



350 N Community Center Drive  
Washington, Utah 84780

(435) 656-6360  
washingtoncity.org/cc

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

Business Description: \_\_\_\_\_

Sales Tax or S.S. #: \_\_\_\_\_ Washington City Business License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include a brief description of items to be displayed or services to be rendered at your booth:

\_\_\_\_\_

\_\_\_\_\_

Some events will require a door prize provided from your company. Please indicate what you intend to use as a merchandise or door prize donation and the value of the prize (minimum value of \$25):

**Please circle each event you will be a part of:**

**\*15% Discount for all Chamber, BNI and Corporate Alliance Members, Dixie Business Network**

SPRING EVENTS	SUMMER EVENTS	FALL/Winter EVENTS
Dogtown/Live Well Expo (\$75)	24th of July / Fireworks Party (\$75)	Taste of Washington (Free)
Dogtown Half Marathon Race (\$50)	Summer of Fun Family Events (\$50 each)	Spooktacular Carnival (\$25 + candy)
Cotton Days (\$50) Cotton Days Family Swim Party (\$50)		New Years Eve Family Bash (\$75)

**Check Off List For Events:**

- Booth spaces needed
- Booth spaces requiring power (\$10 per booth)
- Signed release waiver
- Business Vendor Application Form completed and signed
- A copy of your Washington City Business License
- A Tax ID Number is required
- Payment by Cash, Credit Card or Business Check is acceptable. No Personal Checks will be accepted. Please make checks payable to "Washington City"

**Food Vendors:**

In addition to the items listed above, you will be required to submit the following items:

- Southwest Utah Public Health Permit
- Food Handlers Permit

## Washington City Year Round Vendor Application & Standards

We appreciate your desire to participate in these events. This is a great opportunity to showcase your product or service to the many people anticipated to attend these events.

**PLEASE NOTE:** These are General Guidelines for participating vendors, for more specific information please look at the description of your specific event:

- 1. Booth Information:** Booth spaces are 10' X 10' in size. Set up will depend upon which event you are attending. Power is available for \$10 per booth, but is limited. There is a two-booth space limit per business. The Event Committee reserves the right to limit the number of booths/business type. Please register early.
- 2. Booth Materials:** The Community Center **MAY** provide tables or chairs depending on which event you are participating. **You** are responsible for providing all of your own booth materials: canopy, decorations, price list, extension cords, signs, table, chairs, etc.
- 3. Food Vendors:** Food Handlers Permits **REQUIRED FOR ALL FOOD VENDORS.** You are responsible for all materials including cooking equipment & supplies, floor coverings, grease catchers, extension cords, tables, chairs, eating utensils, serving utensils, napkins, plates, cups, trash receptacles, sunshades, decorations, price list, signs, etc.
- 4. Compliance with Law:** All vendors agree to strictly observe all laws and ordinances of the State of Utah, Washington County Health Department, Washington City, which in any respect relate to the business conducted by vendor, together with all rules and regulations. No smoking except in designated areas. Consumption or selling of alcoholic beverages is prohibited on City property. The City shall have the right to inspect, at all reasonable times, the premises occupied by vendor. Willful violation of or failure to comply with any of said laws or regulations shall be cause for cancellation of this agreement by the City.
- 5.** A signed Release Waiver and Indemnification Agreement, and this Vendor Application Form **completely filled out** are due by the date associated with each event. This form can be returned to the following address: Washington City Community Center, 350 North Community Center Dr. Washington, UT 84780 Attn: Marcia Whitney, Events Coordinator, or faxed to (435) 656-6373 or emailed to [mwhitney@washingtontcity.org](mailto:mwhitney@washingtontcity.org). Application Deadline: 72 hours prior to event if booth space is still available (varies per event). Receipt of these items is required for this application to be considered. (***Application does not guarantee participation.***) Refunds will be issued if Events Committee denies application within 30 days of event.
- 6.** Taxes, permits, certificates and any licenses required are the responsibility of the vendor. Vendors are allowed to sell products and are responsible for all taxes associated with such sales. Free samples of products may be provided. Washington City reserves the right to limit the number and type of vendors.

**RELEASE, WAIVER AND INDEMNIFICATION AGREEMENT**

This Release, Waiver and Indemnification Agreement is hereby given by \_\_\_\_\_ (“Indemnitor”), on the one hand, in favor of Washington City, Utah, Event Committee; and all other employees, sponsors, businesses, donors, volunteers, organizers, and fundraisers.

