



UMOJAFEST

August 5-7, 2016

Judkins Park - Seattle, WA

Friday, August 5th, 2016: 11 a.m. – 9 p.m.

Saturday, August 6th, 2016: 11 a.m. – 9 p.m.

Sunday, August 7th 2015: 11 a.m. – 7 p.m.

Vendor Packages (Full Weekend)	“A” Non-profit	“B” Non-profit	“C” Merchandise/ Service	“D” Merchandise/ Service	“E” Food	“F” Corporate
Fee	\$125	\$175	\$150	\$225	\$385	\$525
Space	10' x 10'	10' x 10'	10' x 10'	10' x 10'	10' x 10'	10' x 10'
Canopy(10' x 10')	None	Yes	None	Yes	Yes	Yes
Electrical	None	None	None	None	None	None
Table(1) & Chairs (2)	None	Yes	Yes	Yes	Yes	NA

Vendor Packages Try It Out - Single Day**	\$100	\$110	\$95	\$125	\$210	NA
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IMPORTANT INFORMATION

PAY VENDOR FEES ONLINE AT: <http://umojafamilyfest.com/vendors>

All packages include a 10' x 10' vendor space. Vendors are responsible for supplying their own electricity. All vendors must be equipped with a Type “K” and “ABC” fire extinguisher.

INCLUDED in the above fee is a \$15 Minimum Sales Fee required by the Seattle Parks Department. All vendors are responsible for calculating and reporting the “10% to Seattle Parks” tax and paying any additional fees due.

*Note: All beverages to be sold by vendors at the festival must be purchased from the Umoja Festival organization and will be offered at discounted prices. The Umoja Festival will be the primary provider of cold beverages at the festival. Specialty drinks are allowed but all canned and bottled water and soft drinks must be purchased from the Umoja Festival stations at the event.

VENDOR APPLICATION DEADLINES:

Any application postmarked after May 31, 2016. Any application received after this date MUST include the \$25 late fee. Please inquire about space availability before submitting application after May 31st.

PO BOX 22328
Seattle, WA 98122
877-505-6306
www.umojafestnw.com

Please submit application and full payment in form of money order, cashier's check, or business check to:



LIMOJAFEST

Vendor Packages Guide

Package	Information
Package A Non-Profit	<ul style="list-style-type: none"> ▪ For non-profit organizations, groups, and churches ▪ Includes a 10' X 10' space. Selling not allowed.
Package B Non-Profit	<ul style="list-style-type: none"> ▪ For non-profit organizations, groups, and churches ▪ Includes a 10' X 10' space with a canopy, table and 2 chairs. Selling not allowed.
Package C Merchandise/Service	<ul style="list-style-type: none"> ▪ For merchants with retail or information, schools, and baked goods ▪ Includes a 10' X 10' space
Package D Merchandise/Service	<ul style="list-style-type: none"> ▪ For merchants with retail or information, schools, and baked goods ▪ Includes a 10' X 10' space with a canopy, table, and 2 chairs
Package E Food	<ul style="list-style-type: none"> ▪ For temporary food service booths or food trucks cooking and serving food ▪ Includes a 10' X 10' space with a canopy, table, and 2 chairs
Package F Corporate	<ul style="list-style-type: none"> ▪ For corporations with retail or information ▪ Includes a 10' X 10' space with a canopy, table, and 2 chairs

TERMS AND CONDITIONS

As a participant in this event, I/We agree to adhere to the following:

