



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

MERCHANDISE VENDOR APPLICATION

Application Deadline: June 10, 2022

Festival Date: Saturday, July 9, 2022, 12:00 – 7:00 p.m.

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

Application for Merchandise Vendor booth located at:

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

We will do our best to accommodate all requests.

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):

For 2022, we also invite vendors that sell Ukrainian products and items.

❖ **Details:**

- A deposit fee of \$50 is required for each merchant vendor. 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 feet high pole and drape will be provided to delineate indoor spaces.
- If you are located outdoors, you must provide your own canopy if preferred.
- 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 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 the Polish Festival for any loss or damage occurring to the facility and its contents.
- Set-up and teardown is the sole responsibility of the vendor. Washington

❖ License and Insurance

- License: A Seattle City Business License is required for all businesses operating in the city of Seattle. A Washington State business license may be required.
 - 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 need to obtain a temporary Washington State business license, you should contact the Washington State Department of Revenue 1+ month before the show date. To find out if you need a temporary WA state certificate, visit: <https://dor.wa.gov/open-business/types-businesses/temporary-businesses>
- 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.
- Please indicate:
 - I will need an electrical outlet.
 - I will **not** need an electrical outlet.



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All applicants will be notified no later than June 24, 2022 via email if their application for participation is accepted.

Additional details regarding height restrictions (if applicable), move-in/move-out, vendor parking, and other last minute instructions will be provided at a later date.

_____ (initials) If accepted, I agree to pay a non-refundable fee of \$50.00 (due June 30, 2022). 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.

Signed: _____ Date: _____

Please submit signed application to:

By mail: Kamila Kanczugowski
Polish Festival Seattle Vendor Application
Polish Home Foundation
1714 18th Ave
Seattle, WA 98122

By email: kminc1@comcast.net

For questions, email Kamila Kanczugowski at kminc1@comcast.net.