**RECITALS**

WHEREAS, Indemnitor is a vendor at the \_\_\_\_\_; (hereinafter the “EVENT”); to be held the day of \_\_\_\_\_ 20\_\_\_\_, at properties owned, managed, controlled or administered by Washington City, Utah and Event organizing committee.

WHEREAS, Indemnitor recognizes the potential for risk of harm to persons and property at the City of Washington; and

WHEREAS, Indemnitor desires that Indemnitees not be at risk for activities of the vendors at the EVENT, including the activities of Indemnitor,

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Indemnitor covenants as follows:

**AGREEMENT**

Indemnitor hereby releases Indemnities and forever waives Indemnitor’s claims against Indemnitees for any and all claims, causes of action, damages, demands, penalties, and costs, including attorney fees that arise in relation to the EVENT.

Indemnitor acknowledges that this Release applies to all claims or causes of action which currently exist or which have existed, or which may arise or are discovered in the future in relation to Indemnitor’s activities at the EVENT.

Indemnitor intends this to be a complete and total release of all claims, whether known or unknown, fixed or contingent, or whether the facts hereafter prove to be other than or different than the facts known by Indemnitor or believed by Indemnitor, and this Release and Waiver shall be construed as broadly as the law allows to accomplish this stated intention.

Indemnitor represents and agrees that they will take no legal action of any kind against Indemnitees in relation to the EVENT.

Indemnitor shall indemnify and hold Indemnitees harmless for any and all claims, demands, losses, costs, obligations, and liabilities Indemnitees may incur or suffer in direct or indirect relation to Indemnitor’s acts or omissions at the EVENT.

Indemnitor shall also indemnify and hold Indemnitees harmless from any and all claims, demands, losses, costs, obligations and liabilities that Indemnitees may incur or suffer as a result on Indemnitor’s breach of any agreement, covenant, or warranty in this Agreement. Indemnitor shall further indemnify and hold Indemnitees harmless from any and all liabilities, claims, and causes of action arising from operation of the EVENT. The indemnity obligations of this paragraph shall include indemnity for reasonable attorney fees and court costs incurred.

This Agreement shall be governed by the laws of the State of Utah and shall be binding upon Indemnitor’s heirs, successors, agents or assigns and shall be for the benefit of (i) Indemnitees, their employees, officers, agents, affiliates, agents and assigns and (ii) all Washington City employees, volunteers, businesses, donors, sponsors, organizers, and fundraisers.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20

By: \_\_\_\_\_

Title: \_\_\_\_\_

**The following contains specific information on each individual event. All events offer a 10x10 booth space. Most events we only accept 1-2 vendors of a certain type of company. All events require that all vendors be available during the entire event. No early take down will be permitted or vendor will be subject to a penalty fee. Please refer to your specific event for setup times, prices, and event descriptions.**

### **24<sup>th</sup> of July Swim/Firework Party - \$75 per booth space**

Event Description: Cool Down at our pool party & join us for live entertainment, glow sticks, inflatables, water walkers, swimming vendor booths, firework show at dusk & more!

- Event Date: Monday, July 24, 2017 6:00 P.M. - 10:00 P.M.
- Booths must be set up by 5:00 P.M.
- Attendance approximately 1000 + people
- Table and (2) chairs will be provided
- Door prizes required

### **Summer of Fun Family Events- June 24 and Aug 19 - \$50 per booth space per event**

Event Description: Cool Down at our pool party & join us for live entertainment, inflatables, swimming vendor booths, & more!

- Event Dates: June 24 and Aug 19 2017 11:00 A.M. - 6:00 P.M.
- Booths must be set up by 5:00 P.M.
- Attendance approximately 1000 + people
- Table and (2) chairs will be provided
- Door prizes required

### **Shop Local Expo/"Taste of Washington City"-Free booth space for all Wash City Chamber Members w/ Prize Donation (value of \$25 or more). Vendor Booth Application, Prize, and Logo Due Friday Sept 29th.**

Event Description: Washington City comes together each fall to celebrate Public Power Week and Fire Prevention Week at the Washington City Community Center for a Fun Family Night Out for the residents of Washington City. This is an educational night for residents to learn more about city government, the roles of each city department, and how to get more involved in their local community. This is the first year ever the City has invited the Chamber to be apart of this event and help encourage our citizens to "Shop Local" and educate them on how spending local benefits their local community. The festivities include: Vendor Booths, Live Music, Free BBQ, Fire Demonstrations, Crime Prevention & Children's Safety Kits, Swimming, Water Walker Balls, Vendor Passport, Prize Give-Away's, Games & Crafts for kids & much more!

