



UMOJAFEST

Vendor Application

August 4-5th, 2018

Judkins Park - Seattle, WA

Saturday, August 4th, 2018: 11 a.m. – 8 p.m.

Sunday, August 5th, 2018: 11 a.m. – 7 p.m.

Thank you for your interest in being a vendor/exhibitor at Umoja Fest 2018!

Important Information

All Packages include a 10x10 vendor space for Aug 4-5, 2018. Vendors are responsible for **supplying their electricity**. All vendors must be equipped with a type “K” and or “ABC” fire extinguisher.

INCLUDED in the vendor fee is a **\$15 Minimum Sale 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

All Application must be postmarked/submitted **by 5:00 pm on July 6th, 2018**. Any Application postmarked/ submitted after 5:01 pm July 6th,2018 are subject to be denied participation for the 2018 Umoja Festival.

Vendor Application Payment

Please submit the application and full payment in form of money order, cashier’s check, Business check, or a copy of online payment to:

Po Box 22328
Seattle, WA 98122
877-505-6306
www.umojafestnw.com



UMOJAFEST
Vendor Packages

<p>Non-Profit BASIC <i>(includes only a 10x10 space)</i> *For non-profits organization, groups, and churches. *Selling any items/services are not allowed.</p>	\$150
<p>Non-Profit PREMIUM <i>(includes 10x10 space, canopy, table, and 2 chairs)</i> *For non-profits organization, groups, and churches. *Selling any items/services are not allowed.</p>	\$200
<p>Government Booth BASIC <i>(includes only a 10x10 space)</i> *For government agencies</p>	\$300
<p>Government Booth PREMIUM <i>(includes 10x10 space, canopy, table, and 2 chairs)</i> *For government agencies</p>	\$375
<p>Commercial BASIC <i>(includes only a 10x10 space)</i> *For merchants with retail/services</p>	\$200
<p>Commercial PREMIUM <i>(includes 10x10 space, canopy, table, and 2 chairs)</i> *For merchants with retail/services</p>	\$250
<p>Corporate <i>(includes 10x10 space, table, canopy, and 2 chairs)</i> *For corporations with retail or information</p>	\$1,500

Food Vendors Package

<p>Cold Foods [only] Vendors <i>(includes only a 10x10 space, canopy, table, and 2 chairs)</i></p>	\$300
<p>Hot Foods and Cold Vendors <i>(includes only a 10x10 space, canopy, table, and 2 chairs)</i></p>	\$450
<p>Food Trucks <i>(includes only a space for truck)</i></p>	\$500



UMOJAFEST
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 the 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 to 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.



UMOJAFEST

2018 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

Applicant Name: _____

Business/Organization Name: _____

City of Seattle Business License No: _____

Washington State Business License No. (UBI Number): _____

(Photocopy of original license required with application)

Mailing Address: _____

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

Contact Number: _____

E-mail : _____

Website: _____

Social media (If any): _____

Vendor Package Requested:(Place an X your desired package)

- Non-Profit Basic \$150
- Non-Profit Premium \$200
- Government Basic \$300
- Government Premium \$375
- Retail Basic \$200
- Retail Premium \$250
- Cold Food \$300
- Hot and Cold Food \$450
- Food Trucks \$500
- Corporate \$1,500

Vendor Package Fee (see above)

\$

**\$15.00 City of Seattle Trade Show Fee
(if no Seattle Business License):**

\$

\$50 Canopy rental (Food Vendor's Only)

\$

Total fees:

\$

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:(Please print)_____

Title:(Please print)_____

Signature

Date

Office UPC Use Only:	
Processed by _____	Date _____
Amount paid \$ _____	Cash _____ Online _____ Check # _____



UMOJAFEST

2018 FOOD VENDOR CHECKLIST

Certificate of Insurance

Name the Umoja Fest African Heritage Festival & Parade, Umoja PEACE Center 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 2018 document*

Must be submitted to the King County Health Department by **July 13, 2018** to avoid any late fees.

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 username 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, 2018**, 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 2018.*

Umoja Festival Vendor Registration and Set-up Process

Date/s: Saturday and Sunday, August 4-5th, 2018

Set Up Time: 9 -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 contact the Vendor Coordinator for any questions or if an emergency prevents you from arriving on time at vendors@umojafestnw.com or call 206-250-2962.

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'X10' 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 gross vendor 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 Trade Show 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