

Historic Fairhaven Association

The Historic Fairhaven Association Presents
The HISTORIC FAIRHAVEN FESTIVAL –(on Ski to Sea Sunday)
Sunday, May 26, 2019, 10am to 7pm
STREET 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 Food Vendor Application](#))

IMPORTANT NOTES/REQUIREMENTS

- Returning vendors:** The final deadline for space applications is May 12. 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.
- Jewelry Vendors:** Any vendor who sells jewelry *must* enclose pictures of the type of jewelry with the application. No exceptions. Due to the increase in jewelry vendors, we need to see the items so as to space appropriately and to avoid having too many of the same style. If a jewelry vendor application is received with no pictures, the application will be returned to the vendor. If a vendor does not disclose the sale of jewelry at the time of application, they will not be permitted to sell it during the Festival.
Anyone selling jewelry **MUST include photos of jewelry with specific description or application will be returned.**
- 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, dollies, 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 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 – 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:

Submit completed application & all fees by 3/31 to avoid late fee.
10'x10' Space: \$225 each; a \$30 recycle fee is included per space fee.

All wares must fit inside each 10'X10' space ; if your wares are set up/extend outside the 10'X10' space, an additional space fee will be charged.

20 Amps Power: \$125 each. Electric is limited in non- food area. **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/>

STREET VENDOR INVITATION/CONTRACT

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.****

BUSINESS NAME _____

CONTACT PERSON _____

ADDRESS/CITY/STATE/ZIP _____

EMAIL _____

DAY & EVENING PHONES _____

PRODUCT DESCRIPTION _____

(Anyone selling jewelry MUST include photos of jewelry with specific description or application will be returned.)

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!*

10’x10’ Space: _____ space(s) x \$225 ea = \$ _____ *All wares **must** fit inside each 10’X10’ space; if your wares are set up/extend outside the 10’X10’ space, an additional space fee will be charged.*

20 Amps Power: _____ space(s) x \$125 ea = \$ _____ *Electric is limited in non-food area. **Must request by May 7th.***

LATE FEE (after 3/31): **\$25** x _____ space(s) = \$ _____

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

Total Amount Enclosed \$ _____ (A \$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/>

Upon receipt of fees and a completed, signed Application/Contract, certificate of insurance, and WA Dept. of Revenue Vendor Information Form (<https://hfa.fairhaven.com/fairhaven-festival/>), 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

STANDARDS / EXPECTATIONS / REQUIREMENTS / POLICIES:

- Each booth must 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 Festival.
- Vendors are limited to selling their product from their contracted space. **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** provided. **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.
- 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 equipment you will be using and their power requirements:

EQUIPMENT	AMP	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

_____ Date: _____
Authorized Historic Fairhaven Association Representative

APPLICATION/FEE SUBMISSION: Please mail the completed, signed Application/Contract with your check for the full fees, plus your WA Dept. of Revenue Vendor Information Form, to:

**Fairhaven Festival Street Vendor
Coordinator Historic Fairhaven
Association
1106 Harris Ave, #313
Bellingham, WA 98225**

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 3-page document for your records as you prepare for the event. *Need hard copy confirmation?* Include a self addressed and stamped envelope with your Application/Contract.

QUESTIONS: Email Hilary Friedrich at festival@fairhaven.com or phone 360-201-1203.

More info and links to printable .pdf form and online payment processing:

<https://hfa.fairhaven.com/association-content/the-historic-festivals-of-fairhaven/#more-43>