



PenMet Parks Event Vendor Contract

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



Scarecrow Festival
Saturday, Oct. 3, 2015
10am – 4pm
(Estimated Attendance – 5,500)

10x10 Non-Electrical Booth Space - \$50.00 (+ \$10.00 for Electrical Space) **\$25.00 Late Fee after 9/23**
10x20 Non-Electrical Booth Space - \$70.00 (+ \$10.00 for Electrical Space) **\$25.00 Late Fee after 9/23**
Food Vendor Space - \$100.00 (as much space as needed)
Event Sponsor – Free (as much space as needed)
Non-Profit Organization – Free 10x10 **\$25.00 Late Fee added after 9/23**

ALL APPLICATIONS ARE DUE BY WEDNESDAY SEPTEMBER 23RD 2015
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.)

Any set-up or other special requests you might have during the festival:

Vendors must agree to and fully understand:

- Vendor responsible for providing & setting up their own equipment ie: canopies, tables, chairs, extension cords, etc.
- All fees are non-refundable. No rain checks. Events happen rain or shine.
- Vendor responsible for ensuring that designated space is occupied with a responsible party at all times.
- Vendor is responsible for leaving the area in the same condition as they found it.
- Vendor may drive (1) vehicle onto the event field to set-up equipment and merchandise. In the event that 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 (1) assigned vendor parking space no later than 9am the day of the event.
- Vendor will receive directions, event instructions, (1) parking pass, and map one week prior to event.
- Vendor must display parking pass in window at all times.
- 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 7am and 9am ONLY!
- Vendors will not breakdown merchandise or equipment prior to 4:00pm the day of the event.
- Vendors will not drive onto the field to clean up and load merchandise and equipment prior to 4:30pm 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 conduct themselves in a reasonable and professional manner at all times. 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 of the above, including the rules and guidelines.

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

Questions?

Chuck Cuzzetto
Recreation Specialist
PenMet Parks
(253) 530-0833
ccuzzetto@PenMetParks.org

MAIL COMPLETED APPLICATION AND MAKE CHECKS PAYABLE TO:
PenMet Parks
10123 78th Ave NW, Gig Harbor, WA 98332
FAX COMPLETED APPLICATION TO (253) 858-0192
SCAN AND EMAIL APPLICATION TO ccuzzetto@PenMetParks.org
DEADLINE DATE: SEPTEMBER 23RD 2015