1. All vendor applications are subject to approval by event organizers. Event organizers reserve the right to prohibit any product from being marketed at this event. Failure to comply with any of the rules and regulations set forth by event organizers could result in your application being revoked and removal from the event without refund.
2. Vendors participate at their own risk and take full responsibility for all of their products, equipment, and personal property. Event organizers are not responsible for any items that are missing, damaged, or lost from your vending area.
3. Vendors are required to provide a **Washington State UBI number (not federal tax ID number) AND a City of Seattle Business License customer number**, which is located on all Seattle business licenses. **Organizations that do not have a City of Seattle Business License must purchase a 3-day business permit through Umoja Fest for \$15.** A Washington State License will not substitute for a City of Seattle License. Our vendor list will be checked by the city. This is required of for-profit as well as not-for-profit organizations. The only exemptions are public schools and churches. Vendors are responsible for their own taxes and license liabilities. Washington State sales tax must be collected where applicable.
4. Vendors agree to conduct themselves in a professional and courteous manner to customers, other vendors and event staff. Vendor agrees to refrain from any activities (e.g., loud music or hawking) that may interfere with other vendors and/or festival activities. Vendors are responsible for keeping their space clean. All garbage and litter should be properly deposited in garbage cans and dumpsters provided on festival grounds. Please do not leave stacks of cardboard boxes on festival grounds.
5. There will be **no** refunds of application fees if applicant fails to participate in festival or if there is inclement weather during the festival. An applicant must apply by letter for a refund. This letter must be postmarked 30 days prior to the festival starting date. A \$25.00 application fee will be charged against any refund request.
6. All vendors must be set up and ready for business 30 minutes prior to the start time of the event.
7. There will be **NO MUSIC PLAYED** in any form from any booth without special written permission from event management.
8. There will be no sale of guns, ammunition, survival weapons, pepper spray, mace, tear gas, etc.
9. Vendor assumes full responsibility for any and all damages to park or facilities caused by their participation in the festival.
10. Vendor agrees to indemnify and hold harmless the Umoja Fest African Heritage Festival & Parade staff and agents and partners, Umoja PEACE Center and the City of Seattle and their respective liability insurance carriers against any and all liability associated with their participation in any and all of the activities of the Umoja Fest African Heritage Festival and Parade.
11. By submitting the attached application, vendor agrees with the above terms and conditions. Event management reserves the right to revoke applications and close exhibits for failure to comply with event rules. Upon revocation of application, vendor must immediately vacate the premises. Upon failure to vacate, event organizers are authorized to remove all property of vendor at vendor's expense. Event organizers are relieved and discharged of any and all lost occasioned by such removal. Event organizers shall not be responsible for storage or safekeeping of the removed vendor's property.
12. Full payment and a completed registration are required to reserve a space. PAYMENT must be made online, by mail or in person. **NO PERSONAL OR BUSINESS CHECKS** will be accepted within two (2) weeks of event.

ADDITIONAL INFORMATION FOR FOOD VENDORS ONLY:

1. All food vendors must provide a "Certificate of Insurance" naming the Umoja Fest African Heritage Festival Parade, Umoja PEACE Center and the City of Seattle as additional insured. All food vendors must provide food handler cards and follow the rules and regulations set forth by the Seattle-King County Department of Health. Applications for Temporary Food Service must be submitted to the Health Department no less than 30 days prior to the opening date of the festival. Any violations of the Health Department rules and regulations and stipulations will result in Event organizers revoking your space with no refund until all violations have been corrected.
2. If you use charcoal or propane you must have a Seattle Fire Department permit to cover this event. This will include having any SFD required equipment and a fire extinguisher.
3. Smoking is prohibited by food vendors in or around food preparation areas. Garbage must be securely bagged and protected from animals and spillage. Empty cardboard boxes should be flattened and neatly stacked. Food vendors must properly dispose of hot coals from briquette barbecues, wastewater and any spent cooking oil in accordance with environmental regulations at designated locations.

"TRY IT OUT" SINGLE DAY VENDOR TERMS & CONDITIONS

1. The "Try it Out" Single Day program is for first time Umoja Fest African Heritage Parade and Festival vendors ONLY. Under no circumstance can a business or organization participate in the "Try it Out" Single Day Program twice.
2. "Try it Out" Single Day Vendors must comply with all Marketplace Terms & Conditions.
3. "Try it Out" Single Day Vendor spaces are very limited and are granted on a first come, first serve basis. If a participant enjoys their single day, they may pay an additional fee to participate the remainder of the weekend.



UMOJAFEST

2016 VENDOR ORDER FORM

Complete this application and return it with Business Check, Money Order or Cashier's Check
to:

Umoja Fest
P.O. Box 22328
Seattle, WA 98122

(Please print or type)

Applicant Name:

Business/
Organization Name:

City of Seattle Business License No. (UBI Number):

Washington State Business License No. (UBI Number):
(Photocopy of original license required with application)

Mailing Address:

City: ST: State

Zip

Day Phone: () Evening Phone: Same

Evening Phone if Different: ()

E-mail :

Website:

Description of items you will be showing and/or selling at your booth

Vendor Package Requested:

A, B, C, D, E or F (see pg. 1 for pricing):

Amount:

**Single Day :Yes

No

\$15.00 City of Seattle fee (if no Seattle Business License):

\$25 Late Fee (After May 31st):

Total fee attached to Application:

I confirm that I have read the Fact Sheet and Terms & Conditions and agree to comply with all terms and conditions set forth therein.

