



July 4th Celebration

Northwest Landing Residential Owners Association
And
City of DuPont



VENDOR APPLICATION

Event Information

Event Date & Time: Friday, July 4, 2008 12:00pm – 3:00pm

Location: Clocktower Park, 1408 Thompson Circle, DuPont, WA 98327

Booth Information

Vendor Set Up: Friday, July 4, 2008 10:00am – 11:30am (Must be completely set up by 11:30am)

Space Fees (non-refundable): Received On / Before June 25 = \$25.00 Received After June 25 = \$35.00
Non-Profit Organizations = Free

Business License: All vendors must have a temporary City of DuPont business license. (See attached for more information).

Contact Information

Vendor Coordinator: Synthia Santos
Phone: 253-588-2485
Email: synthia.santos@us.army.mil

Event Coordinator: Amy Walker
Phone: 253-405-9698
Email: awalker@ci.dupont.wa.us

Application Information

Make checks payable to: Northwest Landing ROA

Mail check & application to: Northwest Landing ROA, 1520 Wilmington Drive, Suite 200, DuPont, WA 98327

Business Name: _____ Type: _____

Address: _____ City: _____ Zip: _____

Contact Name: _____ Title: _____

Phone: _____ Phone: _____ Email: _____

Provide a complete description of items to be sold / provided (attach additional sheet if necessary):

Please attach a layout of your concession / booth space including (if necessary) location of hand wash station, fire extinguisher, cooking area, serving area, etc. Layout sketch is due upon receipt of the application.

Vendors must provide their own power and water source.

Will generator be used: YES NO

July 4th Celebration

VENDOR RULES & GUIDELINES

An overhead canvas or covered booth is advised. Vendors are required to collect their own sales tax. A tax number can be obtained from the Dept. of Revenue. A temporary number can be obtained if less than two shows per year are done.

Rules & Guidelines for all vendors:

1. Vendor spaces are on a first come first serve basis.
2. Vendor must have a temporary City of DuPont business license.
3. Vendor is purchasing booth space only, one vendor per booth.
4. Booths shall be free standing. No ground stakes will be allowed. Recommend sandbags / weights to secure booth.
5. Vendors must be ready to open by 11:30am on Friday, July 4, 2008.
6. Vendors shall present themselves in a reasonable & non-offensive manner.
7. If Vendor has a structure to erect, Vendor is responsible to ensure it will not obstruct walkways.
8. Vendor vehicles (after unloading) will be parked in the designated parking area. Vehicles will not be allowed on Thompson Circle after 11:30am or before 3pm on Friday, July 4, 2008.
9. Should Vendor at any time occupy the premises in a manner contrary to this agreement, upon request of staff, vendor shall immediately cease offending conduct. Failure to comply as requested shall be cause for the revocation of this permit and expulsion from this event.
10. Booth spaces (10' x 10') are for Friday, July 4, 2008 from 11:30am – 3:00pm. Early breakdown of booths is not allowed.
11. The celebration is held on City property; all City rules and policies must be followed.
12. Applications will be juried to assure conformity with the Events mission and objectives.

Rules & Guidelines for food vendors:

1. Vendors using deep fat fryers must have a Type K fire extinguisher in their booth space.
2. All food vendors must have the appropriate type of fire extinguisher in their booth space.
3. Tents, canopies, etc. shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be flame retardant, and bear such a label.
4. Use of plastic tarps must be limited. Please keep all plastic materials away from cooking area.
5. Must meet all Pierce County Health Department rules & guidelines.

The City of DuPont Fire Department and the Pierce County Health Department will inspect vendor spaces.

Vendor has read and understands the rules and guidelines for the 4th of July Celebration being held in DuPont, WA and is bound by the terms and conditions outlined in the guidelines. Vendor shall indemnify, keep and save harmless the City of DuPont, Northwest Landing Residential Owners Association, 4th of July Committee, volunteers 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 vendor acts or omissions.

I have read and understand all of the above, including the rules and guidelines.

Vendor Name

Business Name

Vendor Signature

Date



City of DuPont
303 Barksdale Ave
DuPont, WA 98327
253-964-8121 phone
253-964-3554 fax

Business License Application
Ordinance Number 769

Temporary Business License Application

Failure to provide any requested information may delay your application. The license shall be valid for a period of **24 hours** from the date and time specified. A fee of \$5.00 is required for all vendors conducting business in the City of DuPont for a special event or any 24 hour period. Please make your check payable to the City of DuPont and remit with this application to the above address.

Applicant Information

*Business Name: _____

*Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

*Phone: _____ Fax: _____

*Contact Name: _____

Type of Business: _____

*Federal ID No: _____ *WA State U.B.I. No: _____

*Prepared by: _____ Title: _____
please print

*Signature: _____ Date: _____

(*Required Fields)

City of DuPont use only

License no: _____

Date: _____ Time: _____ Check no: _____

Did not issue license (list reason) _____