



2024 Food Vendor Registration

Planning for Washington's summer events is in full swing, and we are so excited about what we will offer in 2024. We're starting the festivities in the month of May with the Craft Fair: Spring Edition, then in June we will host a 3-day Washington Ridiculous Days, from May 30 – June 1. Our last event will be Fall Craft Fair in September. **We would like to extend an invitation to your business or organization to participate as a food vendor in our upcoming events.** All of these events take place in the heart of Washington on our downtown square.

If your business/organization is interested in participating as a food vendor, please fill out the enclosed application and return it as soon as possible. The deadline for applications is **30 days before each event**. Space is limited to a total of 10 vendors per event and menu requests will be honored when application and payments are received - so don't delay!! Reserve your spot and food items today. **Registration and/or received less than 30 days before event will incur a \$15 Late Fee. Registration and/or payments received 7 days before the event will incur a \$30 Late Fee.**

If you have been a vendor at any of our summer events in the past, applications still need to be received for us to make plans to include you in this year's event. We look forward to having you here and want to welcome you to our festivities.

Sincerely,

Michelle Redlinger
Washington Chamber of Commerce
319-653-3272
events@washingtioniowa.org





Rules and Regulations

The Washington Chamber of Commerce has developed these rules and regulations to provide an enjoyable experience for all participants, spectators, and volunteers. Failure to follow these rules may result in immediate removal from the event and a \$50 damage charge to the credit card on file. We appreciate your cooperation in continuing to make this a fun and pleasant community event.

- All vendors that are Chamber members will be given priority and second priority to those that are returning vendors. After that, vendors will be assigned on a first come, first serve basis.
- Allocated spaces begin at **10ft x 10ft**. Any special needs beyond this space will be accommodated to the best of our ability.
- All booths will be assigned by the Washington Chamber of Commerce. Booth set up will be in accordance with each event's regulations and must be set up on the designated space.
- Exhibitors must supply their own necessary equipment, electrical cords, etc. If in need of electricity, it will be an additional fee of \$5. Request should be marked on the registration form. We will be able to offer 110v and will do our best to accommodate requests for 220v/50amp. Please bring a backup generator if you require electrical needs in case there are any electrical issues.
- Booths are to be set up and vehicles moved to the reserved parking area 30 minutes before event begins.
- Collection and reporting of sales tax is the responsibility of each exhibitor. Sales tax in Washington is **7%**.
- **All food vendors must contact Washington County Environmental Health Department at (319) 653-7782, to apply for a temporary food establishment license if you do not already have a permanent license.**
- The Washington Chamber of Commerce reserves the right to deny any application.
- No refunds will be granted within 30 days of the event. Any refund that is requested prior to 30 days will be assessed a \$5 cancellation fee per cancelled event.
- Registration costs are on the registration form. (A damage fee of \$50 will be charged to the credit card on file if your vendor area is not cleaned up and/or for any damage on the site.)

Thank you for taking part in Washington's Summer Events and we look forward to working with you!

Send registration to: Washington Chamber of Commerce
205 W. Main Street
Washington, IA 52353

-or-

Email registration to: events@washingtioniowa.org

For more information contact: Washington Chamber of Commerce 319-653-3272





Vendor Registration Form

Please fill out completely. Registration & payment is due within 30 days prior to the event to avoid late fees. You will receive your event details no later than 2 weeks prior to the event. Set up time indicates when you may arrive. If you need to arrive sooner, please contact us. In order to avoid high pedestrian traffic, we do ask that you are in place and additional vehicles are removed from the site 30 minutes before the event starts.

Craft Fair: Spring Edition May 4: Setup: 7am, Event 9am-3pm.

Will you be reserving 1-10ft x 10ft tent (\$75) or Trailer or 2-10ft x 10ft tents (\$100)

Do you need Electricity? \$5 If yes, please indicate your voltage request (we will honor requests to the best of our ability, within the constraints of available hook-ups) _____

Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____

Washington's Ridiculous Days: Thursday, May 30: Setup: 3pm, Event 5-9pm.

Will you be reserving 1-10ft x 10ft tent (\$75) or Trailer or 2-10ft x 10ft tents (\$100)

Do you need Electricity? \$5 If yes, please indicate your voltage request (we will honor requests to the best of our ability, within the constraints of available hook-ups) _____

Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____

Washington's Ridiculous Days: Friday, May 31: Setup: 3pm, Event 5-9pm.

