



**March 10, 2016**

TO: SPLASH Festival vendors

Enclosed is an application form for the 2016 SPLASH Festival. The event will again be hosted by the City of Aberdeen and sponsored by Rich Hartman's Five Star Dealerships. It is on Monday, July 4<sup>th</sup> from 12:00 p.m. to 10:30 p.m., with the last entertainer ending at 5:00 p.m. and nothing scheduled between then and the fireworks show at 10:00 p.m. (\*\*Please note the starting time of **12:00 p.m.**) Vendors can begin set up at 8:00 a.m. and can start selling as early as 11:30 a.m. Here's the proposed Event Schedule:

**INFLATABLE GAMES/RIDES:** 12:00 – 5:00pm

**FAMILY ENTERTAINMENT:** 12:30 – 5:00pm

A certificate of insurance for comprehensive liability, with a minimum amount of \$1million per occurrence, naming the City of Aberdeen as an additional insured, is required. Vendor Insurance can also be purchased at <http://www.onebeaconentertainment.com/>, CODE: 0465-414. You will not be required to purchase a City of Aberdeen business license. Please be sure you look over the map and fee schedule. Spaces are on a first-come-first-serve basis and a space will not be reserved until payment & insurance certificate are received. Your payment must accompany a Vendor Application Form, and you must fill out one form per space. Space Fees are non-refundable. We will have only one vendor space available in the Pavilion and that is the kitchen.

If you are serving or selling food, you need to contact the *Grays Harbor County Health Department* at 360-249-4413, even if you have a Food Handlers Permit/License. This must be done at least 10 working days prior to the event (June 22, 2016).

\*We will NOT be allowing the sales of the "spray string", "Pop Its", or potato guns (basically, nothing that makes a mess on the ground).

GENERATORS: Quiet generators will be permitted. Pre-approved generators need to be new model, quiet running units. We reserve the right to shut down generators at the event if they are too loud.

Vendor space **maps** can be found on our website at [splash.aberdeenwa.gov](http://splash.aberdeenwa.gov). We are looking forward to another successful year. If you have any questions, please contact me at 360-537-3229.

Sincerely,

Stacie Barnum, SPLASH co-chair

