



Polish Festival Seattle  
1714 18th Avenue  
Seattle, WA 98122  
www.polishfestivalseattle.org

## Polish Festival Seattle MERCHANDISE VENDOR APPLICATION

**Application Deadline:** May 25, 2018

**Festival Date:** Saturday, July 7 2018, 12:00 – 8:00 p.m.

**Festival Location/Address:** Seattle Center 305 Harrison Street Seattle, WA 98109

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Application for Marketplace Vendor booth located at:

- Seattle Center Armory (indoors)  
 Mural Amphitheater (outdoors – limited space – must be approved)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

City of Seattle Business License # \_\_\_\_\_  I do not have a Seattle Business License number

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Business (Polish imports and/or goods related to Polish culture):

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❖ **Details:**

- A deposit fee of \$50 is required for each merchant vendor, once application is approved, to reserve table(s). In addition, 20% of sales will be collected on the day of the event.
- One, two or three 8' x 3' tables and two chairs will be provided. Please select:
  - I need 1 table
  - I need 2 tables
  - I need 3 tables (limited availability)
- 3-8 feet high pole and drape will be provided to delineate spaces in the Armory.
- Outdoor spaces will be provided with table only. You must bring your own canopy.
- Display height restrictions may apply for some Armory spaces.
- Letter of confirmation with details will be sent with a receipt of payment.



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## Festival Booth Guidelines

### ❖ Booths

- All vendors are required to sign a booth application.
- Vendors are considered on a first come first served basis and application priority will be given to businesses that sell Polish products and items related to Polish culture.
- The assignment of booths, number of tables provided, and placement of vendors is at the sole discretion of the Polish Festival Seattle Committee.
- All vendors are required to have their space neat and free of hazards.
- An adult representative of the participating vendor must be present at all times during all operating hours of the Festival.
- Vendors are to refrain from hanging, taping, gluing, stapling, screwing or tacking decorations or other materials onto any Seattle Center facilities equipment.
- Vendor agrees to reimburse Seattle Center or Polish Festival Seattle for any loss or damage occurring to the facility and its contents.
- Set-up and teardown is the sole responsibility of the vendor.

### ❖ License and Insurance

- License: A Washington State business license and a Seattle City Business License is required for all businesses operating in the city of Seattle.
  - If you do not have a City of Seattle Business License, the Festival's Tradeshow license will cover you for the duration of the event at a cost of \$10 per vendor.
  - If you would like to obtain a temporary Washington State business license directly, you should contact the Washington State Department of Revenue 1+ month before the show date.
- Each vendor is expected to comply with all local, state, and federal regulations regarding merchandise and sales taxes.
- Insurance: Seattle Center and the Festival accept no insurance liability for vendor goods and services. Vendors concerned about insurance issues are encouraged to pursue individual event insurance coverage.

### ❖ Utilities

- Existing electrical outlets in the Armory may be used on a case by case basis. You must provide your own electrical cord. Additional outlets will not be provided.



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**All applicants will be notified by May 31, 2018 via email if their application for participation is accepted.**

Additional details regarding move-in/move-out, vendor parking, and other last minute instructions will be provided two weeks prior to the event.

\_\_\_\_\_ (initials) If accepted, I agree to pay a non-refundable fee of \$50.00 (due June 15, 2017). In addition, I agree to provide 20% of my profits to the Polish Festival on the day of the event.

\_\_\_\_\_ (please check) I do not have a City of Seattle business license. If accepted, I will pay \$10 to be included in the festival's trade show license.

• Please indicate:

- I will need an electrical outlet.
- I will **not** need an electrical outlet.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit signed application to:**

**By mail:** Kamila Kanczugowski  
Marketplace Vendor Application  
Polish Festival Seattle  
1714 18<sup>th</sup> Ave  
Seattle, WA 98122

**By email:** [kminc1@comcast.net](mailto:kminc1@comcast.net)

For questions, email Kamila Kanczugowski at [kminc1@comcast.net](mailto:kminc1@comcast.net).