
2017 Food & Beverage Vendor Application



Independence Day at Fort Vancouver is a patriotic community event with an emphasis on history and family. Food vendors at Independence Day will contribute to the vitality of the event through the diversity of menu options offered, providing snacks, drinks and entrée items for the 35,000 annual attendees. Priority is given to returning vendors in good standing, and while we limit the number of vendors selling similar products, we do not guarantee exclusivity for any product for any vendor. We hope to attract a wide variety of vendors that will serve our attendees a diverse selection of food including but not limited to, ethnic food showcasing Vancouver's international community, northwest cuisine with fresh grown fruit and vegetables, and traditional Fourth of July fare.

The application deadline is May 5, 2017.

Applications received or postmarked after May 5th will be considered on a space-available basis. Acceptance is subject to application review and approval. Preference is given to returning vendors in good standing. The Fort Vancouver National Trust (Trust) reserves the right to standardize pricing on common items and limit the number of vendors offering any one particular menu item.

Each applicant must submit two (2) photographs of their vending operation.

We are looking for the overall presentation and street appeal. Please note that any submitted photographs will not be returned. Please place your name on all submitted items. Photos must be representative of the look of the venue you would create for the Vancouver event.

A variety of booth options are available based on size of space.

Only 110V electricity will be available this year using a standard household plug. You must be able to provide for your own electricity needs if you need 220V.

Space assignment is at the discretion of the Vendor Coordinator. See page 3 of the application for the list of booth and vendor fees.

Sales tax and Washington State business registration are the vendor's responsibility.

Unless you have a current Washington business license, you must obtain a temporary certificate of registration. This temporary certificate is free and requires you to charge, keep records and report applicable Washington State sales tax. Additional info and tax cards can be requested by contacting the Washington State Department of Revenue, 360-260-6176 or www.dor.wa.gov (Remember! Sales Tax in Vancouver is 8.4%.)

Insurance Required for all vendors.

A certificate of liability insurance must be provided on a standard ACORD form or an equivalent. The General Liability must be at least \$1 Million per occurrence and \$2 Million General Aggregate Limit. The certificate must provide that coverage shall not be canceled or modified without thirty (30) days prior written notice to the Fort Vancouver National Trust. Policy must be issued by an insurance company licensed to do business in the State of Washington. The Fort Vancouver National Trust, the National Park Service, and the City of Vancouver must be listed as Additional insured and the Fort Vancouver National Trust must be listed as "certificate holder." Please have your insurance company fax or mail the certificate directly to the Trust (Fax: 360-992-1810).

Vendors are responsible for all equipment relative to their space.

This includes, but is not limited to: canopy, leg weights, sidewalls, tables, extension cords, chairs, and potable water hoses. You will be expected to keep within the footprint of the space you have rented. ALL Tents must be "Flame Retardant" and have a certification posted. More info is available by calling the Fire Marshal: (360) 487-7260. Remember to supply adequate overhead lighting for the evening hours. The generator(s) you are using must be quiet, in good working condition, and a low emission model. Vendors are responsible for keeping their areas clean throughout the event.

A vendor vehicle permit is required to enter the site.

This permit will be mailed to all approved vendors, along with space assignments and general information. Each approved vendor application is entitled to one (1) truck or trailer and one (1) vehicle permit per vendor.

Set-up can begin on Tuesday July 4th at 8am.

Vendors may begin set up Tuesday July 4th at 8am and food service may begin at anytime, per vendor discretion. Off-loading is to be completed by noon at which time all service vehicles must be moved to the reserved parking area.

Food & Beverage Vendors are required to stay open until 9pm and may not strike down early.

If you choose to strike at 9 p.m., please be respectful of other vendors who remain open for business. No vehicles are allowed on 5th Street until the crowd has cleared

- No RV's, 5th wheels, oversized vehicles or oversized trailers are allowed into event site.
- No overnight camping or parking is allowed at the site.

Resources:

WA State Business License is required. A temporary license application may be obtained by contacting: WA State Dept. of Revenue: www.dor.wa.gov

Vancouver Business License OR exemption may be obtained online from the City of Vancouver: www.cityofvancouver.us/businesslicense

A Clark County Health Department License may be obtained online from Clark County Public Health: www.clark.wa.gov/public-health

Submit application to: Fort Vancouver National Trust Attn: Vendors
General O.O. Howard House 750 Anderson St. Vancouver WA 98661 • events@fortvan.org • fax 360-992-1810

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NOTE: This application is NOT a contract and does not guarantee space for the event. PLEASE TYPE OR PRINT CLEARLY. All information must be completed or application will not be accepted. **DUE 5/5/2017**

Section 1: Business Information

Business Name: _____

Vendor Name: _____

Returning Vendor: YES NO If yes, please list the years you have been at this event: _____

Unified Business Identifier (UBI) Number: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Cell: _____ Alternative Phone: _____

Email: _____ Website: _____

Please include two (2) photographs of your vending operation.

