

# Historic Fairhaven Association

The Historic Fairhaven Association Presents  
THE HISTORIC FAIRHAVEN FESTIVAL –(on Ski to Sea Sunday)  
Sunday, May 26, 2019, 10am to 7pm  
**FOOD VENDOR INVITATION/CONTRACT**

The Historic Fairhaven Association (HFA) holds its annual spring Fairhaven Festival the Sunday of Memorial Day Weekend in conjunction with Bellingham’s annual Ski to Sea Race. The Festival is a non-profit fundraiser dedicated to the historical preservation and improvement of downtown Fairhaven. The HFA secures the Fairhaven Village Green and surrounding streets for the day -long event and invites the involvement of street vendors of all offerings who want to reach the tens of thousands of festival attendees.

(If you are a street vendor, please see separate application -[Fairhaven Festival Street Vendor Application](#) )

## IMPORTANT NOTES/REQUIREMENTS

- Returning vendors:** The final deadline for space applications is May 10. However, we have always tried to give our return vendors some choice in location. With such a late deadline, this is difficult. If a return vendor asks for special consideration in booth location, **the application *must* be postmarked by *May 1* for us to consider the request.**
- No booth location guarantees :** Vendor acceptance and location will be determined by return status and postmark date, so the earlier you apply the better. We do the best we can to accommodate preferences, but with the ever-changing Festival footprint, and the increase in vendor participation, we must reconfigure spaces each year.
- Utensils:** Utensils must be compostable 2019 will be the 9th year that we require all food vendors use all biodegradable utensils. We feel confident that most—if not all—food vendors are already using or can obtain these products since their availability and use has become more common. We also appreciate use of compostable serving ware.
- The HFA reserves the right to refuse entry to any vendor.
- All vendors are required to provide their own tent in order to unify the look of the Festival and give the vendor protection from rain or (we hope) hot sun. We require ‘Pop-up’ Style, or similar, in good condition. **Absolutely NO tarps or make-shift tents accepted.**
- All vendors are required to provide their own tables, chairs, dollys, etc., to set-up/teardown and display goods.
- There is no access to a water source: You are responsible to provide water for your booth if required.
- The HFA will provide power hookups for a fee; personal power sources such as generators are NOT allowed, and power hookups are extremely limited, so remember to add your need and the additional fee for electricity to your original Application/Contract.
- Please attach a copy of your own **liability insurance** in place listing the Old Fairhaven Association as Additional Insured. Attach to application or submit via email to [festival@fairhaven.com](mailto:festival@fairhaven.com) prior to the event.
- A WA State Dept. of Revenue **Vendor Information Form** must be included with your application (required for all applications that exceed \$200): To obtain form go to the link provided at <https://hfa.fairhaven.com/fairhaven-festival/>

## CONTACT:

If you have any questions about vending at the Fairhaven Festival, please do not hesitate to be in touch.

**Email is the best way to receive the quickest response**, but phone messages will be returned in the evenings or on a Saturday within a couple of days.

- **Hilary Friedrich** – [festival@fairhaven.com](mailto:festival@fairhaven.com) – 360-201-1203

**For general information on the HFA Festivals, plus forms and link to online payment processing**, go to: <https://hfa.fairhaven.com/association-content/the-historic-festivals-of-fairhaven/#more-43>

## FEES AND RESTRICTIONS:

10'x10' Space: \$315 each; if over 10x10 then you must select 10x15 space

10'x15" Space: \$385 each; if over 10x15 then pay for 2 spaces to equal the space you need.

A \$30 recycle fee is included per space fee.

20 Amps Power: \$125 each. **Must request by May 7th!**

**LATE FEE** (after 3/31):\$25 per space. You must include a per space “Late Fee” if application is made after 3/31!

Upon receipt of fees and a completed, signed Application/Contract and WA Dept. of Revenue Vendor Information Form, the HFA will reserve booth space(s) for vendor applicant. Booth space is limited and reserved in the order of return postage dates.

## DEADLINES:

Spaces are determined by return vendor status, postmark, and availability.

**March 31** - Date by which Application/Contract with payment is postmarked to avoid Late Application Fee.

**May 1 (Return vendors only)** – Date by which Application/Contract with payment must be postmarked to be considered for preferred space.

