



Archdiocese of Seattle
Vendor Application for Fairs, Festivals

Please Print or Type:

Contact Name: _____

Company Name (if applicable): _____

Mailing Address: _____

City, State, Zip: _____

Phone #: _____ **E-mail:** _____

Description of Merchandise/Food: _____

Please read before signing:

VENDOR AGREEMENT

Agreement: This Agreement is between _____
[parish or school] and the Vendor listed on this Application and Agreement. They are entering into a short-term agreement to: display, sell and dismantle merchandise at the _____ [event].
_____ [Insert dates
and times for set up, sales, and clean-up.]

Deadline: No applications will be accepted after _____ [insert date].
Electricity and location preferences will be assigned on a first come, first served basis, noted by the post-mark on application materials, or time stamp on applications returned via email.

Booth Fee: Vendor agrees to pay booth fee, and abide by cancellation rules, at time of application to secure their space.

Vendor Hold Harmless: All work is done at Vendor's own risk. Vendor representatives expressly release and hold harmless the Corporation of the Catholic Archbishop of Seattle and _____ [parish or school] from all liability for injury, sickness, and death, including personal injury and property damage or loss, which may arise in connection with Vendor participation in the _____ [event].

Vendor Insurance: An insurance certificate is required of all booth vendors who are in the festival. A certificate of Commercial Liability insurance with a limit of not less than \$1,000,000.00 (\$1 million) per occurrence for bodily injury or property damage is required.

The certificate will name _____
(parish or school) and the Corporation of the Catholic Archbishop of Seattle as additional insured.

UBI Number: Vendors must provide a UBI number. This is required by the Washington State Department of Revenue. <https://dor.wa.gov/open-business/apply-business-license>
A temporary number can be issued and may take up to 30 days.
<https://dor.wa.gov/open-business/types-businesses/temporary-businesses>

Merchandise Restriction: Vendors may display, offer for sale, and sell only approved items. At no time will drug paraphernalia (legal or otherwise), sexually explicit items, guns, knives or weapons of any kind be allowed for sale. THE APPLICANT AGREES THE INFORMATION PROVIDED IS CORRECT AND COMPLETE AND THAT THE ITEMS TO BE SOLD ARE ONLY WARES APPROVED.

Signature of Applicant: _____

Print Name: _____

Date: _____

To Reserve Vendor Space:

Please select one of the following:

[insert options and prices for tables]

_____ I need access to electricity

Other preferences (we will do our best to accommodate):

Please return all materials to:

[Parish or school information]

Make checks payable to: _____

[Parish or school]