



**Covington Days Festival – July 16-17, 2016  
Vendor Rules and Regulations**

**1.0 Vendor Application/Fees**

- 1.1** Vendor applications, accompanied by the booth fee, must be received by June 1, 2016. Any applications received after this date may be assessed a \$50.00 late fee.
- 1.2** Vendor booth fees are accepted by check, money order, cash or credit card. Cash and credit card payments must be made in-person at Covington City Hall.
- 1.3** If the booth fee is made by check, the City will mail a Notice of Acceptance once the check clears the bank and the City has accepted the application. All returned checks will be subject to the current bank NSF (non-sufficient funds) fee and the application will not be accepted. The canceled check or Notice of Acceptance will serve as a receipt.
- 1.4** **No refunds will be provided after the date of the City's Notice of Acceptance.**
- 1.5** Submitting an application is NOT a guarantee of acceptance. The City reserves the right to limit the number of accepted applicants per category (pursuant to Section 2.0 below) to ensure the proper representation of products, merchandise, and services. Non-profit, Arts & Crafts, Professional Services, and Commercial applications will be reviewed and accepted by the City on a first come, first served basis for each vendor category. Food vendor applications will be reviewed based on menu selection, food quality, and booth appearance. The City reserves the right to deny any vendor application or to place additional conditions on vendor acceptance to maintain the purpose of Covington Days as a family-friendly, community-focused event.
- 1.6** Once a given vendor category is filled, the City will maintain a wait list for that category. After June 15, 2016, any non-allocated booth spaces in a given category may be awarded to vendors on the waiting list according to the percentages established for each vendor category area.
- 1.7** If your application is not accepted, the City will provide a full refund of the application fee paid.
- 1.8** Upon acceptance to the Festival and prior to July 1, 2016, vendors will be mailed a site map, parking instructions, and Festival details.

## 2.0 Vendor Categories and Definitions

- 2.1 **Non-Profit Organizations (15%).** A non-profit organization that provides direct benefits to the residents of Covington and has the proper 501(c)3 designation by the state of Washington.
- 2.2 **Arts & Crafts (50%).** Vendors featuring **only original art and handcrafted items made exclusively by them (e.g. shaped, painted, knitted, sewn, grown, photographed, processed, dried, etc.), not including food.** Imported handmade items, consignments, or kits are considered a commercial product and must apply as a Commercial vendor.
- 2.3 **Commercial (20%).** Vendors promoting or selling commercially produced goods that have been made or manufactured by a third-party, including imported products.
- 2.4 **Professional Services (15%).** Vendors consulting or promoting service-based businesses (i.e. financial advisors, insurance agencies, installers, doctors, etc.) in which a good or service is provided at a later date and in which no money is exchanged on site.
- 2.5 **Food.** Vendors selling food that is prepared for immediate consumption including “hand crafted” food items.

## 3.0 Booths (non-food)

- 3.1 A standard single (non-food) booth space is 10' x 10'. A vendor may request to purchase additional booth space for an additional fee. Any and all booth equipment and supplies, including, without limitation, tables, chairs, tents, canopies, or any other supplies and equipment must be contained within Vendor's assigned booth space. Tents, canopies, displays, or any other booth component that covers the booth space but angles and/or protrudes out from the cover beyond the booth space are not allowed. The City reserves sole judgment in determining if any portion of a booth is in violation of this regulation and requires correction.
- 3.2 Vendors are responsible for their own tables, chairs, tents, canopies, and any and all other supplies and equipment used at their booth.
- 3.3 Tents and/or canopy legs must be secured by weights (no less than 40 pounds).
- 3.4 No loud music, televisions, generators, or other audible sound/noise is permitted to be projected from the booth. The City reserves sole judgment in determining if any music or sound/noise is in violation of this regulation.
- 3.5 Vendors' booths **must be staffed at all times** the Festival is open to the public by at least one person who is responsible for monitoring the Vendor's booth. The City is not responsible for the loss or damage of any vendor equipment, supplies, or other items or materials at a vendor's booth.

