



Event Location: Pavillion Park, 727 N. Molter Rd., Liberty Lake

Event Date: Saturday, August 1st

2020 VENDOR APPLICATION

Applicant Name: (must be 21+ years old) Last: _____ First: _____

Company / Organization: _____

Work or Cell Phone _____ **Email Address:** _____

Please describe your booth or display: _____

What will be sold or be on display? _____

Will you be using a canopy? YES NO **Will you be using a truck or trailer?** YES NO

Please check the ONE box below that applies to your vendor booth request. Fees are per booth.

Note: Booths only, no truck or trailer access. A copy of your commercial general liability insurance is required and must be submitted to the City of Liberty Lake naming the City of Liberty Lake as an additional insured. The City of Liberty Lake requires \$2 million per occurrence.

Product or Service Vendors

Vendor / Display Booth (12' x 12') - Businesses Located w/in the City of Liberty Lake = NO CHARGE

Vendor / Display Booth (12' x 12') - All Other Businesses or Groups = \$150

Vendor / Display Booth (12' x 12') - Non-Profit Organizations / Charities / Social Services = \$25

VENDOR APPLICATION RULES, REGULATIONS, & ADDITIONAL INFORMATION

Vendor Booths:

- Anything sold during the event must be listed on this application and pre-approved by the City.
- Booth spaces will be 12ft x 12ft.
- Awnings, tables, displays, etc. must be confined within your approved booth space.
- Booth location will be determined by the City based on the order Vendor Applications are received and a pre-determined event layout.
- All booths must be covered, staked down (6" maximum length stakes, placement coordinated with City for sprinkler protection), and able to handle all weather conditions. Utilizing easy-up canopies that are lowered down when booth is not in operation is encouraged.
- Vendor booths must provide their own tables, chairs, canopies, etc.

- Please remember this is a park setting; not every space will be completely level, so please be flexible in adjusting your displays for this.
- No soliciting or sales of your product outside of your booth, unless previously authorized by the City of Liberty Lake.
- All selected vendors will receive a final layout map and specific event information, prior to the event.
- All booths will be permitted to have a small sign or banner in their area to advertise their business or service organization.

Vendor Parking: Parking is located at Liberty Lake Elementary School, at the Liberty Lake Ballfields, and along Settler Dr. (west of Pavillion Park) or surrounding streets (except Country Vista Dr. and Molter Rd. Absolutely no parking next to your booth or in the Pavillion Park parking lot after Vendor Setup. Please save the Pavillion Park parking lot for the event and YOUR customers.

- **Description of Vehicle / Trailer:** _____ **License Plate #:** _____
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Event & Vendor Hours:

- Vendor Setup: Saturday, August 1st 7:00am –8:45am
 - Pavillion Park (727 N. Molter Rd.)
 - Vehicles are only permitted in designated areas.
- Saturday, August 1st 9:00am 10:00pm
 - Vendor Hours: 9:00am to 5:00pm
 - Family Fun Activities: 9:00am to 5:00pm
 - Pickleball Tournaments: 8:00am to 4:00pm
 - Live Music and Beer Garden: 12:00pm to 9:00pm

Insurance & Tax Requirements: All vendors must have their own insurance. Vendors are not covered through the City’s insurance. Compliance with applicable ordinances, taxes, and laws is the responsibility of the applicant.

Expectations:

- To provide a quality event, it is expected that all vendors operate their booth for the entire event. Failure to stay for the entire event will affect your acceptance into future events.
- Vendors shall conduct themselves in a personable and businesslike manner to customers and other vendors. No loud music that could distract or disturb other vendors will be allowed. Music is too loud if the neighboring vendors are complaining.
- Do not interfere with customers talking to other vendors.
- Vendors are responsible for keeping their booths clean and visually appealing. Please deposit all litter in the garbage cans provided throughout the event.

Acceptance: The City of Liberty Lake reserves the right to limit or deny booths based on space availability, duplication, incomplete application, visual appeal, type of product sold, past performance, or if the booth does not meet the requirements of our event. This is a community based, family-oriented event.

- To be determined to be complete, applications must be complete and include required submittals based on the booth type. Fees, if applicable, are per booth and must be submitted with this application.
- Example list of prohibited items: Firearms, alcohol (outside of the wine / beer garden), weapons (packaged kitchen knives are allowed), tobacco products, obscene or provocative items, replica/fake-branded items, other items as determined by the City.

Refunds: If your vendor application has been accepted and you need to cancel your booth space request for any reason prior to the Vendor Application deadline, a 50% refund of your booth fee will be issued. After the Vendor Application deadline, NO refunds will be issued for cancellation of your booth space or no-shows. There will be NO REFUNDS given for inclement weather, booth location, acts of God, civil disobedience (riots), acts of terrorism, or governmental requirements for closure due to health pandemic or other civil emergencies, or less than desirable sales of your product or service.

Barefoot in the Park 2020 Vendor Applications must be submitted to the City of Liberty Lake no later than 4:00pm, Friday, July 17th, 2020 and must be accompanied by the required booth fee and submittals.

Submit complete applications in person or by mail to City Hall.

City of Liberty Lake
 Attn: Barefoot in the Park Event Coordinator
 22710 E. Country Vista Drive
 Liberty Lake, WA 99019

Make checks or money orders payable to the City of Liberty Lake.

Payment via credit card will only be accepted in person at City Hall, unless previously arranged with the City of Liberty Lake.

For more info, please visit our website at www.libertylakewa.gov. For questions, please contact Andrea Walgren, adorkableflowersandgifts@gmail.com or Anita Eylar, (509)755-6727, aeylar@libertylakewa.gov.

Thank you to our event coordinators!



I have read the above application rules, regulations, and additional information, as well as City of Liberty Lake Ordinances 115 & 142 and agree, by my signature, to abide by the terms listed. Failure to follow rules or event-staff directions shall result in removal from the event and/or being prohibited from participating in future events. As the vendor permit applicant, I accept responsibility for any damage caused or any excessive clean up needed as a result of my participation and that I will be direct billed by the City of Liberty Lake for any excessive clean-up or damage. I hereby make application to the City of Liberty Lake for use of City facilities and certify the information given in this application and supporting material is correct. The applicant/ organization agrees to indemnify, defend, and save harmless the City and its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees.

Signature of applicant: _____

Date: _____

For Office Use Only		
Date Received:	Accepted By:	Rejected By:
If Rejected, provide reason:		
Notes		