

60<sup>th</sup> Annual  
McCleary 2<sup>nd</sup> Growth & Bear Festival  
July 12-14, 2019

**Vendor Application – 2019**

Complete application and return with check made payable to:

McCleary Bear Festival  
PO Box 408  
McCleary, WA 98557

**Questions?** Please call Holly Pierce @ (360) 470-2387 or email @ [mcclearybearfestival@gmail.com](mailto:mcclearybearfestival@gmail.com)

**3 Day Event Fee: Please select type of vendor and fill out applicable information on the following pages**

**Arts & Craft Vendor/ Direct Sales** \_\_\_\_\_

**Booth Space:** ( ) 10x10 \$75      ( ) 10x20 \$150      ( ) 10x30 \$225

**Commercial Vendor** \_\_\_\_\_

**Booth Space:** ( ) 10x10 \$100      ( ) 10x20 \$200      ( ) 10x30 \$300

**Food Vendor** \_\_\_\_\_

**\$150** to reserve a 10x20 space

All vendor applications will go through a selection process to make sure we have a wide variety of businesses. Returning vendors will be given preference but are not guaranteed a spot. All applicants will receive an email letting them know if they were accepted as a vendor. **Your sandwich boards, displays, overhangs, etc must fit within your designated space assigned to you.**

**Deadline:** completed application and payment must be postmarked by the following to be considered for a space

**Returning vendors – March 1, 2019**

**New vendors will be accepted until full**

**Set up time for all vendors:** Friday, July 12, 2019 – 9:00 am to 3:00 pm. **YOU MUST CHECK IN BY 1 PM**

**PLEASE NOTE:** Vendor parking is in the Park and Ride lot behind the Shell Gas Station or streets surrounding. Do not leave your vehicle parked on Summit Road by the park; this area is for loading or unloading **ONLY!**

**Arts & Crafts & Commercial Vendor – Hours of Operation**

Friday: 3:00 pm- 7:00 pm (later at will)

Saturday: 9:00 am – 7:00 pm (later at will)

Sunday: 10:00 am – 4:00 pm

**Art/Crafts & Independent Distributors**

(please print clearly to avoid delay)

Business/Organization Name \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact Person \_\_\_\_\_

Secondary Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address \_\_\_\_\_

**Please provide the following information, if it is applicable to your business:**

**Washing State Uniform Business Identifier, UBI (required)** \_\_\_\_\_

**Business Name (on insurance policy)** \_\_\_\_\_

**Insurance Company & Policy Number** \_\_\_\_\_

**Please list ALL items you will be selling.** Please attach an additional page(s) if needed

This information may be used to grant product exclusivity and will be the only product(s) permissible to vend.

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**110v Electricity is available on a limited basis and is not guaranteed. Do you need electricity?** \_\_\_\_\_

Have you been a McCleary Bear Festival vendor before? \_\_\_\_ Yes \_\_\_\_ No

If yes, what year(s)? \_\_\_\_\_

\_\_\_\_\_ Check here if you wish to sell on the Parade Route (an additional \$25 fee applies); you must wear a vendor badge, which will be issued through our Vendor Chair, and then validated, at the Parade Check-In station. These privileges **MUST** be approved by the McCleary Bear Festival Board.

# Commercial Vendor

(please print clearly to avoid delay)

Business/Organization Name \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact Person \_\_\_\_\_

Secondary Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address \_\_\_\_\_

**Please provide the following information, if it is applicable to your business:**

**Washing State Uniform Business Identifier, UBI** \_\_\_\_\_

**Business Name (on insurance policy)** \_\_\_\_\_

**Insurance Company & Policy Number** \_\_\_\_\_

How many spaces do you wish to reserve? \_\_\_\_\_

\_\_\_\_\_ Check here if you wish to sell on the Parade Route (an additional \$25 fee applies); you must wear a vendor badge, which will be issued through our Vendor Chair, and then validated, at the Parade Check-In station. These privileges **MUST** be approved by the McCleary Bear Festival Board.

# Food Vendor

**Food Vendor – Hours of Operation**  
Friday 1:00 pm – 7:00 pm (later at will)  
Saturday 9:00 am – 7:00 pm (later at will)  
Sunday 9:00 am – 4:00 pm

Business/Organization Name \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact Person \_\_\_\_\_

Secondary Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address \_\_\_\_\_

Washing State Uniform Business Identifier, UBI (required) \_\_\_\_\_

Business Name (on insurance policy) \_\_\_\_\_

Insurance Company & Policy Number \_\_\_\_\_

***CERTIFICATE OF LIABILITY INSURANCE to accompany application***

**Please list ALL items you will be selling.** Please attach an additional page if needed or attach menu if available  
This information may be used to grant product exclusivity and will be the only product(s) permissible to vend.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Circle your Food Category:** Beverage    Dessert    Entrée    Snack Foods  
Food Type: (American, Thai, Greek, Mexican, etc.) \_\_\_\_\_

