



Vendor Application

Date: Saturday, July 20, 2024

Festival Time: 11:00 AM - 10:00 PM

**All Vendors Must Operate from 11:00 AM – 6:00 PM
You can operate longer if desired.**

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98498

Contact: Attn: Sally Martinez, smartinez@cityoflakewood.us 253-254-2215, or Lani Neil,
laneil@cityoflakewood.us 253-985-9195

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www.cityoflakewood.us

Vendor Information & Guidelines

Vendors are selected based on quality and presentation of merchandise and appropriate fit with the spirit of the Festival. Space may be limited. Applications may be emailed, mailed or delivered to Lakewood City Hall.

Application deadline May 1, 2024.

MARKET VENDOR BOOTH FEES:

10' x 10' Canopy Fee: \$100.00

10' x 20' Canopy Fee: \$200.00

10'x 30' Canopy Fee: \$300.00

NON-PROFIT BOOTH FEES:

10' x 10' Canopy Fee: \$30.00

10' x 20' Canopy Fee: \$60.00

Applications must be received with payment to:

City of Lakewood, 6000 Main Street SW, Lakewood, WA 98499

Attn: Sally Martinez, 253-254-2215, or Lani Neil, 253-985-9195

parks@cityoflakewood.us

For Credit Card Payment:

Name On Card: _____ Card Number: _____

Expiration Date Month: _____ Year: _____ CVV/CVC: _____



2024 Vendor Application

Name of Business: _____

Company (Name you want listed, if different from above): _____

Authorized Representative: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Alternative Phone Number: (____) _____

E-Mail Address: _____

Emergency Contact Name: _____ 24 hr. Phone: (____) _____

Booth/canopy Size (check one): 10x10 _____ 10x20 _____ Other _____

We are a Non-Profit: yes _____ no _____

All vendors are encouraged to provide an activity or giveaway that enhances the festival. Describe your product/service and what activity you will provide:

Will you be bringing an auxiliary generator? Yes ____ No ____ If yes, what size? _____

There is no water or electricity available at Fort Steilacoom Park.

You must bring your own generator if electricity is needed.

Comments? Provide any additional information that will help us better understand your specific needs:

Waiver of Liability Release

I assume all risks and hazards incidental to such participation including any damage or loss to myself, my employees/volunteers, my booth and/or my inventory. I hereby waive, release, absolve, indemnify and agree to hold harmless the City of Lakewood, City of Lakewood Parks, Recreation and Community Services Department, event partners, supervisors, staff and volunteers for any claim arising from injury to myself, my staff/volunteers and/or my belongings. Furthermore, in case of any emergency, if I should require medical attention, I give permission for a City of Lakewood representative, or the representative's designee, to secure the emergency medical attention required. Any direction to the contrary should be attached to this form and signed. I agree that pictures taken during the program hours may be used for promotional purposes. Additionally, I do ____/ do not ____ give permission to the City of Lakewood staff to release my name and mailing address to other public entities hosting or planning to host an event similar in nature. By signing here, I am stating that I have read and understand all pages of this vendor application packet including the event information, vendor descriptions, vendor fee schedule, vendor requirements, vendor rules and regulations, set-up and tear-down instructions and refund policy. I also understand that I have not been promised exclusivity for my products and/or services and that my submission of this application and payment does not guarantee my participation in SummerFEST. I agree that I will not bring my vehicle into the vendor area before 8pm for breakdown.

By signing you agree to the Waiver of Liability Release and confirm that you have read the Rules and Regulations below:

Contact Person's Signature: _____ Date: _____



SummerFEST 2024 Rules and Regulations

Please keep this portion of the application for your records.

Date: Saturday, July 20, 2024

Festival Time: 11:00am-10:00pm

Vendor time: 11am – 6pm

Vendor Set-Up Time: 6:30 AM – 10:30 AM

ALL VEHICLES MUST BE OFF THE FIELD BY 10:00AM

Location: Fort Steilacoom Park 8714 87th St SW, Lakewood, WA 98498

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Rules and Regulations

- *Vendors must provide their own canopies, 10lbs weights for each leg, tables, chairs, tie-downs and other equipment.*
- SummerFEST is a public, family friendly event.
- The SummerFEST Committee, staff, volunteers and partners are not responsible for any and all losses or damages of product or property associated with SummerFEST.
- No refunds will be given for any reason unless the City of Lakewood needs to cancel the event.

Conduct and Responsibility

- Event vendors will ensure that they and their volunteers conduct themselves in a personable and businesslike manner with customers, event staff/volunteers, public and other vendors.
- All music and noises are to be kept at a comfortable level and are not to bother surrounding vendors.
- All vendors are to stay within their designated space.
- All vendors are to have their booth staffed at all times.
- All vendors will keep their vendor spaces clean and help to keep the premises clear of litter.
- If any vendor should, at any given time, present him/herself in a manner contrary to these rules and regulations, or in a hazardous or offensive manner to the public, other vendors, staff, volunteers, etc., will, upon request of festival staff, immediately stop the offending conduct. Failure to immediately comply will be just cause for revoking a vendor's permit and his/her removal from the event. No refunds will be given.