

2018 IRISH FESTIVAL
SATURDAY, MARCH 17 (10 am - 6 pm)
SUNDAY, MARCH 18 (12 Noon - 6 pm)
in the Seattle Center's Armory

VENDOR BOOTH APPLICATION

Save the completed form to your desktop, and email copy to Vendors@IrishClub.org.

A check or money order for \$200 per booth, payable to Irish Heritage Club, must be mailed separately to:

2018 Irish Festival Vendors, 7511 210th St SW, Unit #1, Edmonds, WA 98026

VENDOR NAME _____

OWNER/AGENT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BEST TELEPHONE CONTACT # _____

Email Address _____

City of Seattle Business License # _____

Website Address _____

Brief Description of your Business _____
(e.g., Celtic Jewelry, etc.)

Number of Booths Requested _____ (As space is limited, more than one booth cannot be guaranteed)

I/WE AGREE TO PAY 15% OF DAILY NET RECEIPTS (GROSS MINUS TAX) IN FULL TO THE IRISH HERITAGE CLUB NO LATER THAN MARCH 31, 2018. This charge includes a fee of 10% of daily net receipts being paid to the Seattle Center Foundation and 5% to the Irish Heritage Club.

In addition, **I/WE AGREE TO PAY AN ADVANCE BOOTH FEE OF \$200.00** (two hundred US dollars) for each booth, which is comprised of 3 tables and 3 chairs in a 10' x 10' curtained area.

I CERTIFY THAT I HAVE READ AND ACCEPT THE ATTACHED VENDOR BOOTH GUIDELINES

SIGNED _____ DATE _____
Type name for electronic signature

The application deadline is FEBRUARY 15, but we suggest submitting your proposal much sooner as space is limited. If there are any questions, please call Candace at 425-745-1263 or email Vendors@IrishClub.org.

PLEASE NOTE: Because the St. Patrick's Day Dash is being held on Saturday morning, March 17, vehicles will not be permitted access to the Seattle Center grounds on Saturday morning. Load-in must be completed Friday evening or else via hand-truck, etc., on Saturday morning.

VENDOR/DISPLAY BOOTH TECHNICAL DATA SHEET

Must be completed if power access is required

BOOTH INFO

What type of booth (crafts, public service, other) _____

What products or services are you selling? _____

Booth location _____ Booth # _____

No. of booth spaces _____

(Unless otherwise stated, each booth space is 10'x10')

No. of tables _____ No. of chairs _____ Table covers _____

ELECTRICAL INFO

Seattle Center cannot provide electrical hook-ups; they must be ordered at your expense from a licensed electrical contractor. It is helpful for us in providing you the best service possible to know your electrical requirements.

Will you need access to electricity? _____

What will you be plugging in? _____

What is the wattage? _____ What is the amperage? _____

(NOTE: You will need to provide your own grounded extension cords.)

SPECIAL REQUIREMENTS

IMPORTANT INFORMATION

- Seattle Center does not provide such equipment or supplies as tape, string, rope, scissors, staples, glue, extension cords, lights, ladders, dollies, or handtrucks.
- In addition, we request that you kindly refrain from hanging, taping, gluing, stapling, screwing, or tacking decorations or other materials onto any Seattle Center facilities or equipment. This will help us maintain our facilities and equipment in the best possible condition for the public's continued enjoyment and for your future use.

I have read and understand the above restrictions and agree to abide by them.

SIGNED _____

DATE _____

IRISH FESTIVAL at the Seattle Center

VENDOR BOOTH GUIDELINES

The Irish Festival is a member of the Seattle Center Cultural Festivals organization, **Festál**, and has adopted as the following mission statement: "Our mission is to present non-political celebrations of Irish art, Irish history, Irish education, and Irish music performances, faithful to Irish traditions, dedicated to Irish cultural and ethnic preservation, and presented for the enjoyment and education of all the people of our region."

The Irish Festival invites businesses that promote or sell Irish or Irish/Celtic-related products and services to participate in the Irish Festival. We believe that this promotion of Irish/Celtic -related products and services automatically promotes an interest in Irish culture and tradition.

All vendors are required to adhere to the following Guidelines:

- Approval for use of a booth at the Irish Festival is dependent upon completion and submission of the Vendor Booth Application Form and advance payment.
- Application priority will be given to businesses that have **previously participated** in the Irish Week Festival, or that already have **a connection with Seattle's Irish community**.
- Application priority is also given to businesses that sell **Irish / Celtic themed products and services**.
- The distribution of free material, printed information or other is permitted provided they do not conflict with any applicable law or the Mission Statement of the Seattle Center Cultural Festivals. All handouts are subject to review by the Seattle Center Cultural Festivals organization and by the Irish Heritage Club.
- The assignment of booths and placement of vendors is at the sole discretion of the Irish Festival Committee.
- All vendors must have the necessary permits, licenses, documentation, etc., as required by any governmental entity.
- Food may not be provided at any booth to any attendee at the festival without prior approval of the Irish Festival Committee.
- Vendors may not distribute any kind of information away from their booths at any other location within the Irish Festival area.
- Signage and posters must be displayed in accordance with the rules of the Seattle Center and the Irish Festival committee. They may not be displayed in such a manner that they obstruct the views of other participants or the view of permanent focal points, i.e. stairs, doorways, elevators, business entries or public facilities.
- An adult representative of the participating vendor must be continuously present at the booth during all operating hours on each day of the festival on Saturday and Sunday. **The Festival's operating hours are 10 noon - 6pm on Saturday and 12 noon to 6 pm on Sunday.**
- Vendors are responsible for having their booth staffed and all display material and goods for sale, etc., in place each day no later than one hour before Festival opening. Unoccupied booths will be removed at that time and the participant will not receive any fee refund.
- The participating vendors are also responsible for taking down and storing all material and goods at 6 PM each day. All participants will cease doing business at 6 PM and wares should be stored and secured ASAP.
- Limited storage space is provided in Center House on an availability basis. Set-up and teardown is the sole responsibility of the participating vendor.
- The use of audio amplification is not permitted at booths without prior expressed permission of the Irish Festival committee.
- Each participating vendor must accept responsibility for ensuring that all individuals staffing the booths are familiar with and adhere to these guidelines.
- Each participating vendor must submit a signed **Vendor Booth Application form / Vendor Contract**, in addition to a properly completed **Seattle Center Technical Data Sheet**.
- Failure to adhere to any of these guidelines may result, at the discretion of the Irish Festival Committee, in forfeiture of the privilege of further participation in this Irish Festival, or in any future Irish Festival.
- **THE VENDOR APPLICATION DEADLINE IS FEBRUARY 15.**



2018 IRISH FESTIVAL

Vendor Commission Accounting Form

Festival Title **2018 IRISH FESTIVAL**

Festival Dates **MARCH 17 & 18, 2018**

Vendor Name _____

Total Gross Sales \$ _____

Sales Tax \$ _____

Gross Minus Tax \$ _____

Amount Due: 15% of Gross Minus Tax \$ _____

Please make check for the amount due **payable to Irish Heritage Club**,

and mail before March 31, 2018 to:

Irish Heritage Club

P.O. Box 75123

Seattle, WA 98175-0123