



Chehalis Garlic Fest & Craft Show

August 25, 26 & 27, 2017

Food Vendor Application

Deadline: April 30, 2017 Late Fee applies after April 30, 2017

Garlic Fest Use Only	
Date Rec'd	_____
_____ Check	_____ Credit Card
App Fee \$	_____
Space Payment \$	_____
Amt. Due \$	_____
Insurance	_____
Initials:	_____
Conf. sent	_____

Include the following items

- This completed and signed application
- A separate \$25 non-refundable application fee
- Your \$200 2017 Food Vendor Space payment made out to Southwest Washington Fairgrounds
- Additional \$30 fee for reserving 220 power (if needed)
- \$50 late fee after April 30, 2017
- Three recent photos of your booth/trailer, **along with a diagram** showing the outside dimensions and measurements as instructed below.
- Certificate of Liability Insurance with \$1,000,000 single limit and product liability coverage. Naming **“Lewis County, Southwest Washington Fair, their officers, directors, agents and employees shall be named as non-contributory, additionally insured.”**

Name: _____

Contact Name: _____

Phone 1: _____ Phone 2: (cell) _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Web Site: _____

State Tax ID# (UBI): _____

SPACE REQUIREMENTS

My booth/trailer is _____ ft. wide (*front area that faces the public*) X _____ ft. deep
 Please be as accurate as possible. Include any measurement to accommodate trailer hitch, tongue, freezers, food storage awnings, etc. – it is crucial to setting up the food court accurately. Please attach a diagram of your proposed site layout.
 220 power is available for \$30 when reserved in advance. One 110 power outlet is included at no additional charge.

I am paying with a check \$ _____ check # _____

I am paying with a credit card \$ _____ Visa _____ MC _____ Discover _____ AMEX

Card # _____ exp. date _____ 3 or 4 digit security # _____

Name as it appears, and billing address for this card _____

Any payments are non-refundable after April 30, 2017

FOOD VENDOR FEES AND COMMISSION PAYMENTS

All Garlic Fest Food Vendors will pay a \$25 application fee that is non-refundable. Each application must also be accompanied by a \$200 Food Vendor Space fee. That fee will be returned to food vendors that are not accepted.

In addition to the \$200, participating Garlic Fest food vendors will pay a commission represented by 15% of their total sales generated at Garlic Fest. During the event, each Vendor will be given a Daily Total Sales form. Food Vendors must complete the form and attach their cash register Z-Tape for that day. If food vendors are using Square or similar credit card processing devices the daily sales report should be emailed at the end of each day to food@lewiscountywa.gov. After gates close to the public each night, a Garlic Fest team member will pick up your completed form. We then calculate fifteen percent (15.0%) commission on the total sales reported for those three days. This total must be paid before the vendor is allowed to depart on Sunday, August 27, 2017.

By submitting an application, Food Vendors agree that they will **honestly, accurately and completely enter every sale through the cash register for each day.** Any vendor who does not accurately reflect their sales for whatever reason will not be permitted to participate in future Garlic Fest events.

GARLIC FEST FOOD

The Chehalis Garlic Fest and Craft Show pre-approves ALL menu items to provide a variety of creative Garlic related food selections to please our guests and avoid menu duplications.

YOU MUST LIST ALL THE FOOD AND BEVERAGE ITEMS YOU ARE REQUESTING TO SERVE, AND YOU MAY NOT SERVE ANY NON-APPROVED FOODS WHILE AT GARLIC FEST!!!!

This application will be reviewed by the Garlic Fest Food Committee for their approval. The decision of the committee is final. Food Vendors will be notified of their accepted menu items.

Returning Food Vendors receive preference for their previous Garlic Fest menu items

Vendors may not serve any food or product that has not been approved. If a vendor is found selling unapproved items, they will be asked to remove the unapproved items IMMEDIATELY and will not be allowed to participate at future Southwest Washington Fairgrounds Events.

DO NOT ATTACH A MENU.

Garlic Menu Items - **Each vendor must offer at least one item that includes garlic.**

Other Items – List EVERY other item you wish to serve at Garlic Fest

You will be notified of the approved items that you may serve at Garlic Fest.

You will be provided with special signage for your Garlic food items. Please list your GARLIC items EXACTLY as you want the signage to read.

Garlic Item 1 _____

Garlic Item 2: _____

Garlic Item 3: _____

Garlic Item 4: _____

List **ALL** other food and beverage items that you are requesting to serve. Attach additional sheet if needed. **(NO MENU)**

Other: _____ Other: _____

Other: _____ Other: _____

Other: _____ Other: _____

By signing this form, I agree to abide by all rules and regulations pertaining to the Chehalis Garlic Fest and Craft Show. I agree to indemnify and hold harmless Southwest Washington Fairgrounds and Expo Center

____ (initials) I will provide insurance in the amount of \$1,000,000.00 (one million dollars), **“Lewis County, Southwest Washington Fair, their officers, directors, agents and employees shall be named as non-contributory, additionally insured.”**

____ (initials) I will have a valid Lewis County Health permit for the operation of my booth. Contact the Lewis County Health Department at (360) 740-1223 or go to <http://lewiscountywa.gov/environmental-health/food-safety-program#tempfoods> and fill out a Temporary Food Establishment Permit Application. Be sure to complete and return this to the health department **at least two weeks before** the event.

____ (initials) I will serve only the foods that have been approved by Garlic Fest

____ (initials) I will have a **working** cash register(s) and provide an accurate z tape and report at the end of each day of Garlic Fest. If using a Square or similar credit card processing device the sales report will be emailed daily to food@lewiscountywa.gov

I agree that I shall indemnify and hold harmless Lewis County, the Southwest Washington Fairgrounds, their management, staff, contractors and volunteers from any claim or cause of action for damage or injury to person or property arising out of, or in connection with, the Chehalis Garlic Fest & Craft Show. **I am totally responsible for any liability** I may incur while doing business at the Chehalis Garlic Fest & Craft Show. I agree to collect and to pay any taxes which result from the sale of my products at the Garlic Fest & Craft Show and will report all sales in connection with my State Tax I.D. number as required by state law. I assume full responsibility for my own wares at all times. Facilities are not represented as being secure.

____ (initials) I have read and agree that I and anyone in my services understand and accept this Vendor Liability Release.

Signature: _____ Date: _____

Please print name here: _____

Mail or Email this completed application to Tamara.Hayes@lewiscountywa.gov

Chehalis Garlic Fest & Craft Show/ Southwest Washington Fair & Expo Center
2555 North National Avenue, Chehalis, WA 98532 Office: 360-740-1495 Fax: 360.740-1478