



Hillyard Festival
5101 N. Market St Suite A
Spokane, Washington 99217

Hillyard Festival Contract and Registration Form

Entry Deadline: July 31, 2018

Entries after this date might be considered at higher rate

Vendors / Crafters,

It is time to think about our annual Hillyard Festival, featuring: Family Fun, Food, Live Entertainment, 107th Hi-Jinx Parade, Beer Garden, Arts & Crafts booths and more.

We extend this invitation to you to give you an opportunity to be one of the first to reserve your space for the 2018 Festival. Spaces will be assigned when payment is received. Individuals will be responsible for all state and local taxes.

This application includes:

- 1) An Information Sheet: States the rules and requirements for all vendors.
- 2) Contract Form: Vendors must fill it out completely, sign it, and send payment to the address on the bottom of the contract.

This year the Hillyard Festival starts Friday August 3rd & runs through Sunday August 5th. The Festival will again be held at Sharply Harmon Park, located on Market Street one block South of Francis. Spaces are available for Individuals, businesses, amusement games and rides, arts & crafts and information booths.

If you have questions, comments, or need an additional vendor form, please contact,

Shawn Fissette @ (509) 270-1569 - Brandy Morris @ (509) 993-2104

shawn@hillyardfestival.com

Sincerely,

Shawn Fissette

Festival President

Hillyard Heritage Celebrations

THEME IS "ALL ROADS LEAD TO HILLYARD"

Information and Rules:

The Festival is a 3-day event; starting Friday August 3rd. Set up on Friday will be between 8:00 am and 11:00 am. Friday Festival hours will be 11:00 am to 10 pm, Saturday 10:00 am to 10 pm, and Sunday 10:00 am to 5:00 pm.

The Hi-Jinx Parade (August 4th) starts at 10 am Saturday morning, beginning at Market and Broad and ending one block south of Harmon park (Central). Please have coverage for your booth if you are participating in the parade or would like to enjoy it on the side lines.

The Festival will not be liable for lost, stolen, or damaged merchandise.

All vendors are required to stay the full 3 days of the Festival. No vendor or patron's vehicles will be allowed to come or go on park property after 11am on Friday to ensure the safety of the public, as well as to the vendors and their property. Any unpermitted vehicle on premises before or after allotted time will result in vehicles being towed at owner's expense. The only vehicles permitted are of event staff only.

Handicap parking: West parking lot with valid Handicap placard or plates.

Refunds: Will not be given under any circumstances. Rain or shine the festival will continue. We cannot control the weather.

Check Fee's: A **\$30.00** fee will be imposed on any returned checks for NSF or closed accounts, plus any additional bank charges incurred by the Hillyard Festival.

Children must be kept under supervision at all times. Please no **skateboards, bicycles, or scooters** on the sidewalks after the Festival open.

All animals must be kept in a **kennel** or on a **leash at all times**. You are responsible for the actions of your pets - please clean up after them.

Vendors are responsible for the cleanliness of their area during and after the Festival. Please be a good neighbor and keep your space and surrounding area neat. **Garbage and trash should be bagged and boxes broken down and moved to the appropriate disposal areas.** Please do not leave this for the Parks Department or the Festival staff to dispose of for you!

***Food Vendors**, please be sure that all food, paper, litter, and scraps of food around your booths are picked up and disposed of properly at the end of each day. All permits and licenses must be available for inspection before and during the festival. It is your responsibility to check with the city license and the health departments to see what forms are required. Food wagons must be in place by 8 am Friday morning.

Note: The Hillyard Festival (Hillyard Heritage Celebrations) has the "exclusive" Rights to the sale of bottled water during the festival. No one else other than the festival is allowed to sell or give away bottled water without prior written approval from the Hillyard Heritage Celebration Festival Board. If you choose to sell water it must be purchased from the festival booth per case (\$12.00).

Security: will be provided for Friday and Saturday nights at a minimum. If you experience any problems before, during, or after the event please notify Security and/or a Festival Member to assist you.

Thank you for your cooperation and support. We hope the Festival will be enjoyable for all!

Space will be assigned upon receipt of payment.

Exhibit space is sold by 12 ft. x 12 ft. ground space.

Booth space Fees:

- If postmarked by June 14th - \$150 commercial, \$200 food & \$75 non-profit
- If postmarked after June 15th - \$175 commercial, \$225 food & \$75 non-profit

Politicians and crafters pay commercial price. Entries after this date might be considered at higher rate

Vendors must provide their own tables, chairs and canopies (may not use stakes due to in ground sprinkler system please use another tie down system).

Today's Date: _____ Non-profit ID# _____

Organization or Individual Name: _____

Address: _____ E-mail Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address if different than above: _____

Phone Numbers: (H) _____ (W) _____ Cell _____

Contact Person and Phone number if different than above: _____

Description of articles or activities (be specific): _____

***Are You a Return Vendor? Yes # of Years _____ First Time YES

Special Needs: _____

Food vendors must have proof of insurance and licenses.

If you extend beyond the 12x12 area you need to pay for more space.

Number of spaces needed: 1 2 3 or more. If more, please write amount of spaces needed _____

Return this form with payment to:

Hillyard Heritage Celebrations 5101 N. Market St. Suite A Spokane, WA 99217

***** IF PAYING BY CARD THERE IS A \$5.00 FEE ADDED *****

For questions, please notice contacts listed in the cover letter.

In consideration of the right to partake in the Festival, the above mentioned agree to indemnify and hold harmless the Hillyard Heritage Celebration Festival and Committee members from any and all claims arising from participation in said Festival. The Hillyard Heritage Celebrations Festival committee reserves the right to refuse participation to anyone because of inappropriate behavior or noncompliance with its rules.

Authorized Signature _____ Date _____