- Event Date: Monday, October 2, 2017 5:00 P.M. – 8:00 P.M.
- Booths must be set up by 4:45 P.M.
- (1) Table and (2) chairs will be provided
- door prizes required
- \*Food vendors must be approved & provide proof of extra licenses, etc

### **Spooktacular Carnival - \$25 plus candy to give to all participants (2000+ pieces)**

Event Description: With over 2000 ghouls and goblins visiting the WCCC, Your Booth can be decorated and filled with fun candy and prizes to give away during the Carnival and do a fun game. The festivities include Live Entertainment, Thriller Dance Performances, Costume Contests, Games and more!

- Event Date: Monday, October 23, 2017 5:00 P.M. - 8:00 P.M. .
- Booths must be set up by 4:30 P.M.
- Attendance approximately 1500 + people
- Table and (2) chairs will be provided
- No Door prizes required
- No food vendors will be allowed

### **New Years Eve Family Fest - \$75 per booth space**

Event Description: Bring in the New Year at a bubble party and fireworks show. This family festival will have a cash and balloon drop, live music, and mountains of bubbles to play in. Other activities include Swimming, a "Dive in Movie", Free Family Photos, Bubble Foam Launches, Character Visits, Face Painting, Balloon Tying, Bounce Houses, Giant Water Slide, Water Walkers, Vendor Booths, & More! \*Food Vendors will need to be pre-approved by the Events Committee.

- Event Date: Saturday, December 30th, 2017 5:00 P.M. - 12:00 A.M.
- Booths must be set up by 4:00 P.M.
- Attendance approximately 1500 + people
- Table and (2) chairs will be provided
- Door prizes required

### **Dogtown/Intermountain LiVe Well Center (Health & Wellness Expo) - \$75 per booth space**

Event Description: This Health & Wellness Expo is sponsored by Intermountain LiVe Well Center. This event also serves the race packet pickup for all participants racing in the Dogtown Double Dog Dare (marathon), Half, 5K & Kids Run. Festivities include: Health and Wellness Expo, Health Vendors, Sports Performance Displays, Demonstrations, Fitness Testing, Bounce House for the Kids, Vendor Booths, and Prize Giveaways.

- Event Date: Friday, February 23, 2018 12:00 P.M. - 8:00 P.M.
- Booths must be set up by 11:30 A.M.
- Attendance approximately 1000+ people
- 1 table, 2 chairs provided
- Door prize required
- Food vendors will need approval

### **Dogtown Half Marathon, 5K & Kids Run - \$50 per booth space**

Event Description: Join us at the start/finish line for the Dogtown Races. Over 1,000+ racers combined as well as spectators will be on-site at Staheli Family Farm.. Live Music, Vendor Booths, Free Photos & Awards Ceremony will take place during event.

- Event Date: Saturday, February 24, 2018 8:00 A.M. - 12:00 P.M.
- Booths must be set up by 7:00 A.M.
- Attendance approximately 800 + racers & 500 + spectators
- No tables, chairs or canopy provided
- No door prizes required

### **Cotton Days Family Swim Party - \$50 per booth space**

Event Description: The Washington City Community Center will host the Kick Off of Cotton Days. If you have not had an opportunity to walk the halls of this monumental building then this is your chance. If you already have, then they invite you back. There will be great discounts for annual memberships. Take a WCCC Survey and enter to win free sport certificates & family day passes. This evening will provide your whole family with the opportunity to enjoy the facility for FREE. Water walker balls, foam bubbles, vendor booths. live music, and light refreshments all included. Free for Community Center Members and Washington City Residents.

- Event Date: Monday April 30, 2018 5:00pm-8:00pm
- Booths must be set up by 4:30pm
- Table and 2 chairs will be provided
- Door prize required

### **Cotton Days - \$50 per booth space**

Event Description: Join us in celebrating Washington City's Birthday. Traditions such as the Parade, 5K Run, Rodeo, and of course the Cotton Fest held at Veterans Park. Festivities include: live entertainment/dance performances, vendor booths, games, bounce houses, tractor pull and closes with a HoeDown from 6-9pm.

- Event Date: Saturday April 28th, 2018 9:00 A.M. – 9:00 P.M.
- Booths must be set up by 8:00 A.M.
- Attendance approximately 1500 + people
- No table or chairs provided
- No door prizes required

### **Booth in Lobby 4X per Year \$50 each**

Vendors may utilize the facility to market their business in our lobby with a booth which includes 1 table and 2 chairs. For any 4 hour period, 4 times per year. Vendors may not sell, only market their business. Please contact Marcia Whitney 435-656-6322 for more information.