent Merchants.
- Proceeds are used to help cover the expenses of this event and are also used by the Kent Lions to support our numerous community projects in the Greater Kent area. We now support nearly 250 charitable causes.
- We are a Seafair sanctioned event.
- For additional information, look us up at: [www.kcdays.com](http://www.kcdays.com) or e-mail [kentlions@gmail.com](mailto:kentlions@gmail.com)

### **Other:**

- After May 1st, registration fees will not be returned if there is a cancellation due to war, acts of god, civil disobedience (riots), acts of terrorism or governmental requirements for closure due to health pandemic or other civil emergencies.