

Milton Days - Vendor Application

August 18th 2018

Mail Signed Application, Signed Rules, and Payments to:
 City of Milton, Attn: Events Committee (Vendor)
 1000 Laurel St., Milton, WA, 98354

Type or Print

Business Name:	
Contact:	
Address:	
City:	
State:	Zip Code:
Phone:	
Email:	
Website:	www.
Facebook:	
Wait List:	Yes No

Product/Service:

A listing with prices of your products/goods that will be sold from your booth must be included with your application, attach additional sheets if needed.

Product/Goods:
Service:
Food/Beverage:

**Fees approved by City Council Resolution 18-1900

Food Vendor
\$125.00 Per 10x10 space x _____ \$
Non-Food Vendor
\$90.00 Per 10x10 space x _____ \$
Nonprofit Clubs/Organizations, and Government
(These spaces are limited to one 10x10 space) \$50.00 \$
Electrical Connection: \$55.00 \$
Please list your Power Requirements below - (volts, amps)
Power Requirements: _____
Total Fees Included \$
Booth fee is for the space only. Vendor must supply fire resistant canopy, tables, chairs, etc..
Payments will be deposited immediately. You will receive notice of acceptance/denial on July 20, 2018. If you are not accepted your application fee will be returned approx. 2 weeks after Milton Days.
Office Use Only:
Date Application Received: _____
Approved / Denied Date: _____
By: _____

Applicant attests that the information provided is accurate. Applicant agrees to comply with all rules, state, and local regulations, and to save and hold harmless, the City of Milton, Events Committee, employees, volunteers, designees, or other personnel acting on behalf of the Events Committee, Milton Days, from any loss, damage, or injury to any persons or property caused by the applicant's operation in connection with Milton Days. The Applicant further agrees to defend the Committee and City from any claims for such damage, loss or injury.

Applicant has read and understand the Rules and will abide by them throughout their association with Milton Days 2018. It is understood that Milton Days, Events Committee, and the City of Milton reserves the right to close, without refund, any participant that does not comply with these rules, and/or local or state laws/regulations.

 Owner/Authorized Agent Signature

 Date:

 Printed Name Owner/Authorized Agent

 How did you hear about Milton Days?

-Raffle Donations are approved for Tiers at 50% of the retail value of the product/service
 -All donations qualify for Milton Days Partner Tiers

We would like to donate a Raffle Gift
 (Raffle Donation is _____)

We would like to donate to Milton Days
 (Donation is also included \$ _____)



Important Information: Please Read Thoroughly

Hello Vendors,

Thank you for your interest in Milton Days 2018. This annual family event celebrating our community and history will be Saturday August 18, 2018.

It is our sincere wish to provide you the best opportunity to sell your products and goods during Milton Days. We expect to have many people participating. Saturday will begin with the parade along Milton Way. This will draw everyone down to Milton Community Park, where there will be Grand Stand Entertainment, Children's Events and many other attractions designed by our Events Committee to bring in the maximum number of people from Milton and surrounding communities.

Please setup and then park your vehicle(s) in legal parking spaces throughout the local area, including City Hall, and the Surprise Lake School complex. Golf carts with drivers provide regular service throughout the event.

Please note: Electrical outlets are limited and will be first come - first served, at an additional fee of \$55.00. ***You must indicate your electrical needs on your application.*** All electrical hook-ups are subject to inspection by City staff. All booths with an electrical connection MUST be equipped with a fire extinguisher rated 2a 10bc or equivalent.

Again, thank you for your interest in our wonderful family event, and we look forward to partnering with you this year.

Milton Days
Events Committee

**1000 Laurel Street
Milton, WA 98354-8852
Phone: 253.922.8733 / Fax: 253.922.2385**

Vendor Rules

Applications: An Application is required. Applicants must also sign, date and return a copy of these Vendor Rules. You must include a check or money order for all fees. Please make these payable to the City of Milton (Remark: Milton Days).

N.B. These documents must be delivered or post marked not later than July 13, 2018.