**Will you be barbecuing or cooking with an open flame?** ( ) Yes ( ) No

If your booth is a trailer, please provide detailed dimensions of your trailer:

Length (trailer hitch to end of trailer) \_\_\_\_\_ Width \_\_\_\_\_

Information/concerns we may need to know about (examples: need more room for storage; *fees may apply*, as space is limited):

\_\_\_\_\_  
\_\_\_\_\_

**Do you require water?** \_\_\_\_ Yes \_\_\_\_ No

**Do you require electricity?** \_\_\_\_ Yes \_\_\_\_ No

**Generator must be approved before use** (generators must be placed on a hard surface: concrete, gravel or plywood)

Type of Electrical Hookup needed:

110v 20 amp circuits \_\_\_\_ 220v circuit \_\_\_\_ Total booth amperage draw \_\_\_\_\_ amps

*McCleary City Hall rents out 240 volt twist lock adaptors for \$75 deposit for the weekend. As long as it is returned, you will get your deposit back. Please call to reserve your adapter in advance due to McCleary City Hall shortened hours (8:00 am – 1:00 pm) Friday, July 12<sup>th</sup>.*

*McCleary City Hall (360) 495-3667*

# Rules and Regulations **(Please initial each)**

\_\_\_\_\_ Returning vendor applications must be postmarked by **March 1, 2019** to be considered. New vendor applications will be accepted until full. We highly encourage you to apply early and we will work from our waiting list to fill all spaces.

\_\_\_\_\_ Vendor's booth assignments will be assigned by the Board/Vendor Chair. *(returning vendors are likely to get the same space as previous years, but this IS NOT GUARANTEED)*

\_\_\_\_\_ **No vendor shall assign or sub-lease any part of their concession or vendor will forfeit any and all rights to their area.**

\_\_\_\_\_ Misrepresentation of completed application may result in forfeiture of reserved space at the Bear Festival.

\_\_\_\_\_ **No Refund for cancellations if notice not received by Friday, June 7, 2019. No exceptions.**

\_\_\_\_\_ The McCleary Bear Festival provides no extra equipment, i.e. tents, tables, chairs, etc.

\_\_\_\_\_ Set up will be on **Friday, 7/12/18, from 9 am – 3 pm**. Please come to the McCleary Bear Festival information booth to check in **by 1 pm** and get answers to any questions. Please do not set up until check in is completed on Friday. **Any vendor that breaks down their booth prior to 4 pm on Sunday will not be invited back.**

\_\_\_\_\_ All sites are to be cleaned and garbage put in dumpster at the end of the festival clean up on Sunday. If any garbage remains after vendor leaves, vendor will be fined and not invited back. Vendor is also responsible for cleanup of booth space at the end of each day.

\_\_\_\_\_ There is **ABSOLUTELY no camping or staying overnight at the park, this includes in the parking lot.**

\_\_\_\_\_ Vendors shall accept total responsibility for their exhibit area with regards to safety, fire, theft, accident or injury to themselves or the public.

\_\_\_\_\_ The McCleary Bear Festival and City of McCleary, WA assumes no responsibility for any property brought onto the premises. This agreement releases the above parties and their agents from liability because of any loss or damage to such property, whatsoever the cause.

\_\_\_\_\_ Tax Information: Sales tax in McCleary, WA is 8.8% (subject to change). It shall be the individual vendor/exhibitor's legal responsibility to collect and report such tax as appropriate.

Indemnification and Agreement: In consideration of the acceptance of this application, the applicant named hereon agrees to indemnify, defend and hold harmless the McCleary Bear Festival, the City of McCleary, Grays Harbor County, their respective officers, employees, agents and volunteers from any loss, damages, expenses or injury, together with reasonable attorney fees to persons and/or property caused by or connected with the operation and/or behavior of applicants unit in connection with festival activities. Vendor agrees to provide a Certificate of Insurance for public liability coverage of not less than \$1,000,000.00 per occurrence for bodily injury and property damage liability (if applicable to their business). State, City, County and local school districts are exempt from the Certificate of Insurance requirement. It is understood the above listed agencies are insured through their respective agency. Proof of Insurance and Food Handler permits required. Vendor agrees to accept full responsibility for the quality of any and all goods sold by the vendor and/or the vendors' organization at the McCleary Bear Festival. Vendor agrees to be open for business during the Festival hours all three (3) days of the festival.

I \_\_\_\_\_ (vendor), wish to participate in the McCleary Bear Festival on July 12, 13, and 14, 2019. I have read and agree to the rules outlined by the association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Business