



2022 Fiery Foods Festival

Vendor Application

Please complete and return the following application to be considered for the 2022 (FFF) Celebration on, Sep
Refer to the application information sheet for any questions you may have.

<input type="checkbox"/> Food <input type="checkbox"/> Corporate <input type="checkbox"/> Farmer <input type="checkbox"/> Small Business <input type="checkbox"/> Nonprofit			
Vendor Name			
Applicant Name			
On-Site Contact Name		Cell Phone #	
Mailing Address	Street Address		
	City	State	Zip Code
Contact Information	Phone #		E-mail Address
Tax and I.D. Numbers			
MN Sales Tax I.D. #		Federal I.D. # or Tax Exempt #	
Write Proposed Product & Sales Price or Service Below (If Service, describe type of) Attach a separate sheet for additional information as required.			
Space Required (must include all linear space, including trailer tongue, tent ropes, etc):			
Space is limited so please describe EXACT dimensions.			
MUST INCLUDE A PICTURE OF SET-UP			

The Downtown Pasco Development Authority has the right to deny entry of any of the products listed above. Vendor will be notified of any Product changes by DPDA. DPDA has the right to enforce the above statements. Any new products must be approved in writing by DPDA prior to the Event date – September 9, 2022.

Fiery Food Festival

Vendor Application

You will be making (1) checks payable to: DPDA, P.O. Box 688 Pasco, WA. 99301

- **BOOTH SPACE FEES & EQUIPMENT RENTAL (if any)**
- **\$100 CLEAN-UP & SECURITY DEPOSIT CHECK FEE (NON-REFUNDABLE)**

Please fill out both box 1 and box 2 below:

Check #1: VENDOR SPACE FEES PER 10' X 10' Space: (NO equipment is provided)			
Booth Fees:	Fee Per Space	# of Spaces	Total Fees
Corporate	\$500.00 PER DAY		\$
Food/Merchant/SM Business	\$250.00		\$
Non-Profit	\$150.00		\$
After September 1,2022	ADD \$100.00		\$
TOTAL FEES FOR SPACES			\$

Check #2: Clean-up and Security Deposit Check Fee. (NON-REFUNDABLE) \$100.00

I agree to indemnify and hold harmless DPDA Board, Fanfare Attractions, their affiliates, all volunteer members, City of Pasco, contracted staff, Festival Sponsors, and all their Officers, agents, and their employees for damage, injury or loss to any person or property related to my participation in (FFF), produced by DPDA. I have read, understood and agreed to the conditions stated in this application and the application information sheet. I have provided truthful and complete information.

Vendor Signature: _____

Date: _____

Application Checklist

Before you submit your application, make sure it's complete using our checklist below.

- | | |
|---|--|
| <input type="checkbox"/> Completed Application

<input type="checkbox"/> Check for vendor fees and equipment rental / for Clean-up and Security Deposit

<input type="checkbox"/> Picture of Set-up | <input type="checkbox"/> Certificate of Insurance

<input type="checkbox"/> Proof of Permits (Health Department) |
|---|--|

MARKETING

All vendors are encouraged to market their participation through their social media channels. Indicate your current marketing channels so that we may "follow" and cross-promote.

Website _____

Twitter # _____

Facebook @ _____

Instagram @ _____

SnapChat _____



downtown pasco DEVELOPMENT AUTHORITY

1. OBJECTIVES

Downtown Pasco Development Authority is committed to providing the best service. We aim to accommodate your needs.

Unfortunately, when a client cancels without giving adequate notice, it prevents another client from being served. This cancellation policy is used as a way of respecting the time commitment of all involved. It explains the process for requesting a cancellation and the fees applicable. This policy is used in fairness to both our business and the clients who would otherwise have wanted to participate.

We are implementing a straightforward cancellation policy to be upfront about all the costs you may face when engaging our services.

2. CANCELLATION PROCESS

We understand situations can arise in which you must cancel your participation. Due to a high volume of vendors wanting to participate in our events, we request that you cancel with adequate notice. This allows us to fill that spot with a different vendor.

You may cancel by contacting us by:

- a) Calling the office at: **(509) 380-5111** OR
- b) Email to: **aaguirre@downtownpasco.com**

We require a minimum of 48-hour notice for cancellation. Please inform us by 4pm 48-hour prior the schedule event to notify us of any changes or cancellations.

If no prior notice or the notice given is not provided within the minimum notice period, you will be charged a cancellation fee (see below) for the missed event.

Late Arrivals/No Call No Show

Late arrivals will only be accepted to those who notify personnel in charge ahead of time and that won't be needing to utilize their car to enter and set up on the Peanuts Park & event premises. But cannot exceed tardiness of more than 30mins. If you are 30 minutes late past the schedule time we will have to reschedule/cancel your booth for the day(s)/ event, which may incur cancellation fees and you may not be eligible for a refund.

No Call / No Show

Is considered when you don't cancel or show up withing the said time or date of the event, that requires cancellation time of 48 hours prior to the schedule event.

If you mark certain days that you chose to attend an event, you are required to show-up.

If you have three (3) NO CALL/NO SHOW, you will be kicked out for the rest of the season.

