

# Bellevue Family 4<sup>th</sup> of July



**Bellevue Parks &  
Community Services**

[www.bellevuewa.gov](http://www.bellevuewa.gov)

## **2015 Commercial Non-Food Vendor Application & Information Packet**

**Application Deadline: April 10, 2015**

The July 4<sup>th</sup> Celebration attracts more than 60,000 visitors to the Bellevue Downtown Park. Bellevue Parks July 4<sup>th</sup> Family Fun Zone mission is to bring the community together to celebrate the Birthday of this great nation by providing recreational and educational opportunities for a diverse population through fun and safe entertainment with focus on family activities.

The event features live music, family entertainment, and food court, and concludes with music by the Bellevue Youth Symphony Orchestra, synchronized with the Eastside's largest fireworks display.

This application and information package is for commercial non-food vendors seeking acceptance into the 4<sup>th</sup> of July Event.

**Day of event:** Saturday, July 4, 2015

**Location for vendors:** Bellevue Downtown Park exact location TBD

**Operating Hours:** 2pm to 10pm (9:50pm all lights out for fireworks display)

**Estimated Load-in time:** 10am to 2pm

**Main Stage Entertainment:** 6pm to 10:30pm

### **Contact Information**

Bellevue Parks & Community Services, Northwest Arts Center

PO Box 90012, Bellevue WA, 98009-9012

Phone: 425-452-4106

Fax: 425-452-2051

E-Mail: [NWAC@Bellevuewa.gov](mailto:NWAC@Bellevuewa.gov)

### **Booths Size & Fees for space only**

10 x 10 \$500

### **Application Process**

- All applicants must submit a complete Application Package and payment by April 10, 2015.
- The information submitted on your application must be accurate including the name of your business, UBI #, contact name, and phone number. Incomplete information may disqualify vendors from participating.
- Vendors may submit photos which represent the products they intend to offer.
- Submit Certificate of Insurance naming the *City of Bellevue Parks & Community Services 4<sup>th</sup> of July Event*.

- Applications are reviewed and selected based on originality, family-friendly, and relevance to July 4<sup>th</sup>.
- Applications do not guarantee acceptance.

## **Selection Process**

- A variety of items are represented at the event; however some popular items may be duplicated. Selection criteria includes:
  - Two feet max size on blow-ups or other products
  - Past experience
  - Quality, booth appearance, and available space
  - Child-safe, respectful of the environment
  - 4<sup>th</sup> of July-related items, appropriate for young children/families
  - Reasonably priced
  - No products that may cause debris and require Parks Department clean up i.e. confetti
- There is no guarantee that participants from the previous year will be accepted. The location of a booth is determined by booth size, set-up time, and layout.

## **Notification of Application Status**

- All applicants will be notified of their acceptance or not by May 1, 2015.
- Accepted applicants will receive a Confirmation Packet with information about the event, including a designated set-up time, booth #, parking pass, and other pertinent details.
- If you are not selected, you will receive a refund.

## **Refunds**

- Booth fees will be refunded after May 1 if you are not selected.
- Refunds are not available after date of acceptance.

## **General Booth Guidelines**

- Vendors are responsible for providing all their booth structures, tables, chairs, signs, etc. as needed.
- Booths are located outdoors on the grass or walkways in the Bellevue Downtown Park.
- Vendors must stay completely within their assigned booth space (10x10), including side awnings, walkways, signs, merchandise, etc.
- The booth structure must be self-standing and weighted by means that are not a trip hazard or affixed to the ground or any other structures, tree, or shrub. Stakes may not be used in the park.
- No items, signs, banners, or booth anchor lines are to be attached to trees or shrubs.
- Vendors must provide their own signs. Signs must look professional. Handwritten signs are prohibited.
- Vendor's booth structure must be prepared for wind or inclement weather.
- It is recommended (but not required) that all vendors have a fire extinguisher at their booth.

## **Booth Merchandise and Restrictions**

- All activities and merchandise must be consistent with the description and photos you provide on your application.
- Items, displays, and materials must be family appropriate, safe, and environmental friendly.
- No products that may cause debris and require Parks Department clean up i.e. confetti.
- At the Cities discretion, certain items of merchandise may be prohibited such as: toy weapons, guns, knives, caps, stink/smoke bombs, invisible ink, silly string, lasers, marshmallow shooters, etc.

