

Symetra Bellevue Family 4th Bellevue Parks Family Fun Zone

Bellevue Parks & Community Services



2011 Family Fun Zone Application & Information Packet

The July 4th Celebration attracts more than 65,500 visitors to the Bellevue Downtown Park. The event features live music, family entertainment, and food court, and concludes with music by the Bellevue Philharmonic Orchestra, synchronized with the Eastside's largest fireworks display.

The Bellevue Parks Family Fun Zone's 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 objective is to provide hands-on interactive activities, roving entertainment and mascots, and a variety of inflatables. Vendors will be selected in regards to the turnover capacity of the activity, relevance to July 4th, and appeal to children and parents.

Day of event: Monday, July 4, 2011

Bellevue Parks Family Fun Zone:

Bellevue Downtown Park, South Parking lot entrance located on NE 1st St

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

Estimated Load-in time: 10am to 2pm

Main Stage Entertainment: 4pm to 10:00pm

Contact Information

City of Bellevue

Attention: Northwest Arts Center

PO Box 90012, Bellevue WA, 98009-9012

NWAC@bellevuewa.gov

425-452-4106

Fax: 425-452-2051

Booth Fee and Structure

10 x 10 \$500

- Vendor is responsible for providing their booth structure and any tables or chairs needed.
- Vendors must stay within the booth space, including side awnings, walkways, etc.
- No stakes may be used in any park or grass area.
- No items, signs, banners or booth anchor lines are to be attached to trees or shrubs.
- The booth structure must be self-standing and, if appropriate, weighted by means that are not a trip hazard or affixed to the ground or any other structure.

- Vendor must be prepared with a proper booth structure in case of wind or inclement weather.
- Canopies must have an attached label or tag to prove it was manufactured of flame-retardant materials.
- It is recommended (but not required) that all vendors have a fire extinguisher at their booth.
- Booth Fees are non-refundable, with the exception of your application being rejected; in that case we will issue a refund.

Application Process

- Booth fees must be submitted with application.
- The information you submit on your application must be accurate including the name of your business, UBI #, contact name and number. Incomplete information may disqualify you from participating.
- New vendors are required to submit three (3) current color photos which represent the products/activities they intend to offer. Photos must clearly delineate how your booth will appear at the event.
- Photos are preferred and should be labeled on the BACK with the Vendor's name and business name and numbered to correspond to the descriptions on the Vendor's application.
- Photos are only returned to the Applicant if a legal size, self-addressed stamped envelope with correct postage is included with the application. Booth photos are retained for all vendors selected for July 4th Family Fun Zone.
- Submit Certificate of Insurance naming the City of Bellevue

Application Deadline

- All applicants must submit a Complete Application Package by April 15, 2011.

Booth Activities and Merchandise

- All activities and merchandise must be consistent in activity, content, form and quality with the description you provide and with your photos/slides reviewed during Vendor selection.
- 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.
- Merchandise that is not allowed at Bellevue Family 4th, in coordination with the Bellevue Police Dept., includes toy weapons (guns or knives), caps, stink/smoke bombs, invisible ink, silly string, lasers, or marshmallow shooters. (Vendors will be notified if any other items are added to this list with as much notice as possible.)
- The City of Bellevue Parks & Community Services Department 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 these items immediately and the Vendor will face possible closure of their booth.

Selection and notification

- Applications are reviewed for originality, turnover capacity, appeal to children and parents and relevance to July 4th.
- Applications do not guarantee acceptance.
- A limited number of booths are allowed to sell children's merchandise.
- All applicants will be notified of acceptance by April 25, 2011.
- 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.

Electricity

- Electricity is not available.

Restrictions

- Vendors are not allowed to 'rove' with their merchandise at any time.
- No alcoholic beverages, loud music, televisions or 'hawking' are allowed within or in the vicinity of vendor booth.

Signage

- Vendors must provide their own signs. Signs must look professional. Handwritten signs are prohibited. Vendors may not advertise outside of their booth space including use of rovers, flyers and sandwich boards.

Set Up & Take Down

- Vendors will be advised of the load-in time after acceptance. Set-up must be complete and vehicles must be removed from the park by 2 pm. Late arrivals must walk in their supplies.
- For event purposes only vendors are allowed to drive vehicles onto the grass at low speeds. However, in the case of severe wet weather immediately prior to the event the City of Bellevue has the authority to restrict or prohibit vehicle traffic on the Park if this traffic will damage the grass surfaces. Therefore, severe wet weather immediately prior to the event may affect load-in and set-up, requiring access only on foot. In addition, this type of severe weather may cause the event's layout and set-up to be altered
- Vendors may leave at 9 pm but cannot drive on the grass to load supplies.
- Load-out begins at 11:30pm. All booths, vehicles and vendor debris must be removed from the park immediately following the event.

Certificate of Insurance

- Accepted vendors must provide the City of Bellevue with a certificate of Insurance, by May 27, 2011. Submit Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue as an additional insured for the 4th of July event.

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, and if you leave your parking stall during the event, you may not be able to return to your stall.
- Free parking is available at Bellevue Square after 6 pm.

Vendor Booth Application
Bellevue Parks Family Fun Zone – Deadline: April 15, 2011

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: _____
UBI (required): _____
First & Last Name: _____
Address: _____
City, State, Zip: _____
Email: _____ Website: _____
Primary Phone: _____ one: home work cell
Day of the event circle
Phone: _____ one: 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 my 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.

Name: _____ Date: _____
 Signature

Please send completed and signed application, booth fee to:

City of Bellevue
 Attention: Northwest Arts Center
 PO Box 90012, Bellevue WA, 98009-9012

Thank you for applying to this year's 4th of July

Timeline

April 15 Application and payment due

April 25 Notifications mailed with parking and load-in information
(100% of payment returned to vendors not selected)

May 27 Insurance certificate due

July 4 Day of Event

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

12noon to 2pm – Set up booth

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

9:00 pm – Vendors may take booth down and leave the park. No vehicle access to booth at this time. Street access for exit closes at 9:45 pm.

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

11:30pm - estimated vendor pack up, clean-up, and departure

For internal use only
Vendor Do not write below

Approved _____

Rejected

Date _____

Booth Fee Signed Waiver Signed Agreement Confirmation e-mailed Insurance

Authorized by: _____