***NOTE:** You will be charged the regular daily fee(s) for the missed event day(s). A returning fee (unless is waived by authorize personnel) might be required to be paid in full upon returning, for all open invoices.

3. CANCELLATION / NO CALL NO SHOW FEES

- a) Cancellation Fee is \$50 (If not done within the proper time)
- b) Cancellation fee will be charged by credit OR may be deducted from any deposit or money paid for the event (if any).
- c) The cancellation fee is the sole responsibility of the client and must be paid in full upon returning.

4. ASSIGNED VENDOR SPOTS

We understand the importance of keeping vendors on their original assigned spots, unfortunately there is always a possibility that changes might be made if necessary.

5. VENDOR REQUIREMENTS

Downtown Pasco Development Authority will cover all approved vendors with the City of Pasco permit.

- **Food vendors:** Need a **SPECIAL EVENT PERMIT** from Health Department for the event that they will be attending.
- **Craft vendors:** Or other vendors NOT selling food don't need to get a special event permit from the health department.
- **Vendor's:** cannot teardown before the event is over for any reason. *Unless otherwise approved by authorized personnel.*

6. CLEANING DEPOSIT

A credit card must be provided from the client to ensure that fees are removed if necessary

\$100-dollar cleaning fee for all DPDA events will be non-refundable

7. KITCHEN USE

- All vendors needing to use the **Pasco Specialty Kitchen** will be charged an hourly rate for the hours in use. (Unless otherwise waived by authorize personnel) *see PSK member plan for the non-member hourly rates.*
- If a vendor request certain number of hours to utilize the kitchen and do not comply with the said schedule, you will be charged for those hours requested, unless given proper notice. *See #2 cancelation process above*

Food vendors needing to utilize **Pasco Specialty Kitchen**, MUST provide the following to ensure your spot on the **Food Corridor schedule** (*clients that do not comply with these requirements, will not be allowed to use the PSK*).

Do you need to use the PSK? YES_____ NO_____ If so, provide dates & times below.

#Days_____ Circle Day of the week M- T- W- TH- F- Sa- Sun

Times from ____: ____ to ____: ____ From ____: ____ to ____: ____

Specify type of equipment needed below (tables, stove, oven, etc.)

APPLICATION ACCEPTANCE & PRODUCT APPROVAL:

Applications are accepted at the discretion of the Downtown Pasco Development Authority (DPDA) subject to space availability. **All Applicable Fees Must Be Paid in Advance. Incomplete applications, including those that do not Include fee payment, will not be accepted until payment is made.** DPDA reserves the right to approve the brand and type of products sold participant may not give anything free without prior approval. DPDA will, upon application submission (deadline is Sept. 1, 2022) and before the festival, approve or disapprove proposed products.

SET-UP, HOURS OF OPERATION & CLEAN-UP:

Participants with vehicles and trailers must set up on Saturday at 6 AM. Vehicles only allowed in the festival area **Saturday from 6:00 AM - Saturday 10 AM and during teardown on Saturday after 10pm. No vehicles will be allowed in the area during event hours.** If you don't check in on Saturday by 8 am, your spot is no longer reserved. All participants

should be open and ready for business by 2PM on Saturday, September 10, 2022. Operating hours are from 3pm to 10 pm on Saturday, September 10th, 2022.

It is understood and agreed that the Participant is responsible for removing all structures and for the clean-up of the immediate area around each participant space by 11 pm on Saturday, September 10th, 2022. Should it be necessary for the festival to spend monies cleaning up the immediate area around a participant space, the expense will be billed to the participant and said vendor/participant agrees to pay such fees upon demand.

INSURANCE:

Farmers Market Vendor information on file will suffice. All other participants must submit certificate of liability insurance to the Downtown Pasco Development Authority (DPDA) listed as an additional insured with a minimum of \$1,000,000.00 coverage per incident and \$2,000,000.00 aggregate by **no later than Sept. 1st**

COMPLIANCE:

it is understood and agreed that the participant shall comply with all federal, state and local laws, rules and regulations. All food and drink booths must comply with the regulations of the Benton-Franklin Health Department and the electrical inspection guidelines of the Department of Labor & Industries. All food vendors must have a Benton Franklin County health permit. Non-compliance will result in immediate closure.

INDEMNITY AGREEMENT:

all participants shall indemnify, keep and hold harmless the Pasco Fiery Foods Festival, Downtown Pasco

Development Authority and all related person and entities including directors, management personnel, employees, contractors, volunteers, agents, representatives, and attorneys from and against any and all claims, demands or judgments arising out of, or in connection with, any claim, demand or action made by the third party, if such are sustained as a direct or indirect consequence of participation in the Pasco Fiery Foods Festival to be held in downtown Pasco, Washington.

The Downtown Pasco Development Authority is an equal opportunity, non-profit entity and does not exclude any person from participating in its events by reason of such person's race, creed, color, or by reason of such person being a member of a protected class, or otherwise discriminate against any person in the conduct of the event.

DPDA has final authority to approve applications, completing this application does not guarantee acceptance. By submitting and signing this agreement you are stating that you agree to the terms and conditions as stated above and certify that you are authorized to sign this agreement on behalf of the Vendor/Participant.

I certify that I have read and understand all the above information & requirements.

Vendor Name (Signature)

Vendor Name (Print)

Date