



November 18,19,20, 2011  
 Fri. & Sat. 10:00-6:00 /Sun. 10:00-4:00  
 Exhibit Hall / Enumclaw Expo Center

Exhibitor Booth Agreement

Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Cell phone number (onsite @ show): \_\_\_\_\_ Email: \_\_\_\_\_

List of products or services to be displayed at show:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Exhibitor agrees to exhibit products or services listed above; additions or deletions must be approved by show management.  
 Management reserves the right to restrict unlisted products and service or those inappropriate for the festival or if in violation of Fire Marshall regulations.

Booth Size	Qty	Unit cost	Exhibitor Cost
10'x10' booth space Includes 1 outlet w/2 plugs		Commercial <b>\$250</b> Hand Crafted <b>\$175</b>	\$
10'x20' booth space Includes 2 outlet w/2 plugs		Commercial <b>\$475</b> Hand Crafted <b>\$300</b>	\$
Tables		Complimentary (limit 2)	\$
Chairs		Complimentary (limit 2)	\$
Corner / End Booth	<b>Corner</b> <input type="checkbox"/> <b>End</b> <input type="checkbox"/>	<b>Additional booth fee</b> Corner \$50 / End \$25	\$
Food Vendor Includes 1 outlet w/2 plugs. Upon request, 2 outlets may be available		<b>\$200 deposit plus 20%.</b> City of Enumclaw is guaranteed \$200. Final cost is 20% of sales minus \$200 deposit	\$
<b>Subtotal</b>			\$
<b>Deposit</b> (50% due with application)			\$
<b>Balance Due (Nov 1)</b>			\$

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

Make Checks payable to: **City of Enumclaw**  
 Mail Agreement **City of Enumclaw / Festival of Crafts**  
 & Check to: **1339 Griffin AVE** Phone: (253) 740-4153  
**Enumclaw, WA 98022** Fax: (360) 825-1429



## RULES AND REGULATIONS

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**HOLD HARMLESS:** The City of Enumclaw cannot be responsible for accident, injury or loss of property. Vendor shall defend, indemnify and hold the City of Enumclaw, 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 City 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 City. 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 City of Enumclaw, 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 to the City. **If alcohol is approved for the event, Liquor Liability insurance must be included.** A copy of each of the Certificate of Insurance and Policy Endorsement must be provided to the City no later than the first day of the month 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 City of Enumclaw 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 opening.

All vendor booth fees must be paid in full prior the vendor set up on Thursday, November 17th.

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 11/18/2011 & 11/19/2011 and 10:00 a.m.-4:00 p.m. 11/20/2011.** Set-up date is reserved for Thursday, November 17, 2011 – Time will be announced. You will be required to have your booth set by 9 a.m. on November 18, 2011.

Vendor is responsible for all set-up and take-down of items. 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 or other decorations. Please contact Festival Management for information.

Exhibits are not permitted to be taken down until 4:01 pm on 11/20/11 after the Festival closes. Any exhibitor violating this policy will lose seniority for booth placement for its next exhibiting year.

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.

- Use of illegal drugs, smoking, and/or gambling is not permitted in any of the Expo Center facilities. Smoking is permitted 25 ft from the facility. Please use appropriate ashtray cans for waste.
- All minors on the premises must have adult supervision at all times.
- The City does not assume responsibility for personal property left unattended in City facilities. Lost & found items are held 30 days and then donated to charity or destroyed.
- Event participants must park in designated parking areas only.
- Use of Silly String or other sprayed materials, glitter/confetti, rice, or birdseed is prohibited.
- 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:**

2 vendor lanyards for event entrance and 2 additional entry tickets to be used for booth assistants

Secured building in the evening

Exhibitor listing on the Festival website

Link from Festival website to exhibitor's website (if exhibitor has a website)

Exhibitor listing in the Official Festival Guide distributed on-site (exhibitors must submit accurate information prior to Festival opening)

Access to 110 watt power (first-come, first-serve basis)

The exhibit space price does not include decorations, furnishings, storage or other services



**For Food & Beverage  
Vendors Only**



**ENUMCLAW EXPO CENTER**  
**FOOD/BEVERAGE REMITTANCE REPORT**  
Please make check/money order payable to:  
**City of Enumclaw**

PERCENTAGE DUE: **20%**

STATE SALES TAX RATE: 9.1%  
(Our tax code is 1700)

EVENT: Enumclaw Festival of Crafts

COMPANY / ORGANIZATION NAME

\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

<u>DATE(S)</u>	<u>GROSS SALES (Minus Tax)</u>	<u>PERCENTAGE</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL DUE \$ \_\_\_\_\_

I HEREBY CERTIFY THE ABOVE STATEMENT IS CORRECT.

\_\_\_\_\_  
Signature – Company / Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Management

\_\_\_\_\_  
Date

Mail to: Enumclaw Expo Center/ Festival of Crafts  
1339 Griffin Avenue  
Enumclaw, WA 98022