

Chehalis Garlic Fest & Craft Show

August 24, 25 & 26, 2012

✿ An Advocate Agency production
433 N. Market Blvd., Chehalis, WA 98532
ph 360.748.6836 email vendors@chehalisgarlicfest.com

Good Garlic Greetings, Friends!

The team is busily planning for the 2012 Chehalis Garlic Fest & Craft Show, set for August 24, 25 and 26, at the Southwest Washington Fairgrounds in Chehalis. Last year was an amazing year for Chehalis Garlic Fest! About 17,000 guests poured through the gates from all over the country to taste your fabulous food, shop your gorgeous booths, tap their toes and enjoy the best fest in the west! We are excited about this year's event, and look forward to seeing all of our "old" Garlic Friends, and to making new ones! We are very excited to send you this application packet to participate in the 2012 Chehalis Garlic Fest & Craft Show.

The team is working very hard to guarantee you another successful show! This year's promotional campaign includes 50,000 handbills, 400 posters, radio ads throughout the west, print ads in over 180 daily and community newspapers in AK, WA, ID, MT, CA, OR and UT, and ads in several high-profile magazines including *Seattle Metropolitan* and *Portland Monthly*. There will be television advertising on *Food Network*, the *Cooking Channel*, *Travel Channel* and *HGTV* targeted to reach our ideal audience. We will be mailing 110,000 direct-mail pieces, and we have a great website that generates a large amount of traffic, so check it out for Fest details throughout the year at www.chehalisgarlicfest.com.

Please carefully read through all of the Vendor Information, as it is extremely important to your success as a Garlic Fest vendor and to your experience with Garlic Fest as a whole. If you have any questions regarding any of those guidelines, please don't hesitate to call. Our team is here to help insure your experience is a good one.

Along with this letter, you will find a current [Garlic Fest Vendor Application](#) as well as the [Liability Release](#) form and [Vendor Information](#). It is extremely important that you complete and return your [application](#), along with [photos](#), [proof of insurance](#) and [payment](#) no later than April 30, 2012. We will be approving vendors as spots are filled, so the sooner your application is received, the sooner you will receive your confirmation.

Please call if you have any questions. The team and I look forward to another record-breaking year with the help of YOUR fantastic food, YOUR creative and beautiful crafts, marvelous music and the **BEST** Chehalis Garlic Fest & Craft Show ever!

Sincerely,

Judy DeVaul
Advocate Agency

✿ A production brought to you by your festive friends at the Advocate Agency!
433 N. Market Blvd., Chehalis, WA 98532 - Phone 360.748.6836 - email vendors@chehalisgarlicfest.com

Ask about our other events! Taste of Home Cooking School, May 1, 2012 - Cascade Country Cook-Off, July 7 & 8, 2012

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Garlic Fest Use Only	
Date Rec'd	_____
_____ Check	_____ Credit Card
Amt. Enclosed \$	_____
Amt. Due \$	_____
Ins. OK ?	_____
Initials:	_____

Food Concession Application

Deadline April 30, 2012

I have included all of the following items - (Incomplete applications will not be considered.)

- This completed and signed application
- \$25 non-refundable application fee
- \$25 late fee after April 30, 2012
- \$200 Food Vendor Fee payment made out to Chehalis Garlic Fest and Craft Show.
- Additional \$30 fee for reserving 220 power (if needed)
- Additional \$30 fee for access to the wash trailer (if needed)
- The signed and dated Vendor Liability Release
- Three recent photos of my booth/trailer, along with a diagram showing dimensions and measurements as instructed below.
- Proof of insurance. (If your proof of insurance will be coming at a later date due to your insurance renewal date, please let us know.) Insurance is required. No exceptions.

Company Name: _____

Contact Name: _____

Phone 1: _____ Phone 2: (cell) _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Web Site: _____

State Tax ID# (UBI): _____

SPACE REQUIREMENTS

My booth/trailer is _____ ft. wide (*front area that faces the public*) X _____ ft. deep
Please be as accurate as possible. Include any accommodations for trailer hitch, tongue, freezers, food storage awnings, etc. – it is crucial to setting up the food court accurately. Please attach a diagram of your proposed site layout.

ELECTRICAL REQUIREMENTS

1- 110 power outlet is included at no additional charge. 220 is available for \$30, but ONLY when reserved in advance.

WASH TRAILER

The Chehalis Garlic Fest provides a wash station for a \$30 fee. This is provided for the convenience of our concessionaires that require a commercial wash station to comply with Lewis County Health permit requirements. If you will be using the wash trailer while at Garlic Fest, please include the fee with this application.

