



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

MERCHANDISE VENDOR APPLICATION

Application Deadline: June 10th, 2023

Festival Date: Saturday, July 8th, 2023, 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 – very 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 will have priority):

❖ 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. Fee or commission does not apply to non-profit organizations.
- 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)
- If you are located outdoors, you must provide your own canopy.
- Height restrictions may apply for some Armory spaces.



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

- Letter of confirmation with details will be sent with a receipt of payment.

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.

❖ 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.



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

❖ **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.

All applicants will be notified no later than June 24, 2023 via email if their application for participation is accepted.

Additional details regarding height restrictions (if applicable), move-in/move-out, vendor parking, and other instructions will be provided a week prior to the festival.

_____ (initials) If accepted, I agree to pay a non-refundable fee of \$50.00 (due June 30, 2023). 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.

_____ (check if applicable) I am a not-for-profit organization.

Signed: _____ Date: _____

Please submit signed application to:

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

By email: jolap@live.com

For questions, email Jola Paliswiat at jolap@live.com.