

2010 Chehalis Garlic Fest & Craft Show

August 27, 28 & 29, 2010 Friday 12-8, Saturday 10-8, Sunday 10-8

General Vendor Guidelines

The Chehalis Garlic Fest reserves the right to refuse booth space for any reason. We work very hard to insure that there is a balance of vendors, providing a successful Fest for vendors as well as an amazing Fest to delight our attendees.

Each vendor provides his or her own display equipment, tables, chairs, extension cords, etc. We ask that all craft vendors have tablecloths for their tables, and we require that all inventory boxes be out of sight. We do have some tables, chairs, cords, etc. available for rent. Please let us know in advance if you might need to rent anything, and we will do our best to chase it down.

No smoking at any time anywhere on the grounds. The use of alcohol or drugs is prohibited as well.

Vendor's children will not be allowed to attend the Garlic Fest unsupervised. Children must remain in your control at all times.

No pets or animals of any kind will be allowed on the premises. Of course, service animals are welcome.

Each Vendor will receive two vendor admittance tickets for each day of the festival. If you need more than two tickets each day, they can be purchased in advance or during Garlic Fest. If you leave the festival grounds, you must be stamped at the gate before leaving to allow your re-admittance.

All advertising for the Chehalis Garlic Fest is coordinated by The Advocate Agency.

Each booth space receives generous vehicle parking space on the grounds at no charge. The parking areas have enough room for most any need. If you have an unusual parking need, you should check with us first.

Electricity is provided at the basic level at no additional charge, but we do need to charge \$15 for 220v service. Vendors have access to one 110v outlet for a cash register and/or display lights. Food Vendors please specify your electricity needs on the **Food Vendor Registration Form** and consult with us if 220-volt service is needed.

Each vendor must provide proof of insurance as specified with no exceptions allowed.

Please be sure to complete your set-up and remove ALL vehicles from the Fest area before 10:00 a.m., Friday. **No vendor may begin breaking down any part of their booth or display before 5:00 p.m., Sunday, Aug. 29.**

All Vendors must occupy their booth space and be open and ready for business during all Garlic Fest hours. Fest hours: Friday 12-8, Saturday 10-8, Sunday 10-5. We attempt to have some "booth-sitters" available, but please arrange a sitter in advance - they are on a first-come, first-served basis.

The helpful and friendly Chehalis Garlic Fest crew will assign your booth area. Vendors from past Chehalis Garlic Fests have first claim on their previous space. You will receive a map before Garlic Fest showing your space. If for any reason you would like a different space than you have been assigned, please let us know as soon as possible after receiving your assignment. NO spaces will be moved at the time of set up. NO EXCEPTIONS, sorry. We really want the happiest vendors in the world, and we will do what we can to accommodate your wishes, but moving spaces on the Fest grounds during set-up is not an option.

Craft and Product Vendors Your completed Craft and Product Vendor Form, payment, photos, proof of insurance and signed Liability Release form serve as your application for participation in the Garlic Fest & Craft Show. **It must be complete and must reach us before May 14, 2010. The fee is nonrefundable after May 30, 2010.** Chehalis Garlic Fest and Craft Show is so proud of the quality of the artisans who choose to participate. We limit all items to those that are hand crafted and created by you. There are NO commercially made products allowed. None. Zip. Zilch. Nada. If commercial or mass produced products are found at any time during the show, you will be asked to remove them. Your application will be reviewed by our jury, and they will let you know the status of your application. Should we have additional questions, you will be contacted.

Food Vendors Your application consists of your \$200 Food Vendor Deposit, three recent photos of your booth, your proof of insurance and your signed Liability Release Form. These serve as your application for participation in the Garlic Fest & Craft Show. **It must be complete and must reach us before May 14, 2010. The fee is nonrefundable after May 30, 2010.** At the end of the festival, your deposit will be applied to the total represented by 15% of your total sales generated at Garlic Fest. At the end of each day, a Garlic Fest crew member will pass out a Daily Total Sales form. After gates close each night, we will return to pick up the completed Daily Total Sales form and a cash register z-tape. Your total Garlic Fest sales are determined by adding together the figures you submitted over the three days. We then calculate fifteen percent (15.0%) commission on your total sales, and then subtract your \$200.00 deposit. This total must be paid before you depart on Sunday, August 29, 2010.

It makes us very sad to have to emphasize this, but by submitting their application, Food Vendors agree that they will honestly, accurately and completely ring all sales through the cash register for each day. Any vendor who does not accurately reflect their sales for whatever reason will not be permitted to participate in future Garlic Fests.

Please be sure to obtain all proper Lewis County Health permits prior to the show and comply with Lewis County health codes. All food booths must display the appropriate permitting and paperwork as required, and may not be set up without a valid permit. If you are using propane or other heating units, you must have a fire extinguisher in plain sight in case of an emergency. Should we have additional questions, you will be contacted.

We try very hard to fulfill our mission to have the "Happiest Vendors in the World" because we really believe that happy vendors make for very happy Garlic Fest Guests. We welcome your suggestions, comments - and even complaints, and look forward to having another record-breaking year for all!

These guidelines are yours to keep for your future reference

Send to: Chehalis Garlic Fest and Craft Show 433 N Market Blvd. Chehalis, WA 98532 360-748-6836