



Kitsap Arts & Crafts - Kingston Festival

www.kingstonfestivalwa.org

VENDOR APPLICATION

EVENT DATE ~~ July 27 – 29, 2018

Name _____ Email _____

Address _____

City _____ State _____ Zip _____

phone _____ Cell _____

Name of Business _____

UBI# _____ Website _____

Description of Merchandise _____

Special Requests: _____

Booths: \$175 for a 10x10' space

Booths will be arranged in a 4 booth, square configuration – each booth will have a corner

Booths are assigned on a first come-first serve basis. We will make every attempt to honor requests.

New applicants must submit 3 photographs of items to be sold and one photo of booth display, return vendors just need to send images if their product has changed or been added to. If multiple crafters plan to share a booth, each participant must submit photos of their work. All items must be **handcrafted** by the participating vendor(s). Crafts should show creativity and originality, good craftsmanship and design. No imports or commercial items will be accepted. If vendors display items that are not consistent with these guidelines, they may be asked to leave the festival – no refunds will be issued. Exhibitors must maintain sufficient quantities of merchandise throughout the weekend.

Booths may be of any color, but designed to withstand all weather conditions and must be secured to prevent blow-down. Participants are required to provide their own booth furnishings and tie-downs. No electricity will be provided unless pre-arranged.

FESTIVAL SCHEDULE

Set up:	Thursday	9am - 5pm	Show hours:	Friday	10am – 6pm
	Friday	7am – 9:30am		Saturday	10am – 6pm
				Sunday	10am – 4pm
Tear down:	Sunday	4:00pm			

PLEASE NOTE: Vendors will not be allowed to begin set-up prior to 9am on Thursday. All booths must be left up until the close of the show on Sunday, and vendors may not pack up before 4:00 pm Sunday evening. There will be no driving on the grass. Helpers will be available as possible.

Due to space limitations, we will be monitoring the number of vehicles allowed in the unloading zone at one time. All vehicles must be unloaded promptly and then moved immediately to allow everyone to unload their merchandise within the time frames. Do not set up your booth until your vehicle has been removed. No vehicles will be allowed in the unloading zone after 10 am on Friday. Please do not park in front of event, leave that space for customers during the festival. There is parking behind the community center, about 100 spaces.

Dogs are welcome but must be leashed at all times and cleaned up after.

KAC will provide security detail for Thursday, Friday and Saturday evenings, 7pm-7am.

Location is Village Green Community Park, on West Kingston rd.

(26159 Dulay Rd NE, Kingston, WA 98346)



Overnight vendor parking is available at Bayside Community Church, a 5 minute walk away.

FIRE DEPARTMENT GUIDELINES AND BOOTH REGULATIONS

- The booths have been laid out very carefully in order to be able to include as many vendors as possible. Tents shall be set up only where indicated. Any open areas in the park are required by the fire department. These areas must not be blocked or used in any way by vendors, as required by the Fire Marshall.
- Vendors are required to carry their own insurance
- **Candles, welding, soldering or ANY open flames are strictly prohibited in all booth and display areas** except food vendor sites. Food vendors using open flames are required to sign a waiver of liability and also must adhere strictly to all county fire codes.
After business hours, tents should be completely closed.
- **“Corner”** tents have common walls with two other tents. These tents usually have only two sides on which to display items. The two sides that abut other tents may have canvas walls down but the other walls must be removed or rolled up during business hours.
- Awnings are permitted, however they must not extend over 2’ beyond the tent.
- Vendors are not allowed to have alcohol in booths during festival hours. No smoking in or near booth areas.

Cancellation and refund policy. Vendors who cancel their booth reservation within 10 days prior to the booth set up day (the Thursday before the Festival) will not receive a refund.

Vendors not adhering to these rules and regulations may be asked to leave the festival. No refunds will be issued.

Vendors will conduct their own sales and collect/report tax for each sale as required by the Washington State Department of Revenue. KAC is not responsible for collecting or paying any taxes for local, state or federal agencies.

Kitsap Arts & Crafts does not charge a commission on sales.

Send your fee with the application and a self-addressed stamped envelope. You can charge the fee on a credit card by calling the phone number listed below. If you are not accepted, your fee will be returned promptly thereafter.

✓ MAIL APPLICATIONS WITH SASE TO:

**Kitsap Arts & Crafts
PO Box 1852
Kingston, WA 98346**

FOR ADDITIONAL INFORMATION:

**Evy Holstein
cell 360 271 8236 (evyhh@comcast.net)
info@kitsapartsandcrafts.com**

Kitsap Arts and Crafts Association (KAC) reserves the right to restrict or remove exhibits without refund that may have been falsely entered, or deemed by us to be unsuitable or objectionable

The undersigned hereby agrees to provide all necessary equipment and signs, so as to be a self-contained unit; set up only in the area designated by the KAC agent; abide by all instructions given by the KAC agent; adhere to local, state, and federal laws, rules, regulations, and ordinances; pay appropriate sales taxes to the State of Washington; hold harmless and waive all rights to any claims against KAC Association, the town of Kingston and residents thereof, and any of the above named organizations employees, agents or volunteer workers, for any personal loss, injury, damage or theft incurred by the vendor or their employees during the term of this contract. Furthermore, the undersigned agrees that the above organizations will not be held responsible for any loss of sales due to inclement weather, acts of God, legal restrictions or ordinances, unlawful acts, or for any other reason.

I have ready the above statement and agree to abide by all rules set forth.

Signature _____ Date _____



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