



**Important Information: Please read thoroughly!**

Vendors,

We are so pleased that you are taking an interest in participating in Milton Days 2015. This annual family event celebrating our community and history will be August 15<sup>th</sup> and 16<sup>th</sup>, 2015.

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 in this family event over a 2 day period, with the majority attending the parade on August 15th. Events will begin with the parade along Milton Way, drawing everyone down to Triangle 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.

We do not reserve parking for vendors; however, you can setup and then park your vehicle/s in legal parking spaces throughout the local area, including City Hall, and the Surprise Lake School complex. Shuttles provided regular service throughout the event.

New for vendors this year, if you participate and pay your fees by the due date, we can lock in your fees for next year, too! This will save you money for Milton Days 2016, and guarantee your spot. The committee has already started looking at fees for next year, so this is a great opportunity for your business!

Electrical outlets are limited and will be first come, first served. Vendors are more than welcome to use other electrical devices so long as they conform to City and County Fire Codes and OSHA Regulations.

Milton Days is a juried event, which means that vendors are selected based upon the goods they have to offer. If we receive more vendors than space allows, the committee will establish a wait list based on the date that your application is received. Should you be added to the wait list, you will be notified of your position on the list.

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: 253.517-2706 / Fax: 253.922.2385**

## Vendor Rules

**Applications:** must be complete, including booth photo or sketch, product/goods listing with prices, UBI Number, and check or money order for all fees. Please make checks payable to: City of Milton (Remark: Events Committee)

**Mail Application and fees to:**  
**City of Milton, Attn: Events Committee**  
**Vendor Coordinator**  
**Milton, WA 98354**

### Vendor Fee Schedule

Vendors with Business License in Milton		
\$125.00	Electric Connection	\$50.00
Guest Vendor/Business		
\$150.00	Electric Connection	\$50.00
Returning Vendor		
\$125.00	Electric Connection	\$50.00
Hobbyist/Crafts (Non-Business Affiliated)		
		\$50.00
Nonprofit Clubs/Organizations, and Government		
Suggested Donation		\$50.00
<p>1. All Booth Operators must submit Vendor Form, all vendors subject to approval by Events Committee</p>		
<p>2. All fees listed above are for 1-10x10 space, each additional space is subject to fees.</p>		
<p>3. Special consideration can be given for Not-for-profit organizations upon approval by the Events Committee and City of Milton.</p>		
<p>4. Vendor operated generators must comply with Milton/Pierce County Fire Codes and comply with all OSHA Standards for generator operations, must also comply with Milton City Code for Noise Abatement.</p>		
<p>5. Hobbyists/Crafts Vendors with a valid Business License in the State of Washington must pay business fees as indicated above.</p>		

**Payments:** will be deposited upon acceptance of application by the committee. Vendors placed on waiting lists will be on hold until cancelled or space becomes available. If a space does not become available the entire application packet will be returned to vendor. Vendors who were on a waiting list will retain their fee schedule for next year so long as they resubmit their application in 2016. Vendors listed for 2015 will be offered the 2015 Vendor Application Fee for Milton Days 2016, this does not guarantee your space. This only guarantees that if you apply on time and your packet is accepted that you will only pay the 2015 Application Fees. Fee guarantee does not apply to Electric Connections, late fees, or other fees that are established by the committee for 2016.

**Booth Structure:** Vendor is responsible for their booth. No device or object will be used to damage asphalt, cement, trees, shrubs, buildings, or other object. Trip hazards will be identified and corrected so not to cause personal injury or damage. Vendors should be prepared for wind, and inclement weather. Space is 10x10 for each application unless the vendor pays the appropriate fee for additional space, vendors should not exceed their paid spaces.

**Cancellations:** Cancellations after acceptance may result in forfeiture of entire application fee after July 15<sup>th</sup>, 2015. Refunds after July 15<sup>th</sup>, 2015 will be at the discretion of the committee.

**Garbage/Debris:** Vendors who will utilize accouterments to display, sell, or utilize their food, and goods will provide a suitable garbage can around their booth. Vendors can dispose of debris and garbage at dumpsters in the park area and each evening with the cleanup crew. If booth area is not clean or left in a condition that requires repair the vendor may be liable for all cleanup/repair fees and forfeit all guarantees for upcoming events.

