



April 2017

Planning for Washington's summer events is in full swing and we are so excited about what we will offer this year. We're starting 2017 with the month of June and a 4-day Summer Classic, which includes Ridiculous Day. In the fall, we are excited to once again host the Washington Craft Fair in September – now in its 28th Year! **We would like to extend an invitation to your business/organization to participate as a food vendor in our upcoming events.** All of these events take place in the heart of Washington on our downtown square.

<p><u>Summer Classic</u> June 1: AG Day Setup: 3pm Event: 4-8pm</p>	<p><u>Summer Classic</u> June 2: Family Day Setup: 3pm Event: 4-8pm (Setting up for lunch is optional)</p>	<p><u>Summer Classic</u> June 3: Ridiculous Day Setup: 9am Event: 9am-3pm</p>	<p><u>Summer Classic</u> June 4: Noche Latina Setup: 11am Event: 12-6pm</p>	<p><u>Craft Fair</u> September 9 Setup: 7-8:30am Event: 9am-3pm</p>
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If your business/organization is interested in participating as a food vendor, please fill out the enclosed application and return it as soon as possible. The deadline for applications is **May 5, 2017**. Space is limited and menu requests will be honored when application and payments are received - so don't delay!! Reserve your spot and food items today.

If you have been a vendor at any of our summer events in the past, applications still need to be received for us to make plans to include you in this year's event. We look forward to having you here and want to welcome you to our festivities.

Sincerely,

Michelle Redlinger
Chamber of Commerce
319-653-3272
michelle@washingtioniowa.org

Jaime Carpenter
Chamber of Commerce
319-653-3272
info@washingtioniowa.org





Rules and Regulations

The Washington Chamber of Commerce has developed these rules and regulations to provide an enjoyable experience for all participants, spectators, and volunteers. Failure to follow these rules may result in immediate removal from the event and loss of your deposit. We appreciate your cooperation in continuing to make this a fun and pleasant community event.

- Allocated spaces begin at **10ft x 10ft** to start. Any special needs beyond this space will be accommodated to the best of our ability.
- All booths will be assigned by the Washington Chamber of Commerce.
- Exhibitors must supply their own necessary equipment, electrical cords, etc. If in need of electricity, it will be an additional fee of \$5. Request should be marked on the registration form.
- Booth set up must be in accordance with each event's regulations.
- Booths are to be set up and vehicles moved to reserved parking 30 minutes before event begins.
- Collection and reporting of sales tax is the responsibility of each exhibitor. Sales tax in Washington is **7%**.
- **All food vendors must contact Washington County Environmental Health Department at (319) 653-7782, to apply for a temporary food establishment license if you do not already have a permanent license.**
- All food vendors **MUST HAVE a regulation fire extinguisher.** Please contact Heath Department for information (319)653-7782.
- The Washington Chamber of Commerce reserves the right to deny any application.
- Booth space will be assigned on a first come, first serve basis.
- No refunds will be granted within 30 days of the event.
- Vendors must set up their booth on designated space on the concrete.
- Registration costs are on the registration form. (Deposit will be returned if area is cleaned up properly and the rules and regulations have been followed.) Deposit refunds will be mailed approximately 2 weeks after event.

Thank you for taking part in Washington's Summer Events and we look forward to working with you!

Send registration to: Washington Chamber of Commerce
205 W. Main Street
Washington, IA 52353

-or-

Email registration to: info@washingtioniowa.org

For more information contact: Michelle Redlinger or Jaime Carpenter at 319-653-3272





Vendor Registration Form

Please fill out completely. Registration is due May 5, 2017. You will receive your confirmation no later than May 19, 2017.

- Summer Classic Ag Day June 1:** Setup: 3pm, Event 4-8pm.
 Will you be reserving 1-10ft x 10ft (\$50) or 2-10ft x 10ft (\$85)
 Do you need Electricity? \$5
 Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____
- Summer Classic Family Day June 2:** Setup: 3pm, Event 4-8pm. (Lunch is optional, if desired)
 Will you be reserving 1-10ft x 10ft (\$50) or 2-10ft x 10ft (\$85)
 Do you need Electricity? \$5
 Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____
- Ridiculous Day June 3:** Setup: 9am, Event time: 9am-3pm
 Will you be reserving 1-10ft x 10ft (\$50) or 2-10ft x 10ft (\$85)
 Do you need Electricity? \$5
 Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____
- Summer Classic Noche Latina June 4:** Setup: 11am, Event time: 12n-6pm
 Will you be reserving 1-10ft x 10ft (\$50) or 2-10ft x 10ft (\$85)
 Do you need Electricity? \$5
 Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____
- Craft Fair September 9:** Setup: 7-8:30am, Event time: 9am-3pm
 Will you be reserving 1-10ft x 10ft (\$50) or 2-10ft x 10ft (\$85)
 Do you need Electricity? \$5
 Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____
- DEPOSIT OF \$50 TO BE PAID BACK AFTER YOUR FINAL EVENT IF NO DAMAGES HAVE INCURRED AND YOUR SPACE IS PROPERLY CLEANED UP. DEPOSITS WILL BE MAILED APPROXIMATELY 2 WEEKS AFTER EVENT.**

Total Cost of Vendor Fees, Electrical Fees, and Deposit _____

These fees must be paid to the Chamber by registration deadline which is May 5, 2017.





Name: _____ Organization: _____

Mailing Address: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Temporary Food License: _____ Tax ID Number: _____

Product(s) to be sold: List all proposed menu items & goods you intend to sell and their prices. The committee will review and send confirmations to ensure that each vendor sells different items. **Only items listed and approved may be sold.**

ELECTRICITY NEEDS: If you checked that you need electricity be specific about your requirements. Please include a photo of your plug, if not standard.

Yes, I have read, understand and agree to the Rules & Regulations

Indemnification Clause:

I/We hereby voluntarily release, the Washington Chamber of Commerce and all other sponsoring organizations and individuals from any and all liability in any way arising from injuries, losses, and damages to person and property that might be sustained or received in connection with the participating event(s). I/We agree to indemnify and hold the Washington Chamber of Commerce and all other sponsoring organizations and individuals harmless from any and all costs of any kind whatsoever relating in any way to participating event(s) activities, whether caused by, or allegedly caused by any acts, intentional, negligent, contributory, or otherwise by the Washington Chamber of Commerce officers, directors, employees, or volunteers. I/We have read and understand and do agree with the above provision.

Return completed form and check made payable to:

Washington Chamber of Commerce
205 W. Main Street
Washington, IA 52353

-or-

Email form to:

info@washingtioniowa.org

Entrant's Name: (Please Print) _____

Entrant's Signature: _____ Date: _____