**May 7** - Date by which Application/Contract with payment must be postmarked if requesting electrical hookup.

**May 12** - **FINAL** date Festival Application /Contract with payment will be accepted.

## REFUND POLICY:

*No refunds will be given after April 15. Written request required.*

## TAX/LICENSE/PERMIT INFO:

•The HFA acquires a special events license from the city of Bellingham for all vendors; this does NOT absolve vendors from their state and federal obligations.

•A WA State Dept. of Revenue **VENDOR INFORMATION FORM** must be included with your application (this form is required for all applications that exceed \$200). Find the link to the form at: <https://hfa.fairhaven.com/fairhaven-festival/>

•All food vendors **MUST** obtain a temporary food service permit: the type of food you prepare determines the type of permit you need (see <http://wa-whatcomcounty.civicplus.com/872/Food-Safety-Food-Establishment-Packets>). If you have any questions, contact the Health Department at 360-676-6724.

Submit completed application & all fees by 3/31 to avoid late fee.

**\*\*Please fill out ALL information below, completely and legibly, as it is our only way to contact you.\*\***

VENDOR NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

DAY & EVENING PHONES \_\_\_\_\_

DESCRIPTION OF BOOTH \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DIMENSIONS OF BOOTH: Front (Width) \_\_\_\_\_ FT \_\_\_\_\_ IN Side (Depth): \_\_\_\_\_ FT \_\_\_\_\_ IN

DUE TO SPACE CONFINEMENTS IT IS IMPERATIVE THAT THE ABOVE DIMENSIONS ARE PRECISE.

FEES AND RESTRICTIONS: You must include the per space “Late Fee” if application is made after 3/31!

10x10 Space: \_\_\_\_\_ space(s)x \$315 ea = \$ \_\_\_\_\_ If over 10x10 then you must select 10x15 space at higher fee.

10x15 Space: \_\_\_\_\_ space(s)x \$385 ea = \$ \_\_\_\_\_ If over 10x15 (10x16, 12x15, etc.) then pay for 2 -10x10 spaces.

20 Amps Power: \_\_\_\_\_ space(s)x \$125 ea = \$ \_\_\_\_\_ Electric fee due at time of application submission. No exceptions.

LATE FEE (after 3/31) \$25x \_\_\_\_\_ space(s) = \$ \_\_\_\_\_

Submit completed application & all fees by 3/31 to avoid late fee.

Total Amount Enclosed \$ \_\_\_\_\_ (\$30 recycle fee is included per space fee.)

Payment may also be made online at: <https://hfa.fairhaven.com/make-a-payment-to-fairhaven-festivals/>

## STANDARDS / EXPECTATIONS / REQUIREMENTS:

- Each booth shall be set by 9am on the date of the event (event is 10am-7pm).
- Vendors agree to maintain sufficient supply of personnel to meet public demand for the duration of the
- Vendors are limited to selling their product from their contracted **Street peddling is NOT permitted.**
- Vendors are responsible for dismantling and removing all materials used in their area and returning the space to its **original condition by 8pm** the day of the Festival.
- Vendor refuse must be deposited in **dumpsters Please do not use area trash containers.**
- Raffles: Washington State Gambling Commission has requirements and restrictions on raffles. Go to <http://www.wsgc.wa.gov/publications/brochures/5-164-raffles.pdf> for information
- No pets, no smoking, no loud hawking of product, no amplified music in booths

- Utensils must be compostable and Styrofoam containers are strictly prohibited. We appreciate your cooperation.

\_\_\_ Initial on application that you have read & understand this >>Compostable utensils are required.

- Water for cleanup must be provided by the vendor and meet health department standards.
- There is limited access to 20 Amps electricity and it must be pre-arranged (see fee schedule and deadlines). No private generators are allowed. Please list below specific equipment you will be using and their power requirements:

EQUIPMENT	AMPS	VOLTS	WATTS

**LIABILITY:** As legal representative of the above named vendor, I agree to defend and hold harmless the Historic Fairhaven Association and its Directors, individually or severally, from all liabilities or any injuries, sickness and/or claims of malfeasance resulting from the making, preparing, selling and/or distributing of my products/services to the general public.

Agreed to: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature required) Authorized Business Representative

**CONFIRMATION:**

Notification of receipt of application will be sent to you via email. Final instructions and maps will also be sent to you via email. Keep a copy of this 4-page document for your records as you prepare for the event.

Electronic Signature required by Authorized Business Representative on online application.