FOOD VENDOR FEES AND COMMISSION PAYMENTS

All Garlic Fest Food Vendors will pay a \$25 application fee that is non-refundable. Each application must also be accompanied by a \$200 Food Vendor fee. That fee will be returned to food vendors that are not accepted. In addition to the \$200, participating Garlic Fest food vendors will pay a commission represented by 15% of their total sales generated at Garlic Fest. Each Vendor will be given a Daily Total Sales form. Each day Food Vendors must complete the form and attach their cash register Z-Tape for that day. After gates close to the public each night, a Garlic Fest staff member will pick up your completed form. We then calculate fifteen percent (15.0%) commission on the total sales reported for those three days. This total must be paid before the vendor is allowed to depart on Sunday, August 26, 2012.

By submitting an application, Food Vendors agree that they will **honestly, accurately and completely enter every sale 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 Fest events.

GARLIC FEST FOOD

The Chehalis Garlic Fest and Craft Show pre-approves ALL menu items to provide a variety of creative Garlic related food selections to please our guests and avoid menu duplications.

YOU MUST LIST ALL THE FOOD AND BEVERAGE ITEMS YOU ARE REQUESTING TO SERVE, AND YOU MAY NOT SERVE ANY NON-APPROVED FOODS WHILE AT GARLIC FEST!!!!

This application will be reviewed by the Garlic Fest Food Committee for their approval. The decision of the committee is final. Food Vendors will be notified of their accepted menu items.

Returning Food Vendors receive preference for their previous Garlic Fest menu items

Vendors may not serve any food or product that has not been approved. If a vendor is found selling unapproved items, they will be asked to remove the unapproved items IMMEDIATELY and will not be allowed to participate at future Advocate Agency events.

DO NOT attach a menu.

Garlic Menu - **UP TO 4 items.** Each item **must offer garlic as an element**

Other Items – List EVERY other item you wish to serve at Garlic Fest

You will be notified of the approved items that you may serve at Garlic Fest.

You will be provided with special signage for your Garlic food items. Please list your GARLIC items EXACTLY as you want the signage to read.

Garlic Item 1 _____

Garlic Item 2: _____

Garlic Item 3: _____

Garlic Item 4: _____

List **ALL** other food and beverage items that you are requesting to serve. Attach additional sheet if needed. **(NO MENU)**

Other: _____ Other: _____

Other: _____ Other: _____

Other: _____ Other: _____

Yes! By signing this form, I agree to abide by all rules and regulations pertaining to my operations. I agree to indemnify and hold harmless DeVaul Publishing Inc., the Southwest Washington Fair and Lewis County.

I will provide insurance in the amount of \$1,000,000.00 (one million dollars), naming DeVaul Publishing Inc., the Southwest Washington Fair and Lewis County as additional insured.

I will have a valid Lewis County Health permit

I will serve only the foods that have been approved by Garlic Fest

I will have a working cash register(s) and provide an accurate z tape and report at the end of each day of Garlic Fest

Signature: _____ Date: _____

Please print name here: _____

I am paying with a check \$ _____ check # _____

I am paying with a credit card \$ _____ Visa _____ MC _____ Discover _____ AMEX

Card # _____ exp. date _____ 3 or 4 digit security # _____

Name as it appears, and billing address for this card _____

Mail this completed application to Chehalis Garlic Fest and Craft Show, 433 N. Market Blvd., Chehalis, WA 98532



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VENDOR LIABILITY RELEASE

By signing this form, I agree that I shall indemnify and hold harmless DeVaul Publishing Inc. Lewis County, the Southwest Washington Fairgrounds, their management, staff, contractors and volunteers from any claim or cause of action for damage or injury to person or property arising out of, or in connection with, the Chehalis Garlic Fest & Craft Show.

I am totally responsible for any liability I may incur while doing business at the Chehalis Garlic Fest & Craft Show. I agree to collect and to pay any taxes which result from the sale of my products at the Garlic Fest & Craft Show and will report all sales in connection with my State Tax I.D. number as required by state law. I assume full responsibility for my own wares at all times. Facilities are not represented as being secure.

___ I have read and agree that I and anyone in my services understand and accept this Vendor Liability Release.

Business: _____

Print Name: _____

Sign Name: _____

Date: _____

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433 N. Market Blvd., Chehalis, WA 98532 Office: 360.748.6836 Fax: 360.748.6841