Section 2: Product Information

Describe menu items, portion/size and price. If applicant is accepted, food & beverage menu and pricing is subject to approval by the Vendor Manager. Menu prices may be coordinated with prices of other vendors. If your product or service is not listed here (including brand name) you will not be allowed to sell it. You may submit a separate menu document along with this application, please attach.

MENU ITEM	PORTION/SIZE	PRICE

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Section 3: Festival & Event Experience

Please list other shows, events or festivals (with locations and dates) in which you have participated:

Festival/Event Title	Location (City & State)	Date(s)

Section 4: Booth Options & Fees

Please review the rate schedule and select the size booth that best meets your requirements. If you underestimate the size and overextend the site dimensions, you will be charged for the next incremental size and rate on the chart, if additional space is available. Vendors will be charged for actual space used; all sites are 15 feet deep. 6% of gross sales will be collected within 7 days of the event.

Summary of fees:

- **Booth Fee** (based on size and location) - Due upon approval, by May 5, 2017
- **6% of Gross Sales** - Due within on week of the event, by July 13, 2017

5th Street Location			
Space Size	Base Cost		Percentage
15' x10'	\$700	+	6%
15'x15'	\$750	+	6%
15'x20'	\$800	+	6%
15'x25'	\$850	+	6%
15'x30'	\$900	+	6%
15'x35'	\$950	+	6%
15'x40'	\$1,000	+	6%

Booths requested:

1. Size: _____ Base Cost: _____
 2. Size: _____ Base Cost: _____
 3. Size: _____ Base Cost: _____
Grand Total: \$ _____

Section 5: Special Requests

Selection is made by the Vendor Manager with input from the Event Director. Preference is given to returning vendors in good standing. Space preference is given to returning vendors who have performed to event standards and requirements; however, there is no guarantee that a particular space will be available. Food booths are generally situated on asphalt. Electricity will be provided based on availability. **Please list any special requests or considerations here:**

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Section 7: Approval Process / Indemnification & Hold Harmless

UPON APPROVAL (Vendors will be notified by Wednesday, May 10, 2017)

1. Vendor Fee Payment is due by 5 p.m. Friday, May 19, 2017
2. Required documentation is due by 5 p.m. Friday, May 19, 2017, including:
 - **Insurance** – we require a Certificate of Liability Insurance for General Liability in the amount of \$1 million per occurrence and \$2 million general aggregate limit. The Fort Vancouver National Trust, the National Park Service, and the City of Vancouver must all be listed as “Additional Insured” and the Fort Vancouver National Trust must also be listed as “Certificate Holder” using the address:
Fort Vancouver National Trust
General O.O. Howard House
750 Anderson Street
Vancouver, WA 98661
If you do not have your own insurance policy, you may purchase coverage through the Trust by calling Shelly Knight at 360-992-1807
 - **WA State Business License**
 - **City of Vancouver Business License** or Exemption
 - **Clark County Health Department Temporary Concessions Permit** or Exemption
3. Vendors must have a representative attend the MANDATORY vendor meeting on June 7th at 6pm at the O.O. Howard House. If a representative is not present, approval will be revoked and the vendor fee will be forfeited.
4. Each booth will receive one onsite parking pass for a box truck OR truck and trailer, and one onsite parking pass for a personal vehicle. All other employees must find public parking outside the event gates.

INDEMNIFICATION & HOLD HARMLESS

Vendor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, subcontractors, and public in all their activities. The Vendor understands that they are responsible for any injury and/or bodily harm to person and/or persons; theft and/or loss of, or any damage to vehicles, trailers, equipment, supplies, product, foodstuffs, displays, owned or on loan, operated and/or used by the above business and/or individual or his or her representatives while participating in the Food & Beverage Vendor component of Independence Day at Fort Vancouver and/or other activities associated with the event.

The Vendor shall defend, save and hold harmless the Fort Vancouver National Trust, the City of Vancouver, the National Park Service, and their respective representatives, officers, agents, employees and assigns from any claims, damages, losses, liability, or expenses (including attorney’s fees) which arise from the vendor’s activities.

Vendor must provide evidence of insurance as set forth on the attached VENDOR INSURANCE REQUIREMENTS. If application is approved, the certificate must be received by the Trust no later than May 18th or the application may be canceled.

ACKNOWLEDGEMENT

I have received, read and agree to abide by the requirements of this application, the vendor insurance requirements and the rules and guidelines for the Food & Beverage Vendor component of Independence Day at Fort Vancouver.

Applicant Signature: _____ Date: _____

Applicant Name Printed: _____