Will you be reserving 1-10ft x 10ft tent (\$75) or Trailer or 2-10ft x 10ft tents (\$100)

Do you need Electricity? \$5 If yes, please indicate your voltage request (we will honor requests to the best of our ability, within the constraints of available hook-ups) _____

Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____

Washington's Ridiculous Days: Saturday, June 1: Setup: 10am, Event time: Daytime activities

Will you be reserving 1-10ft x 10ft tent (\$75) or Trailer or 2-10ft x 10ft tents (\$100)

Do you need Electricity? \$5 If yes, please indicate your voltage request (we will honor requests to the best of our ability, within the constraints of available hook-ups) _____

Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____

Washington's Ridiculous Days: Street Dance, June 1: Setup: 4pm, Event time: 6pm-Midnight

Will you be reserving 1-10ft x 10ft tent (\$75) or Trailer or 2-10ft x 10ft tents (\$100) (50% discount for vendors selling during the day)

Do you need Electricity? \$5 If yes, please indicate your voltage request (we will honor requests to the best of our ability, within the constraints of available hook-ups) _____

Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____

Craft Fair September 7: Setup: 7am, Event time: 9am-3pm

Will you be reserving 1-10ft x 10ft tent (\$75) or Trailer or 2-10ft x 10ft tents (\$100)

Do you need Electricity? \$5 If yes, please indicate your voltage request (we will honor requests to the best of our ability, within the constraints of available hook-ups) _____

Will you have a canopy, tent, vehicle, or trailer? Yes No If yes, dimensions _____

Total Cost of Vendor Fees: _____

These fees must be paid to the Chamber by the registration deadline (30 days before each event).



Name: _____ Organization: _____

Mailing Address: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Temporary Food License: _____ Tax ID Number: _____

Product(s) to be sold. List all proposed menu items & goods you intend to sell and their prices. The committee will review and send confirmations to ensure that each vendor sells different items. **Only items listed and approved may be sold to avoid duplication with other vendors.**

ELECTRICITY NEEDS: If you checked that you need electricity, be specific about your requirements. Please include a photo of your plug, if not standard.

Yes, I have read, understand, and agree to the Rules & Regulations

Indemnification Clause:

I/We hereby voluntarily release, the Washington Chamber of Commerce and all other sponsoring organizations and individuals from any and all liability in any way arising from injuries, losses, and damages to person and property that might be sustained or received in connection with the participating event(s). I/We agree to indemnify and hold the Washington Chamber of Commerce and all other sponsoring organizations and individuals harmless from any and all costs of any kind whatsoever relating in any way to participating event(s) activities, whether caused by, or allegedly caused by any acts, intentional, negligent, contributory, or otherwise by the Washington Chamber of Commerce officers, directors, employees, or volunteers. I/We have read and understand and do agree with the above provision.

Return completed form and check made payable to:

Washington Chamber of Commerce
205 W. Main Street
Washington, IA 52353

-or-

Email form to:

events@washingtioniowa.org



REGISTRATION OR PAYMENT RECEIVED LESS THAN 30 DAYS BEFORE DATE OF EVENT WILL INCUR A \$15 LATE FEE. REGISTRATION OR PAYMENT RECEIVED LESS THAN 7 DAYS BEFORE DATE OF EVENT WILL INCUR \$30 LATE FEE. (Not applicable for Spring Craft Fair 2024)

DAMAGE FEE OF \$50 TO BE CHARGED TO CARD ON FILE AFTER YOUR EVENT IF DAMAGES HAVE BEEN INCURRED, SPACE IS NOT PROPERLY CLEANED UP, OR A FAILURE TO FOLLOW THE RULES & REGULATIONS. (Credit Card information not required for vendors that have worked with the Chamber for the past 5 years without incident)

CREDIT CARD AUTHORIZATION

(to be kept on file for \$50 damage charge IF NECESSARY. Not for vendor registration)

Card Holder's Name: (Please Print) _____

Credit Card Number : _____ Type of Credit Card: _____

Billing Address: _____

Expiration Date & CVV code on back of card: _____

Signature: _____ Date: _____