

Olympia Harbor Days Tugboat Races & Festival

PO Box 2875, Olympia WA 98507 360-556-0498 info@HarborDays.com

2017 Registration For September 1—3, 2017

Registration opens January 1, 2017 for all new vendors!

Vendor Type and Rates. Registration forms and fees must be postmarked by June 15th, 2017

_____ Arts & Crafts	_____ \$250	Booths on Percival Boardwalk, Park Side, Columbia Street (Areas A, B, C, D)	\$ _____
		(75% of the goods must be personally hand crafted items)	
_____ Power Fee	_____ \$15	Arts & Crafts Booth needing an electrical source	\$ _____
_____ Commercial	_____ \$550	Booth on Percival Boardwalk (Area E)	\$ _____
		(All importers, business and professional vendors)	
_____ Food	_____ \$55	Per Foot Percival Food Alley (____ ft long x \$55 = _____)	\$ _____
	_____ \$45	Per Foot at Port Plaza (Area F) (____ ft long x \$45 = _____)	\$ _____
_____ Non-Profit	_____ \$50	Booth at Port Plaza (Area F)	\$ _____
_____ New Vendor	_____ \$20	New Vendor Fee (All Areas)	\$ _____
_____ Vendor Late Fee	_____ \$25	Late Fee after June 15, 2017 (All Areas)	\$ _____
_____ Credit Card Fee	_____ \$25	Phone fee for Credit Card Sales	\$ _____
		GRAND TOTAL	\$ _____

_____ I am a returning vendor and request to keep my same booth number _____.

_____ I am a returning vendor and request to change my booth number to one of the following _____, _____, _____ if available.

Refund Policy: Cancellations by August 1, 2017 receive a 50% refund. No refunds after August 1, 2017.

Business Name: _____

Contact Person: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____

Website: _____ Facebook Page: _____

SS/EIN Number: _____ UBI Number: _____ Non-Profit 501c3 Number: _____

_____ Yes, my business is insured. _____ No, my business is not insured. Insurance Company: _____

Policy Number: _____ Expiration Date: _____ General Liability Coverage: _____

Please name the following as additional insured - Olympia Kiwanis, City of Olympia, Port of Olympia, The Event Company LLC

Description of what you sell, your business or your organization: _____

_____ I need Electricity _____ I need Water _____ I need to purchase Ice at \$3 per bag, approximately _____ bags needed.

_____ Other: _____

General Information:

All participating vendors and groups must comply with the 2017 festival hours as follows: (and please, no balloons)

Friday, September 1st, 5pm-8pm; Saturday, September 2nd, 10am-7pm; Sunday, September 3rd, 10am-6pm

Please include photos and/or marketing materials with your application. You are encouraged to post and share festival and product photos on our Facebook page *Olympia Harbor Days*.

Arts & Crafts— *To qualify as an Arts & Crafts Vendor, you must make 75% of the goods in your booth. This includes personally hand crafted items, items which have been hand painted or decorated, music which you have recorded, fine art, photography, pottery, jewelry, furniture, candles, soaps, clothing, sculpture and other crafts. Our goal is to showcase quality items made by working artisans. Imported goods are considered commercial at the rate of \$550 per 10 x 10 foot booth. No exceptions made.*

Commercial— *Booths are for area and regional businesses that want to engage with the community to promote their services or sale of their goods. We encourage non-retail vendors to provide interactive activities or games to engage/educate festival attendees about their product.*

Non-Profit / Community Groups— *Booths are for promotion and education of your cause, and not for sale of any products, souvenirs, food, or other commercial items without prior approval. Donation jars are acceptable. We encourage non-profits to provide interactive activities or games to engage/educate festival attendees about their cause. Please, no political candidates or political campaigns, initiatives, etc.*

Food— *Fee includes power and potable water. All food vendors must be fully licensed, insured, and secure a Thurston County Health Temporary Food Permit and comply with all county health regulations. A wash wagon is provided for your use. Total footage calculation should include hitch, tongue etc. Please mark here if you have a ____ tented booth or a ____ full service truck or trailer and the total footage needed _____. Please list electrical equipment and wattage needs for your freezer/coolers:*

*Please list all small electrical appliances used in your booth: _____
or any other special needs: _____*

Liability Release—I the undersigned, and the people involved with my booth, hereby agree to assume all risks incident to my participation in the 2017 Olympia Harbor Days Tugboat Races & Festival. I hereby release myself, my heirs, executors, and all sponsors including the Olympia Kiwanis, City of Olympia, Port of Olympia, Carol Riley, and The Event Company LLC, from any and all claims, demands, actions or causes of actions incident to my participation in the festival. I am totally responsible for any liability incurred against me while doing business at the event. I understand that my booth needs to be secured at night and is there at my own risk. _____ (please initial)

I also understand that I am solely responsible for collecting and paying sales taxes on my goods and services for any and having all business licenses necessary for ding business I the City of Olympia and the State of Washington.

Print Name: _____ Signature: _____ Date: _____

This form and payment must be postmarked by June 15, 2017 and mailed to Olympia Harbor Days, PO Box 2875, Olympia WA 98507. After June 15, 2017 pleas add in late fees. Please make your check payable to Olympia Harbor Days. Festival Executive Director reserves the right to make any and all final decisions for booth assignments/locations. Booth spaces are 10' x 10'. NO PHYSICAL EXTENSIONS as per City of Olympia Fire Code. Questions? www.HarborDays.com or info@HarborDays.com.

**THANK YOU FOR YOUR PARTICIPATION & COOPERATION
IN KEEPING OLYMPIA HARBOR DAYS A HIGH QUALITY FESTIVAL!**