- Bellevue Parks & Community Services reserves the right to close any booth not adhering to these regulations. In addition, if the Vendor offers any type of items that were not listed on their application, the Vendor will be asked to remove those items immediately and the Vendor will face possible closure of their booth.
- All merchandise must fit within the designed 10x10 foot space including all signs.
- Vendors are not allowed to 'rove' outside of booth space with their merchandise, signs, advertisement, or free samples.
- Alcoholic beverages, music, televisions, 'hawking', etc. are prohibited within or in the vicinity of the vendor booth.

### **All booths must comply with the following requirements:**

- **City of Bellevue Business License**
  - The City of Bellevue is participating in a joint business licensing program with the Department of Licensing at the State of Washington. City and State business license application forms have been combined into a single application. The City of Bellevue website provides information to obtain Uniform Business Identifier (UBI) and Bellevue Business license. The City website is [www.bellevuewa.gov](http://www.bellevuewa.gov), or to obtain a UBI, call 1-800-647-7706 or [www.dol.wa.gov](http://www.dol.wa.gov). Applications cannot be accepted without a UBI.
- **Insurance**
  - Vendors are required to obtain a Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue as an additional insured for the 4<sup>th</sup> of July event. Vendors are required to provide us with a certificate of insurance by May 22, 2015.

### **Parking**

- One standard-size parking space is provided for each vendor. Vehicles requiring more than one standard-size parking space must be noted on application.
- Access is very limited. If vendors leave a parking spot during the event, they may not be able to return to the same spot.
- Free parking is available at Bellevue Square after 6 pm.
- You will receive your official Parking Pass, map, directions, and load-in time in the early May Confirmation Packet.

# Vendor Booth Application

## Bellevue 4<sup>th</sup> of July 2015 Commercial Non-Food Vendor Application Application Deadline: April 10, 2015

*You are required to provide accurate and complete information. Please print clearly.  
The Business Name you provide will be used on all publicity material and signage.  
Business Name you provide must match the business name provided on Certificate of Insurance.*

Business Name: \_\_\_\_\_  
Bellevue Business License: \_\_\_\_\_  
UBI (required): \_\_\_\_\_  
First & Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ circle one: home work cell  
Day of the event cell: \_\_\_\_\_

**Booth Size: 10 x 10 \$500** \_\_\_\_\_

Please make check payable to the City of Bellevue. You may also pay by credit card.  
VISA or MasterCard

Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Make, model, and size of vehicle you will be using for load-in and out: \_\_\_\_\_

Indicate the amount of time it takes you to set up your booth: \_\_\_\_\_

### List items and prices

*Any product that differs in quality or is inconsistent from that provided may be eliminated at the event. City of Bellevue staff reserves the right to refuse any product that may be deemed inappropriate or that was not disclosed and approved as an item on this list.*

1.	\$	6.	\$
2.	\$	7.	\$
3.	\$	8.	\$
4.	\$	9.	\$
5.	\$	10.	\$
6.	\$	12.	\$

**WAIVER OF LIABILITY/RELEASE. CAUTION. PLEASE READ CAREFULLY.** To the extent provided by law, in consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume all risks, including risk of injury or death, associated with me or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action to assert a claim against the City of Bellevue for negligence.

**PHOTO/VIDEO RELEASE.** I give my permission to have photos and/or video recordings taken of me or my child(ren) for publicity purposes during City of Bellevue activities even though we will not receive compensation of any kind for appearing in such photos or video recordings.

I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/Release and the Photo Release printed above.

I have read and understand the information presented in the 2010 Vendor Application and Information Package.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed and signed application, booth fee to:**

City of Bellevue  
Attention: Northwest Arts Center  
PO Box 90012  
Bellevue WA, 98009-9012  
Office: 425 452-4106  
Fax: 425 452-2051

*Thank you for applying to this year's 4<sup>th</sup> of July*

# Timeline

**April 10**      **Application and payment due**

**April 24**      **Selection process complete**

**May 1**          **Notifications mailed with parking and load-in information  
(100% of payment returned to vendors not selected)**

**May 22**      **Insurance certificate due**

**July 4**        **Day of Event – Saturday**

**10am to 12noon** – Arrive in the south parking at your designated set-up time

**12noon to 2pm** – Fire inspections

**2pm** – All vehicles and set-up equipment must exit area. Service begins. No exceptions.

**9:55pm** – Booth area closes and all lights must be turned off for fireworks

**10:30pm** – Estimated Vendor pack up, clean-up, and departure