



**Request for space(s) form:**

DESCRIPTION	IF POSTMARKED PRIOR TO JUNE 2 <sup>ND</sup> , 2010	IF POSTMARKED AFTER JUNE 1 <sup>ST</sup> , 2010	NUMBER OF SPACES (PER 10' X 10' SPACE)	SPACE COST
Handcraft Space <sup>1</sup>	\$130.00	\$165.00	X's _____ =	\$
Commercial Space <sup>1</sup>	\$265.00	\$300.00	X's _____ =	\$
Electrical Power <sup>1</sup>	\$35.00	\$40.00	1-20 Amp circuit per location only	\$
<b>TOTAL</b>				<b>\$</b>

**Note:** <sup>1</sup> **Non-Profit** and **Community Event** 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)

- 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.
- Upon acceptance, applicants will be confirmed by mail.
- Applications not postmarked prior to June 2<sup>nd</sup> will be subject to a \$35.00 per space surcharge.
- 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 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.
- All vendors 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.
- **After May 1, 2010, 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**

**All applications must include signature of applicant and full payment of all fees.**

**After July 1, 2010 we only accept cash, money order or credit cards!**

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 (please note that we purge credit card account information each year – so you must re-submit #)

I have read all pages of 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 \_\_\_\_\_

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 Fax No. (253) 852-6263**  
**Contact us: kentlions@gmail.com (preferred) or (253) 852-5466**

## Kent Lions Street Fair Vendor Information Sheet

### 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 in the mail by Friday, July 2nd. If you have not received it by Monday, July 5th, please contact the Street Fair Committee at 253-852-5466 or [kentlions@gmail.com](mailto: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]

- July 9, 10 & 11, 2010
- 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, Central Ave, James St, & Willis St.

### Security:

- The Street Fair will provide evening security (Friday and Saturday only) 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** Kent Lions FAX **(253) 852-6263** Kent Lions email: **kentlions@gmail.com**

**We encourage correspondence by email !!!**

Please see other side



Page 1 of 2

### **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 9:30 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 Manager and purchased from our sponsor, for cash, **at the festival.**
- Electrical generators are not allowed. Power outlets are available for purchase. You must use 12-3 gauge wire cords.
- 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:**

- All vendors may not sell any soft drink or bottled water unless purchased from our Kent Cornucopia Days Sponsors, for cash, and at the office on site location at the event.
- 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>, 2010 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 from rentals 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 1, 2010, 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.
- Handcraft, Non-Profit, & Community Event definitions are on our web site: [www.kcdays.com](http://www.kcdays.com)