



## **Vendors, these instructions are meant for you to keep. Please do not send them back.**

1. Please send application and payment to Sky Valley Chamber of Commerce, Attn: Shindig Street-Fair, P.O. Box 46, Sultan, WA 98294. Make checks payable to the Sky Valley Chamber of Commerce.
2. Acceptance or Denial letter will be issued on May 16. Event will be open until full.
3. If applicable, recovery charges of \$25 will be collected for each returned check.
4. All cancellations before June 15th are subject to a \$10.00 administrative fee before a refund will be issued; any cancellations received after June 16th date forfeits any monies due.
5. All booth requests will be honored to the best of our ability on a first come, first serve basis.
6. The Sultan Summer Shindig hours of operation are Friday (7/8) from 4 pm to dusk, Saturday (7/9) from 9 am to dusk (**fireworks show 10 PM**), and Sunday (7/10) from 9 am to 4 pm. All vendors are asked to have booths set up Friday morning and vehicles removed from Main Street by 2 pm. Please be courteous to others and have your vehicle unloaded and moved as quickly as possible. If you are blocking traffic or others, you may be asked to move your vehicle. Saturday morning is the parade, you must have your vehicle unloaded and moved by 8:30 am.
7. It is mandatory that all vendors are open during Shindig hours unless pre-arranged. Failure to comply will result in not being allowed to participate in future Shindig events.
8. All other times other than those listed above are considered "quiet hours" no excessive noise of any sort will be permitted.
9. To calculate your event fee: figure out how many spaces you need for food booth spaces or street fair spaces; multiply this by the booth fee for a sub-total. Add \$40 if you are a craft/commercial/fine art/non-profit booth who needs power. If you decide to get power without signing up ahead of time the charge will be \$90. Call the Visitor Information Center at 360-793-0983 if you need help.
10. **All vendors please include with your application: a photo of your booth (unless you are a returning vendor with same setup); and a menu or list of proposed items to be sold in your booth. Be specific and include everything you plan to sell. Anything not on your inventory list may be subject to removal. All vendors must have either a trailer or easy-up (or similar) commercial type tent. Absolutely no frames with tarps attached, or umbrellas (unless it is a food cart). Tarps may only be attached to the back portion of your tent or used in the extreme case of rain. ABSOLUTELY NO EXCEPTIONS! This is a professional event.**
11. Vendors are provided space only. Food booth spaces are 20 ft x 10 ft, street fair booth spaces are 10 ft x 12 ft. If you exceed your allocated space, you need to purchase additional space. Vendors must provide own chairs, tables, displays, and a public garbage can in front of your booth. We provide a three-compartment dishwashing sink in the food area, picnic tables, dumpsters, sani-cans, and hand washing stations.
12. One 20-amp circuit per space is included with each food booth space fee. Water is available for dishwashing only (not for human consumption).
13. All food vendors are responsible for their own health permits from the Snohomish County Health Department (located in Everett, WA). This includes food handler's permits as well as event/show permits. The Health Department will be doing inspections during the event so please be prepared.



14. Due to infectious diseases and the potential for an outbreak, a certificate of insurance with Sky Valley Chamber of Commerce named as an additional loss payee must accompany every food vendor application. You **MUST** have this on file to participate in the event.
15. Absolutely no alcoholic beverages or loud music will be allowed in the vicinity of your booth.
16. **Booths and contents remain your responsibility. We do not recommend leaving any valuable items in your booth overnight since security is provided but limited. When in doubt, take it out.**
17. Parking is a big issue. Vendors will only be given 1 car pass per booth space for the 3rd & Alder vendor parking area, all guests may park at the Elementary School at 4th & Date. All motor homes, RV's, travel trailers, and campers are asked to park at the Elementary School at 4th & Date (yes, you can stay there for the duration of the event and you won't be asked to move). Must be self contained no power available. **NO EXCEPTIONS.** If you park elsewhere, you will be asked to move. You may be ticketed by the Sultan Police Department if you do not comply. Please contact the coordination office if you have disabled parking needs.
18. Vendors must be courteous and professional not only to event officials, but to event goers and other vendors. Absolutely no aggressive behavior, profanity, or words / actions that may cause animosity towards others or you will be asked to leave without a refund.
19. All vendors must agree to comply with the rules, regulations, policies, and conditions set forth by the Sultan Summer Shindig Committee, Sky Valley Chamber of Commerce, City of Sultan, Sultan Police Department, and Snohomish County Fire District #5.
20. The Sultan Summer Shindig Committee or law enforcement officers will remove from the event anyone failing to comply with the rules, regulations, policies, and conditions set forth or anyone failing to cooperate with event coordinators and/or local law enforcement.
21. Anyone ejected from the event for any reason will not be given a refund.
22. In consideration of the acceptance of this application, vendor agrees to save and hold harmless the Sultan Summer Shindig Committee, all Shindig sponsors, the Sky Valley Chamber of Commerce, the City of Sultan, the Sultan Police Department, Snohomish County Fire District #5 (including all officers, employees, and agents for the above mentioned agencies), from any injury, or loss/damage, including theft to any persons or property caused by operation of applicant's unit in connection with Shindig activities, and further agrees to defend said agencies and City from any claims for such damage.
23. Event Coordinators are volunteers, please help us be professional and organized and have your application packet complete and submitted on time! Event planning takes time – we need time to plan an awesome event.
24. Please sign the bottom of the vendor application acknowledging that you have read these rules and regulations and you agree to abide by them. Rules subject to change without notice.
25. If you have any questions, please call the event coordination office at (360) 793-0983 or you can e-mail [Debbie@skyvalleyvic.net](mailto:Debbie@skyvalleyvic.net)