

Staff Use

Date Rec'd _____
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Check # _____

Choochokam Arts Festival 2010 Food Vendor Application

Please complete and sign this page and
return to the address below.

DEADLINE
May 21, 2010



Owner/Operator Name _____ Business Name _____

UBI # (http://dor.wa.gov) _____ Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____ Cell Phone (Required) _____

Email (Required) _____ Emergency Contact: Name & Phone (Required) _____

What type of vehicle will you be using to transport your equipment to the site? _____

Do you wish to purchase a Festival T-shirt? NO YES Size: _____

List Food & Beverages To Be Sold:

List Electrical Appliances & Amps:

Entry Fee Worksheet

(Please retain a copy for your records)

_____	10' X 10' Booth Application Fee	\$425	\$ _____
_____	15' X 10' Booth Application Fee	\$500	\$ _____
_____	20' X 10' Booth Application Fee	\$575	\$ _____
_____	120 Volt Electrical Service 15 Amp	\$75	\$ _____
_____	120 Volt Electrical Service 30 Amp	\$125	\$ _____
_____	240 Volt Electrical Service	\$125	\$ _____

FEES ENCLOSED

CITY OF LANGLEY TEMPORARY
BUSINESS LICENSE \$15 \$ _____

TOTAL APPLICATION FEES \$ _____
(Payable to **Choochokam Arts**)

MAIL TO: Choochokam Arts Festival
PO Box 1686
Langley, WA 98260

Information: Email: _____ @ *ChoochokamArts.com* or call 360-221-2010

Vendor Signature _____

Date _____

Choochokam Arts Festival 2008

Food Vendor Information

DEADLINE
May 21 2010

Application Process

Please fill out, sign and return the first page of the *Food Vendor Application* form. You will notice that the form has been expanded this year and we hope it will be easier to complete. As in the past, the Standard \$425 entry fee provides a 10' by 10' booth space. Booth spaces of 15' by 10' and 20' by 10' are also available for an additional charge.

Along with information about the size of your booth, we will need to know your electrical requirements. As you will see on the application, electrical power is available at an additional cost.

- \$75 for 120 volt 15 amp service
- \$125 for 120 volt 15 amp lines, and
- \$125 for 240 volt 30 amp service.

In addition to fees for the booth and electrical service, you are required to purchase a temporary City of Langley business license for \$15. If you have an annual City of Langley permit you are not required to purchase a temp. license.

Send the following items to the Choochokam Arts address on the application form:

- the completed and signed application form,
- a check for the booth and electrical fees (made out to **Choochokam Arts**)

There will be a \$25 fee for returned checks

Entry fee checks will be deposited upon receipt of your application and will be refunded, minus a \$25 handling fee, if the committee rejects your application. You will be notified of your acceptance by email no later than May 31st, 2010. Previous participation does not provide priority in the selection process.

Fees are not refundable after acceptance letters are mailed.

Island County Health Dept.

All food vendors are required to contact the Island County Health Dept and apply for a temporary Food Service Establishment permit. The permit application must be received at least one week prior to the event to be issued. The permit application is available online at the ICHD website Please call Sally Waters at ICHD if you have questions or concerns regarding the health dept., her number is **(360) 679-7350**

All food vendors will be inspected each day before opening by Island Co. Health Dept. Your booth will need to be fully operational by 10:00 am both days of the festival. Failure to be ready at this time may prevent you from operating that day. There are no refunds to food vendors who do not comply with Island Co. Health Dept. rules and requirements

Booth Location & Set-Up

The Festival committee will assign food booth locations based upon several criteria, including booth presentation, similarity of food products, space requirements and electrical needs.

Food vendors will abide by loading and unloading procedures as prescribed by the Choochokam Arts Festival (CAF), Langley Police Department, South Whidbey Fire District and the City of Langley.

Each booth with an electric hook-up must provide a 50 foot, #12 or heavier extension cord to connect to the distribution panel. Booths using 240 volt services must have cords with a 30 or 50 amp plug. Please

Food Vendor Rules and Regulations

Fees & Licensure

Food vendors are responsible for the timely submission of Festival fees and acquisition of appropriate licensure and permits. You are required to have a Langley City business license. There will be a \$25 fee for returned checks

UBI Number

Booth fees cannot be accepted without a UBI (Unified Business Code) number. For more information call 800-647-7706. (<http://dor.wa.gov/>) Participants must show proof of valid UBI number at the time of registration

Set-Up and Break Down

Booths must be set up and open by 10 AM each morning and remain open until at least 6 PM on Saturday and 5 PM on Sunday. Booths may remain open until 9 PM Saturday during scheduled activities. Booths must be removed from the street by 7:30 PM Sunday.

Advertising

The participant agrees to allow the Choochokam Arts Festival use of images and other promotional materials, including photographs and videotapes, taken during the Choochokam Arts Festival for purposes of promoting the Festival this year and in future years. The participant also agrees to allow the Festival to release their name, telephone number, and email and website addresses to the public for sales and promotion.

Insurance

Choochokam Arts Festival expects all food vendors to carry their own insurance. You do not need to send us a copy of your policy.

Weather Preparation

The weather in Langley during the summer months can be unpredictable. Each exhibitor is expected to come prepared for inclement conditions including rain and wind. **This includes bringing WEIGHTS to attach to booths and appropriate covers for yourself and your booth.**

Refunds

There are no refunds due to inclement weather.

Sales Tax

Participants are responsible for collecting and paying Washington State sales tax.

Security

Security is provided to the festival by off duty law enforcement officers and independent security guards. Choochokam Arts will not be held responsible or liable for any loss or damages. Please secure your space prior to your departure and remove any valuables, merchandise, supplies or equipment, which could be easily removed from your booth.

It is understood that the Choochokam Arts Festival is a nonprofit 501c4 organization. As a vendor you must agree to hold harmless its officers, directors, employees and agents from and against any and all liability which may arise by reason of the participant being given the right to be a part of the Festival and which may arise out of acts and/or negligence of the participant or the participant's employees or other persons acting on the behalf of the participants.

The vendor releases the Choochokam Arts Festival and all of its duly appointed representatives of all liability and responsibility for any injury, damage or loss sustained by vendor, guests or equipment, during or after the Choochokam Arts Festival.

Choochokam Arts Festival reserves the right to revise these regulations and/or terminate this agreement at its sole discretion