

**Hillyard Festival Association  
Vendor Application Form  
August 7, 8, & 9, 2009**

Space will be sold on a "First come, first serve" basis.

Exhibit space will be 12 feet by 12 feet.

Registration fee is \$60.00 for commercial \$100.00 for food vendors and \$30.00 for non-profit. Please include a copy of your non-profit ID #. Additional spaces will be charged accordingly. Sorry, no refunds will be made!

Vendors must provide their own tables, chairs and canopies.

Today's Date: \_\_\_\_\_ Non-profit ID# \_\_\_\_\_

Organization or Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address if different than above: \_\_\_\_\_

Phone Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person and Phone number if different than above: \_\_\_\_\_

Description of articles or activities (be specific): \_\_\_\_\_

Special Needs: \_\_\_\_\_

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Food vendors must have proof of insurance and licenses.

Number of spaces needed:  1  2  3 or more. If more, please write amount of spaces needed \_\_\_\_\_

**Return this form with payment to:**

**Hillyard Festival Association, P0 Box 6253, Spokane, WA 99217-0904**

**For further information please contact Desi Bucknell at (509)489-1122 or (509)998-1404**

In consideration of the right to partake in the Festival, the above mentioned agree to indemnify and hold harmless the Hillyard Festival Association and Committee members from any and all claims arising from participation in said Festival. The Hillyard Festival committee reserves the right to refuse participation to anyone because of inappropriate behavior or noncompliance with its rules and regulations

I would like to be a member of the Hillyard Festival Association

I would like to participate in the ChalkArtWalk event (June 2010)

I would like to participate in the Hillyard Festival Parade

I would like to be notified of any other Hillyard Association events

# Hillyard Festival Association

## Contract and Registration Form

**Entry Deadline: Postmarked by July 15, 2009**

Entries after this date accepted at higher rate

Vendors / Crafters,

It is time to think about our annual Hillyard Festival, featuring: Family Fun, Food, Live Entertainment, Parade, Beer Garden, Arts & Crafts booths and more.

We extend this invitation to you to give you an opportunity to be one of the first to reserve your space for the 2008 Festival. Spaces will be assigned on a first come, first serve basis. Individuals will be responsible for all state and local taxes.

This application includes:

- 1) An Information Sheet: States the rules and requirements for all vendors.
- 2) A Contract Form: Vendors fill out the contract, sign it, and send payment to the address on the bottom of the contract.

The Hillyard Festival starts Friday August 7th and runs through Sunday August 9th

The Festival will again be held at Sharply Harmon Park, located on Market Street one block South of Francis.

Spaces are available for Individuals, Businesses, Amusement Games and Rides, Arts & Crafts and Information Booths.

If you have questions, comments, or need an additional vendor form, please contact Desi Bucknell @ (509)489-1122 or (509)998-1404.

**Parade** registration forms will be provided for any one who would like to participate in The Hillyard Festival Parade. If you have any questions concerning the parade please contact Ylene Phanco (Parade Chairman) at (509) 487-4737. Everyone is encouraged to participate in this fun event.

Sincerely,

Desi Bucknell

Vendor Chair

Hillyard Festival Association

## **Information and Rules:**

The Festival is a 3 day event; starting Friday August 7th. Set up on Friday will be between 8:00 AM and 12:00 PM. Friday Festival hours will be 12:00 PM to dusk, Saturday 9:00 AM to dusk, and Sunday 11:00 AM to 5:00 PM.

The Hi-Jinks Parade (August 8th) starts at 10 AM Saturday morning, beginning at Market and Wellesley and ending at the north end of Sharply Harmon park. Please have coverage for your booth if you are participating in the parade or would like to enjoy it on the side lines.

**The Festival Association will not be liable for lost, stolen, or damaged merchandise.**

**All vendors are required to stay the full 3 days of the Festival.** No vehicles will be allowed to come or go on park property after noon on Friday to ensure the safety of the public, as well as to the vendors and their property.

**Refunds** will not be given under any circumstances.

**Check Fee's:** A \$25.00 fee will be imposed on any returned checks for NSF or closed accounts, plus any additional bank charges incurred by the Hillyard Festival Association.

**Children** must be kept under supervision at all times. Please no skateboards, bicycles, or scooters on the sidewalks after the Festival opens.

**All animals** must be kept in a kennel or on a leash at all times. You are responsible for the actions of your pets - please clean up after them. The Hillyard Festival Association will not be held responsible if your animal injures someone or does damage to anyone's property.

**Vendors** are responsible for the cleanliness of their area during and after the Festival. Please be a good neighbor and keep your space and surrounding area neat. Please dispose of, or take all belongings with you when you leave on Sunday. **Garbage and trash should be bagged and boxes broken down and moved to the appropriate disposal areas.** Please do not leave this for the Parks Department or the Festival Association to dispose of for you!

**Food Vendors**, please be sure that all food, paper, litter, and scraps of food around your booths are picked up and disposed of properly at the end of each day. All permits and licenses must be available for inspection before and during the festival. It is your responsibility to check with the city license and the health departments to see what forms are required. Food wagons must be in place by 8 AM Friday morning.

Note: As part of our fundraising efforts, the Hillyard Festival Association has "exclusive" rights to the sale of bottled water during the festival. No one else in the festival is allowed to sell or give away bottled water without prior written approval from the Hillyard Festival Association Board.

**Security** will be provided. If you experience any problems before, during, or after the event please notify Security and/or a Festival Member to assist you.

**Thank you for your co-operation and support. We hope the Festival will be enjoyable for all!**