Name:

Title:

(Please print)

Signature

Date

Office Use Only:

Processed by _____ Date _____

Amount paid \$ _____ Cash _____ Online _____ Check # _____



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2016 FOOD VENDOR CHECKLIST

*Note: All beverages to be sold by vendors at the festival must be purchased from the Umoja Festival organization and will be offered at discounted prices. The Umoja Festival will be the primary provider of cold beverages at the festival. Specialty drinks are allowed but all canned and bottled water and soft drinks must be purchased from the Umoja Festival stations at the event.

Certificate of Insurance

-Name the Umoja Fest African Heritage Festival & Parade, Umoja PEACE Center, Seattle Neighborhood Group, and the City of Seattle as additional insured.

Application for Temporary Food Service Submission- Moderate level fee is \$290. Details on Fees

<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/temporary.aspx>

Please see attached Temporary Food Establishment Guidelines & Fee Schedules 2016 document*

-Must be submitted to the King County Health Department **by July 15, 2016** to avoid any late fees. Submit applications at their offices in downtown Seattle, 401 5th Avenue, Suite 1100 Seattle, WA 98104 or apply online:

<https://www.kingcounty.gov/healthservices/health/ehs/portal.aspx>

To complete the Application for Temporary Food Service, get information on all fees, obtaining a food handler's permit, or to view food safety guidelines visit:

<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/temporary.aspx> or

call the **Downtown Seattle Food Protection Program** at: **(206) 263-9566** for more information about the Application for Temporary Food Service and food safety.

Valid Food Handlers Permits- \$10/person*

Seattle Fire Department Permit (if you use charcoal or propane)- \$371*

-Must be submitted to the Seattle Fire Marshal's Office by **June 20, 2016** to avoid any late fees.

To get information or to complete an application for a Seattle Fire Marshal's Permit please visit:

<http://www.seattle.gov/fire/FMO/specialEvents/SEFees.html> or call the **Seattle Fire Marshal's**

Office at: **(206) 386-1450** for information about obtaining a permit from the Seattle Fire Department.

King County Health Inspections

-Any violations discovered during the health inspection will result in event organizer's revoking your space with no refund until all violations have been corrected.

**All prices listed are provided to the best of our knowledge according to www.kingcounty.gov and www.seattle.gov as of March 2016.*

Date/s: Friday, August 5th, 6th, and 7th, 2016

Set UpTime: 9 AM -10:30 AM

Location: Judkins Park at the corner of 22nd Ave S. & S. Charles St.

Check in Unload and Set-up:

- Vendors are allowed to unload on the paved paths along sides of the field. All vehicles must be removed promptly after unloading and each vendor must be done unloading and vehicles removed from the field by 10:30 AM. There is not a reserved parking area for vendors; you must find parking on the street.
- We will have light overnight security; however vendors are still responsible for keeping their items secure. The Umoja Fest African Heritage Parade and Festival accepts no liability for your property. Please construct a plan for the best way to keep your property secured if you choose to leave them unattended overnight.
- “Try it Out” Single Day Vendors please follow the same process on your reserved day.

Failure to arrive to vendor registration between by 10:30 AM may cause you to lose your vendor space. **Please keep in contact with the Vendor Coordinator Yalonda Sinde at vendors@umojafestnw.com or call 206-830-0149 if an emergency prevents you from arriving on time.**

Frequently Asked Questions

Q: Can I bring my own canopy, table, and chairs?

A: Yes, if you purchase a package that doesn't include canopy, table, and chairs you must bring your own as long as it all fits in your 10' X 10' space.

Q: What time is break down? Who cleans up?

A: Vendors can begin breaking down/packing up within an hour of the end of the festival each day. Vehicles cannot enter the park until after the festival has ended- 9:00 PM Friday and Saturday and 7:00 PM Sunday AND after patrons have cleared the park. Vendors are responsible for keeping their vicinity clean throughout the festival.

Q: What is the “10% to the Seattle Parks” Tax?

A: 10% of vendor gross receipts go to support the Seattle Parks Department. It will be collected at the end of each festival day. Vendors are responsible for calculating and reporting.

Q: How do I get electricity?

A: Vendors must supply their own electricity. Most vendors rent a generator for the weekend.

Additional Resources:

Information about Tradeshow Fee if no Seattle Business License

City of Seattle Revenue & Consumer Protection Division Cherie MacLeod (206) 684-8402

Information about the City of Seattle Plastic Bag Ban

www.seattle.gov/plasticbagban

Information on how to improve your business' environmental performance and save money

www.resourceventure.org

If you have additional questions or concerns, please email vendors@umojafestnw.com.

PLEASE KEEP FOR YOUR RECORDS