



Bellevue Family 4th

www.bellevuewa.gov

2022 Non-Profit Vendor Application & Information Packet

Application Deadline: April 29, 2022

The Bellevue Family 4th Celebration is a free public event, attracting more than 60,000 visitors to the Bellevue Downtown Park. The event features live music, family entertainment, children's areas, and food trucks. The event concludes with the Eastside's largest fireworks display synchronized to music performed by the Bellevue Youth Symphony Orchestra.

This application and information package is for non-profit vendors seeking acceptance into the Bellevue Family 4th event.

IMPORTANT INFORMATION:

- Police will provide a security sweep throughout the event site, including vendor areas.
- All vendors must comply with [King County Public Health COVID guidelines](#). Refer to the KCPH website for information

It is important that the information you submit on this application is complete and accurate. This includes correct business name, mailing address, contact information, non-profit EIN number, and Certificate of Insurance. Your confirmation packet with load in instructions will be mailed to you, not e-mailed. Make sure to provide an accurate mailing address.

Non-profit vendors are invited to apply and provide one of the following.

1. **Promotional/Activity Booth:** Provide a free activity or educational booth while promoting your non-profit organization. Donations are allowed but must occur within the booth area. No soliciting of donations or sales outside of booth are permitted.
2. **Fundraising:** Sale of July 4th event themed toys or novelty items. Bottled drinks (no glass) are also permitted. Food sales only permitted for pre-packaged items (store bought.) Non – packaged items are only permitted for sale by food vendors (food vendor application and booth fees apply).

Day of event: Monday, July 4th, 2022

Event Hours: 5pm-10:30pm (Fireworks launch at 10:05pm)

Location for vendors: Bellevue Downtown Park (Family Fun Zone area)

Operating Hours: 5pm-9pm

Estimated Load-in time: 12pm-3pm

Estimated Load Out time: 11:30pm (Estimated: police will approve load out time.)



Contact Information

Bellevue Parks & Community Services, Northwest Arts Center

PO Box 90012, Bellevue WA, 98009-9012

Phone: 425-452-4106

Fax: 425-452-2051

E-Mail: NWAC@Bellevuewa.gov

Booths Size & Fees for space only

10 x 10 \$50.00

Application Process

- Complete the enclosed application and send before **April 29, 2022**. The information you submit on your application must be accurate including the name of your non-profit, non-profit EIN #, contact name, number and items to be sold or service to be provided to public. Incomplete information may disqualify you from participating. Any service provided to the public must be covered within insurance certificate (see insurance certificate requirements below.)
- Vendors must submit photos of products they intend to offer for sale.

Selection Process

- A variety of items are represented at the event; however, some popular items may be duplicated. Selection criteria includes:
 - Bellevue based Non-Profits given priority
 - Quality, booth appearance, and available space
 - Child-safe activities given priority over product sales
- There is no guarantee that participants from the previous year will be accepted. The location of a booth is determined by booth size, set-up time, and layout.
- Please note: Promotional material is limited to one marketing piece and one give-away item. This rule is in place to limit the amount of debris left by event crowd on grounds at the event.

Notification of Application Status

- All applicants will be notified on status of acceptance by **April 29, 2022**.
- Accepted applicants will receive a Confirmation Packet with information about the event, including a designated set-up time, booth #, parking pass, and other pertinent details.

Requirements:

- **Non-Profit EIN Number**
- **Liability Insurance – Insurance Certificate Due June 3, 2022**
Vendors are required to obtain a Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue an additional insured.

Your Insurance Certificate must have the following language:

Under “Insured”: must include your registered business name which also appears on your application.



Under “Description of Operation”: Bellevue Family 4th at the Bellevue Downtown Park. City of Bellevue, its officers, employees, agents, volunteers are named as additional insured as pertains to work and services performed by the named insured only.

Under “Certificate Holder”: Bellevue Family 4th, City of Bellevue, PO Box 90012, Bellevue WA 98009-9012.

- **Criminal Background Check**

All vendors interacting with children and/or providing children’s activities are required to complete a Criminal Background Check. Vendor as well as vendor’s employees and volunteers will receive an email to confirm they agree to provide their phone number to receive a text prompt from the background check provider, Employer’s Choice. All background checks must be completed by June 30th.