- 3.6** Vendors are **not permitted to sell or canvas on the Festival grounds away from their designated booth space.**
- 3.7** No alcoholic beverages are allowed in the booths or on Festival grounds.
- 3.8** The City reserves the right to restrict any activities determined by City staff, at their sole discretion, to interfere with public areas, safety, or programming.
- 3.9** **Non-food vendors may NOT sell or give away any type of food or beverages, including water** that directly or indirectly competes with food vendors.
- 3.10** Placement and assignment of booth spaces is at the sole discretion of the City.

#### **4.0 Food Vendors**

- 4.1** Food vendor applications will be reviewed by the festival food committee using a juried process. The committee will rank applications using the following criteria: style/genre of food; overall visual appeal; references of previous events attended and positive reviews; menu options; price point; portion sizes; affordability and availability. No booth or space fee is required to be a food vendor in 2016.
- 4.2** Food vendors who are accepted into the festival must pay a \$150 refundable deposit to secure their space, no space fee is required in 2016. The deposit is due within two weeks of acceptance into the festival (do not send deposit with the application). The deposit will be forfeited by the food vendor for cancellation after June 15, 2016, failure to submit insurance or health permit by July 1, 2016, a no show during the festival, or violations of the vendor rules and regulations. Deposits will be refunded by check following the successful completion of the festival.
- 4.3** Food vendors are subject to all the rules and regulations included within unless otherwise noted.
- 4.4** All Food Vendors must secure, maintain and provide proof of insurance coverage within two (2) weeks of the City's approval of their vendor application. The coverage shall be: Commercial General Liability of no less than \$1,000,000 and Completed Operations/Products of no less than \$1,000,000. The City of Covington must also be named an additional insured.

#### **5.0 Set-up and Take Down**

- 5.1** Vendors must set-up their booth at their designated time:
- Friday, 5-6 p.m. – Vendors with electricity and vendors using large trucks or trailers to drop-off supplies.
  - Friday, 6:30-8:30 p.m. – Open to all vendors, limited load-in parking on site.
  - Saturday, 8-10 a.m. – Open to all vendors. NO LOAD-IN PARKING ON SITE.

- 5.2 Vendors must take down their booth and remove all booth equipment, supplies, and materials on Sunday, July 17, between 5-6 p.m.
- 5.3 Vehicles of any kind are not allowed to be anywhere inside the designated Festival grounds at any time during the Festival.

## 6.0 Vendor Parking

- 6.1 There are a limited amount of parking lots that will be designated for the Festival. Vendors are responsible for parking in one of those designated lots that are first come, first served. A map will be provided with the vendor packet mailed in July.
- 6.2 Vendors may not park on the designated Festival grounds at any time during the festival.

## 7.0 Electricity

- 7.1 Standard booth spaces do not have electricity. If required, electricity will be provided for an additional fee paid upon submission of the Vendor Application. Electricity is only available to Food Vendors at this time. If additional electricity is available, other vendors may be allowed to reserve it for their booth for a fee.
- 7.2 Vendors must utilize only electrical equipment that complies in all aspects with the National Electric Code. Vendors may not use any non-grounded two-wire extension cords or any non-grounded equipment.

## 8.0 Garbage/Recycling

Vendors are responsible for keeping their booth space clean of trash and/or debris, including broken down boxes, at all times. The City will provide trash and recycling receptacles throughout the Festival grounds. Items that cannot be put into trash or recycling bins must be removed by the vendor.

## 9.0 Health Permits

All Food Vendors, including any vendor providing food sampling, are responsible for and must secure and maintain the necessary health and food handling permits with the King County Health Department for the duration of the Festival. Pursuant to the Vendor Application, Food Vendors must submit said documents within two (2) weeks of the City's approval of their vendor application.

## 10.0 Insurance

All Food Vendors must secure, maintain and provide proof of insurance coverage within two (2) weeks of the City's approval of their vendor application. The coverage shall be: Commercial General Liability of no less than \$1,000,000 and Completed Operations/Products of no less than \$1,000,000. The City of Covington must also be named an additional insured.