Mail Application and Fees To:
City of Milton
Attn: Milton Days
1000 Laurel Street
Milton, WA 98354-8852

Food Vendor			
	\$125.00	Electric Connection	\$55.00
Non-Food Vendor			
	\$90.00	Electric Connection	\$55.00
Nonprofit Clubs, Organizations and Government Agencies			
	\$50.00	Electric Connection	\$55.00

1. All Booth Operators must submit a Vendor Application. All vendors must be approved by the Events Committee.
2. All fees listed above are for 1-10x10 space. Each additional space costs an addition Vendor's fee.
3. Booth space and Vendors will be approved in accord with the criteria below.
4. Vendor operated generators must comply with Milton/Pierce County Fire Codes, must comply with all WISHA Standards for generator operations and must also comply with Milton City Code for Noise Abatement.

Payments: Payments will be deposited immediately by the City. You will receive notice of acceptance or denial. If you are not accepted your application fee will be returned about two weeks after Milton Days. Applicants who remained on the waiting list will retain this fee schedule for next year so long as they resubmit their application in 2019. This fee guarantee does not apply to electric connections, late fees, or other fees that are established by the Committee for the 2019 event.

VENDOR CRITERIA: The number of Vendors is limited, and, if more Vendors apply than the Milton Days Event can accommodate, the following preferences will be applied:

1. Having been on a waiting list the previous year but unable to participate,
2. Date and time a completed application and payment is received,
3. No other Vendor is providing the same or similar food, products or services. E.g. Two Vendors selling the same type of ethnic food,
4. Possession of a current Milton business license, and
5. Previous participation without having violated any of the rules.

Booth Structure: Vendors are responsible for their booths. A Vendor may not damage asphalt, cement, trees, shrubs, buildings, or other objects. Trip hazards will be identified and corrected. Vendors should be prepared for wind and inclement weather. Each space is 10x10 for each application unless the Vendor pays the appropriate fee for additional space. Vendors may not exceed their paid space.

Cancellations: Applicants whose cancellation is received before July 20, 2018, will receive refunds. Those who cancel after July 20, 2018, will receive refunds only to the extent another Vendor takes their space.

Garbage: Vendors whose products or services may produce garbage must provide a suitable garbage can at their booth. Vendors can dispose of debris and garbage in the dumpster on site provided by the City. Recycle bins will be provided by the City. If the Vendor's booth area is not clean or requires repair, the Vendor is liable for all cleanup and repair costs.

Hours of operation: Saturday August 18, 2018 – 10 am to 10 pm. Vendor booths must remain open 10:00am - 8:00pm.

Conduct: Once a Vendor occupies a booth, the Vendor must comply with all requests by City Officials or Events Committee members to correct health and safety problems and violations of city code or other laws or regulations. The City will remove any Vendor who does not correct an unsafe, unhealthy or unlawful condition. No fees will be refunded to a Vendor who is removed for cause.

Notification of Acceptance or Denial: Applicants will be notified by mail, phone, or email of their acceptance or denial by July 20, 2018. Applicant who have not heard by July 20, 2018, should contact the Events Committee immediately at the e-mail address below.

Eligibility, Criteria, and Restrictions: Food must be sold in accord with Pierce County Health and Safety Guidelines and must meet all requirements by the Pierce County Health Department. Vendors are responsible for collecting Sales Tax and reporting it with Location Code #2709. Vendors may not roam the area with products or play loud music or televisions. Hawking is not permitted around or near paid Vendor

spaces. Vendors may not consume or offer alcohol from any space except the designated beer garden. Please call 800-647-7706 or go to www.dor.wa.gov for information.

Liability: Booths and their contents are the responsibility of the Vendor. The City of Milton, the Events Committee, their agents, and designees do not assume any responsibility or liability for injury, damage, loss, theft, accident or acts of God to the Vendors or any of their property. We recommend that all Vendors obtain suitable insurance to protect themselves and their businesses.

Application Form: The application form is a separate document; please ensure that you include your completed application form when you deliver or send in your agreement to these Vendor Rules (this document) and your payment. Incomplete packets will be returned without action.

Please keep a copy of your application and these rules for your records.

Additional information: Please contact us at events@cityofmilton.net or (253) 922-8733.

Authorized Representative

Date