- **Covid Waiver**

All vendors will be required to sign a City of Bellevue Covid Liability Waiver. (One per vendor). This waiver is included in the vendor application packet and needs to be submitted with your application.

General Booth Guidelines

- Vendors are responsible for providing all their booth structures, tables, chairs, signs, etc. as needed.
- The location of non-profit vendor booths will be in Family Fun Zone area on promenade area of the park.
- Vendors must stay completely within their assigned booth space (10x10), including side awnings, walkways, signs, merchandise, etc. Activity vendors may be provided waiver (in writing on permit) and allowed to extend this space slightly to better accommodate their activity.
- The booth structure must be self-standing and weighted by means that are not a trip hazard or affixed to the ground or any other structures, tree, or shrub. No stakes may be used in any park or grass area. No items, signs, banners, or booth anchor lines are allowed to be attached to trees, shrubs or utility boxes.
- Police will provide a security sweep throughout the event site, including vendor areas.
- Vendors are responsible for keeping their booth area clean and free of debris. Recycling is available for aluminum cans, plastic bottles, newsprint, and flattened cardboard. Glass containers are prohibited.
- Timely garbage disposal is required. Garbage receptacles are provided for vendor use.
- Interior and exterior of booth must be clean and presentable at all times.
- Vendor’s booth structure must be prepared for wind or inclement weather.
- At the end of the event, all bags, boxes, and containers with garbage must be deposited in dumpsters, and the site left completely free of debris before departure.
- Vendors must provide their own signs. Signs must look professional. Handwritten signs are prohibited.
- Amplified sound playing radios, etc. are not allowed.
- It is recommended (but not required) that all vendors have a fire extinguisher at their booth.



Booth Merchandise and Restrictions

- All activities and merchandise must be consistent with the description and photos you provide on your application.
- Items, displays, and materials must be family appropriate, safe, and environmental friendly.
- No products that may cause debris, damage to the plaza, or require Parks Department clean up i.e. confetti. Vendors are responsible for cleaning their vending area at the end of the event.
- At the Cities discretion, certain items of merchandise may be prohibited such as: toy weapons, guns, knives, caps, stink/smoke bombs, invisible ink, silly string, lasers, marshmallow shooters, etc.
- Bellevue Parks & Community Services reserves the right to close any booth not adhering to these regulations. In addition, if the Vendor offers any type of items that were not listed on their application, the Vendor will be asked to remove those items immediately and may be asked to stop booth operations.
- All merchandise and activities must fit within the designed 10x10 foot space including all signs unless prior written permission provided by the City of Bellevue.
- Vendors are not allowed to 'rove' outside of booth space with their merchandise, signs, advertisement, provide free samples, or solicit donations.
- Alcoholic beverages, music, televisions, 'hawking', etc. are prohibited within or in the vicinity of the vendor booth.

Parking

- One standard-size parking space is provided for each vendor. Vehicles requiring more than one standard-size parking space must be noted on application. It is not guaranteed there will be onsite parking for more than one standard size parking space.
- Access is very limited. If vendors leave a parking spot during the event, they may not be able to return to the same spot.
- Free parking is available at Bellevue Square after 6 pm.
- You will receive your official Parking Pass, map, directions, and load-in time if selected. This information and permit will be contained within the Confirmation Packet.



Non-Profit Vendor Booth Application

Bellevue Family 4th Non-Profit Vendor Application

Application Deadline: April 29, 2022

You are required to provide accurate and complete information. Please print clearly. The Business Name you provide will be used on all publicity material and signage. Business Name you provide must match the business name provided on Certificate of Insurance.

Registered Business Name: _____

Bellevue Business Number: _____

UBI / EIN (required): _____

First & Last Name: _____

Address: _____

City, State, Zip: _____

Email: _____ **Website:** _____

Primary Phone: _____ **circle one:** Home Work

Secondary Phone: _____ **circle one:** Cell Home

Booth Size: 10 x 10 \$50.00 _____

Please make check payable to the City of Bellevue and send to
City of Bellevue, Northwest Arts Center
ATTN: Bellevue Family 4th
PO Box 90012, Bellevue, WA 98009

You may also pay by credit card over the phone (425-452-4106.). VISA or MasterCard only

Make, model, and size of vehicle you will be using for load-in and out (no trailers allowed):

Indicate the amount of time it takes you to set up your booth: _____



List items and prices provided at your booth:

Any product that differs in quality or is inconsistent from that provided may be eliminated at the event. City of Bellevue staff reserves the right to refuse any product that may be deemed inappropriate or that was not disclosed and approved as an item on this list.

