



February 5, 2015

TO: SPLASH Festival vendors

Enclosed is an application form for the 2015 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 Saturday, July 4th 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:

BANDS: 12:30- 5:00pm - Bands
3:15-3:45pm – Radio Staff Contest
5:00 – 5:30pm – Raffle Drawing/or Contest

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, 2015).

*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. We are looking forward to another successful year. If you have any questions, please contact me at 360-537-3248.

Sincerely,

Trevor Bieker, SPLASH co-chair



2015 SPLASH FESTIVAL CRAFT & FOOD VENDOR APPLICATION

Saturday, July 4th 2015, 12:00 p.m. to 6:00 p.m./10:30 p.m. at Morrison Riverfront Park

***All spaces are on a first-come-first-serve basis. Payment **MUST** accompany form to reserve space.*

BUSINESS NAME:

NAME:

ADDRESS:

PHONE NUMBERS:

EMAIL:

\$1 million liability insurance, naming the City of Aberdeen as an additional insured required.

TYPE OF ITEMS SOLD:

EQUIPMENT USED FOR SET-UP:

DO YOU NEED POWER, IF YES WHAT DO YOU REQUIRE:

(\$15 power fee for 1 outlet. Only 1 outlet per vendor. Not all spaces have power available.)

SPACE LOCATION REQUEST:

A. Stage Area (\$65 + pwr fee)

B. Behind TOP Foods (\$55)

C. Behind TOP Foods (\$40)

**E. Log Pavilion Kitchen (\$150)
includes power & gas**

F. Eastside of Pavilion (\$40 + pwr fee)

G. Westside of Pavilion/East side lawn (\$30 + pwr fee)

1st Choice:

2nd Choice:

Any Special Requests:

**** Craft vending booths in Areas D, C, E, F & G - earliest set up can begin at 6:00 a.m. on the 4th, must be set up and ready to go by 11:45 a.m. on the day of the event and must remain open until at least 5:00 p.m. Vendors in Areas A, B & C must stay open until 6:00 p.m but can stay until 10:00 p.m. if they choose. NO early clean up.**

**** All vendors need to supply their own tents, tables, chairs, extension cords, water, etc.**

**** Only one (1) indoor space is available in the Log Pavilion, that is the kitchen.**

** Must get permission for use of generators. Our preference is to have NO generators at the festival.

If you would like to use a generator, what model is it? _____

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.

FOOD VENDORS:

Are you serving food from inside a trailer/vehicle: _____

If yes, what is your L & I Identification number: _____

Does everyone have Food Handler Permits: _____

Food Vendors must contact the Grays Harbor County Health Department, 249-4413, even if you have valid cards, they want to verify that you have all the proper permits.

One vendor space per form. If you are requesting multiple spaces, you must fill out multiple forms.

SPACE FEE: \$ _____ Non refundable.

ELECTRICITY FEE: \$ _____ Non refundable. \$15.00

TOTAL DUE: \$ Non refundable. Made payable to: **City of Aberdeen**

Please return this completed form, payment & Insurance certificate to:

Aberdeen Parks & Recreation
attn: Trevor Bieker/Stacie Barnum
200 E Market Street, Aberdeen WA 98520

OFFICE USE ONLY

DATE RECEIVED: _____ INSURANCE RECD: _____

AMOUNT RECEIVED: _____

CASH

CHECK

SPACE ASSIGNED: _____

NOTES: _____