**Hours of operation:** Saturday August 15<sup>th</sup> 2015, 10:00am to 10:00pm, Sunday August 16<sup>th</sup> 2015 11:00am to 3:00pm. Vendors may close their booth at dusk on Saturday evening. ALL VENDORS ARE EXPECTED TO STAY THE DURATION OF THE EVENT. IF A VENDOR PULLS OUT EARLY FROM THE EVENT, THEY WILL NOT BE ASKED BACK TO FUTURE MILTON DAYS.

**Indemnity:** Once the vendor occupies their booth area they agree to comply with all official requests to correct situations that may include, health/safety, offending conduct, city code, or other laws/regulations. Failure to correct the situation may result in revocation of this agreement and vendor status and will be required to leave the area. Failure to vacate the booth area as directed by officials of Milton Days relieves the City of Milton, Events Committee, and all other agents, or designees, of any liability of loss or damage caused by removal of the booth, and its contents. In addition, all fees and expenses paid will be forfeited when the vendor is notified of revocation.

**Notification of Acceptance/Denial:** Vendors will be notified by mail, phone, or email as to their acceptance, denial, or waiting list by July 22<sup>nd</sup>, 2015. If you have not heard anything, or unable to retrieve messages due to equipment malfunction please email us for an update.

**Photo/Sketch:** A photo or sketch of your completed booth is required at the time of application.

**Eligibility, Criteria, and Restrictions:** Vendors may only sell items and services commercially available, food items must be sold within Pierce County Health and Safety Guidelines and must meet all requirements by the Pierce County Health Department. Vendors are responsible for collection of all Sales Tax as per Sales Tax Code #1714. Vendors may not roam the area with products, play loud music, televisions, or "hawking" near/around paid spaces. Vendors cannot consume or offer alcohol from any space except the designated beer garden. Vendors are required to obtain a UBI (Uniform Business Identifier) please call 800-647-7706 or go to [www.dor.wa.gov](http://www.dor.wa.gov) for information.

**Security:** Milton Days will provide overnight security during the event. However booth structure and contents are the responsibility of the Vendor. The City of Milton, Events Committee, agents, and designees, do not assume any responsibility, or liability, for injury, damage, loss, theft, accident, or acts of God, and we recommend that all vendors obtain suitable insurance to cover the above situations.

**Application Form:** Is a separate file, please ensure that you include your application form when you deliver or send in this packet along with all other requirements. Incomplete packets will be returned without action.

**Additional information:** please contact us at [MiltonEventsCommittee@gmail.com](mailto:MiltonEventsCommittee@gmail.com) or (253)922-8733.

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Authorized Representative

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Date

# Milton Days - Vendor Application

August 15-16, 2015

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: _____ Zipcode: _____

Phone:	
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Email:	
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Website:	www. _____
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Facebook:	
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State UBI#:	
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Wait List:	Yes    No
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**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:	
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Service:	
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Food/Beverage:	
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\*\*Fees approved by City Council Resolution 15-1857

<b>Returning Vendor</b>	
\$125.00 Per 10x10 space x _____	\$ _____
<b>Vendor with a Milton Business License</b>	
\$125.00 Per 10x10 space x _____	\$ _____
<b>Guest Vendor/Business</b>	
\$150.00 Per 10x10 space x _____	\$ _____
<b>Hobbyist w/o Business License</b>	
\$50.00 Per 10x10 space x _____	\$ _____
<b>Nonprofit Clubs/Organizations, and Government.</b>	
Suggested donation \$50.00	
These spaces are limited to one 10x10 space	\$ _____
Electrical Connection: \$50.00	\$ _____
Single connection per vendor	
Total Fees Included	
	\$ _____
Booth fee is for the space only. Vendor must supply fire resistant canopy, tables, chairs etc.	
Payments will be deposited upon acceptance. You will receive notice of acceptance/denial. If you are not accepted your application and original check/money order will be returned approx. 2 weeks after Milton Days, on or after Sept 1, 2015	
<b>Office Use Only:</b>	
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, and further agrees to defend said Associations and City for any claims for such.

Applicant has read and understand the Rules and will abide by them throughout their association with Milton Days 2015. 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 \$ \_\_\_\_\_)