



UMOJAFEST

Vendor Application

August 5-6, 2017

Judkins Park - Seattle, WA

Saturday, August 5th, 2017: 11 a.m. – 9 p.m.

Sunday, August 6th 2017: 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	\$150	\$175	\$200	\$250	\$450	\$1,000
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	Yes

Vendor Packages Try It Out - Single Day**	\$100	\$125	\$125	\$175	\$300	\$500
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IMPORTANT INFORMATION

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.

VENDOR APPLICATION DEADLINES:

Any application postmarked after July 7th, 2017. Any application received after this date MUST include the \$25 late fee. Please inquire about space availability before submitting application after July 7th.

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

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



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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 2-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.



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2017 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 must be submitted with application!)

Mailing Address: _____

City _____ **State** _____ **Zip** _____

Day Phone (____) _____ **Evening Phone** (____) _____ **Cell Phone** (____) _____

E-mail _____ **Website:** _____

Description of items you will be showing and/or selling at your booth. (Any diversion from the listed items can result in the vendor's immediate ejection from the event without refund):

Vendor Package Requested:

A, B, C, D, E or F (see p. 1) _____ **\$** _____

****Single Day Yes** _____ **No** _____

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

\$25 Late Fee (After July 7th) **\$** _____

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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2017 FOOD VENDOR CHECKLIST

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 2017 document*

-Must be submitted to the King County Health Department **by July 14, 2017** to avoid any late fees. You can submit the application online at:

You can submit applications at their offices in downtown Seattle, 401 5th Avenue, Suite 1100 Seattle, WA 98104 or apply online by registering/signing up with a user name and password at:

<http://www.kingcounty.gov/depts/health/environmental-health/portal.aspx>

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)- \$436*

-**Must be submitted to the Seattle Fire Marshal's Office by July 1, 2017** 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/sefaq.htm>

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 January 2017.*

Umoja Festival Vendor Registration and Set-up Process

Date/s: Saturday and Sunday August 5-6th, 2017

Set Up Time: 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.

Please note, it is important that you have your booth setup by 10:30 AM. If you are not able to setup on time, you may lose your spot. **Please contact the Vendor Coordinator at vendors@umojafestnw.com or 1-877-505-6306 if you need to cancel your booth reservation.**

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