1.	\$	6.	\$
2.	\$	7.	\$
3.	\$	8.	\$
4.	\$	9.	\$
5.	\$	10.	\$
6.	\$	12.	\$

Provide a description of family activities provided at your booth. Please provide details telling the ages your activities will be appropriate for, as well as the number of staff or volunteers you will provide for these activities.

Any activity that differs in quality or is inconsistent from that provided may be eliminated at the event. City of Bellevue staff reserves the right to refuse any product or activity that may be deemed inappropriate or that was not disclosed and approved as an item on this list.



WAIVER OF LIABILITY/RELEASE. CAUTION. PLEASE READ CAREFULLY. To the extent provided by law, in consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume all risks, including risk of injury or death, associated with me or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action to assert a claim against the City of Bellevue for negligence.

PHOTO/VIDEO RELEASE. I give my permission to have photos and/or video recordings taken of me or my child(ren) for publicity purposes during City of Bellevue activities even though we will not receive compensation of any kind for appearing in such photos or video recordings.

I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/Release and the Photo Release printed above.

I have read and understand the information presented in the 2022 Vendor Application and Information Package.

Print Name: _____

Signature: _____ Date: _____

Please send completed and signed application and booth fee to:
City of Bellevue, Northwest Arts Center
ATTN: Bellevue Family 4th
PO Box 90012, Bellevue, WA 98009
Office: 425 452-4106
nwac@bellevuewa.gov

Thank you for applying to this year's Bellevue Family 4th!



Timeline

Bellevue Family 4th Food Vendors – 2022

April 29	Application and payment due
May 6	Selection process complete
May 6	Notifications mailed with parking and load-in information
May 9-13	100% of payment returned to vendors not selected
June 3	Certificate of Insurance due
July 4	Day of Event – Monday
12-3pm	Follow load in instructions provided in Confirmation Packet.
3pm	KC Public Health, Bellevue Fire and Police inspection period
3pm	All vehicles and set-up equipment must exit area.
5pm	Event begins
9:50pm	Vending/Activities close and all lights must be turned off for fireworks
10:05pm	Fireworks
11:30pm	Estimated vendor departure time (Police provide approval)

Contact Information and Mailing Address

Bellevue Parks & Community Services, Northwest Arts Center
PO Box 90012, Bellevue WA, 98009-9012
Phone: 425-452-4106
Fax: 425-452-2051
Email: nwac@bellevuewa.gov

**ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING
TO COVID-19
PLEASE READ CAREFULLY**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is very contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The City of Bellevue has put in place preventative measures to reduce the spread of COVID-19; however, the City cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, using City facilities and/or participating in City programs and activities could increase you and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and **VOLUNTARILY ASSUME THE RISK THAT I OR MY CHILD(REN) MAY BE EXPOSED TO OR INFECTED BY COVID-19** by using the City facility and/or participating in the City programs or activities identified herein **AND THAT SUCH EXPOSURE OR INFECTION MAY RESULT IN PERSONAL INJURY, ILLNESS, PERMANENT DISABILITY, AND DEATH.** I understand that the risk of becoming exposed to or infected by COVID-19 at the facility or in the programs or activities identified herein may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City employees, volunteers, and customers and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my child(ren) (including but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, or my child(ren) may experience or incur in connection with my or my child(ren)'s attendance at the facility or participation in the program or activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to **WAIVE AND RELEASE** any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facility or participation in the City programs and activities identified herein. I understand that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the City program or activity.

IN ADDITION, I AGREE TO COMPLY WITH ALL COVID-19 SAFETY POLICIES AND PROCEDURES OF THE FACILITY OR PROGRAM/ACTIVITY IDENTIFIED HEREIN.

City facility or program/activity: Bellevue Family 4th 2022

By signing below, I indicate that I accept the conditions printed above:

Customer or Customer's Parent/Guardian Signature

Date

Printed Customer Name