

# Merchandise & Service Vendor Information Guidelines & Policies

Bellevue Family 4th 2026

**Application Deadline: Friday, March 27, 2026**

Bellevue Family 4<sup>th</sup> is a free public event, attracting more than 50,000 visitors to Bellevue Downtown Park. The event features live music, family entertainment, and food and merchandise vendors. The event concludes with the Eastside's largest fireworks display synchronized to music performed live by the Bellevue Youth Symphony Orchestra.

This information package is for commercial (non-food) merchandise and service vendors seeking acceptance into the Bellevue Family 4th event. There is no application fee. The City reserves the right to make in-the-field decisions to adjust the placement of vendors for any reason.

**All selected vendors will receive an emailed confirmation packet with load-in instructions by Saturday, June 6.** Your confirmation packet and event related paperwork will be e-mailed AND mailed to the email address and mailing address you supply on this application.  
**Make sure to provide an accurate email and mailing address and check your mailbox.**

## Event Contact Information

**Point of Contact:** Debbie Pettersson

Office Phone: 425-452-4106

Email: [dpettersson@bellevuewa.gov](mailto:dpettersson@bellevuewa.gov)

Bellevue Parks & Community Services

ATTN: Northwest Arts Center / Bellevue Family 4<sup>th</sup>

PO Box 90012, Bellevue WA, 98009-9012

## Date & Times

**Event Date:** Saturday, July 4, 2026

**Event Location:** Bellevue Downtown Park, 300 100<sup>th</sup> Ave NE

**Load-In:** Estimated 12:00- 2:00pm

**Advertised Event Hours:** 5:00- 10:30pm (Fireworks launch at 10:05pm)

**Approved Selling Hours: 3:00 –10:00pm**

## Vendor Application Timeline

**March 27:** Applications Due

**March 31:** Vendors Notified of Acceptance Status

**April 4:** Vendor Payments Due

**May 15:** Certificate of Insurance and Background Checks Due

**June 6:** Confirmation Packets sent via email

**June 8:** Parking Pass(es) & Load-In Details Mailed to address provided on application

## Merchandise Vendor Operating Timeline

Day-Of Event Timeline – Saturday, July 4	
<b>11:00 am - 2:00 pm</b>	Load-In (follow instructions in the confirmation packet)
<b>1:00 pm - 3:00 pm</b>	Bellevue Fire & Police inspection window
<b>3:00 pm – 4:00 pm</b>	Selling begins with the approval of Police & Fire per Inspections
<b>6:00 pm - 10:00 pm</b>	Peak Selling Hours
<b>9:30 pm</b>	Pre-selling / pre-ordering from customers in-line stops. Only orders taken at the main booth point of sale are allowed from 9:30 – 10 pm.
<b>10:00 pm</b>	All booths close, selling STOPS hard cut-off, power & lights shut off at 10 pm for the fireworks show (10:05 – 10:25 pm)
<b>10:00 pm - 11:30 pm</b>	Clean-up & Exit

## Booth Space Options & Fees

Booth Type	Cost	Notes
10' x 10'	<b>\$500</b>	Tent Vendors (includes 2-20-amp, 120-volt circuit power)
10' x 20'	<b>\$1,000</b>	Tent Vendors (includes 2-20 amp, 120-volt circuit power)

**The City of Bellevue does not require a percentage of sales. Vendors keep all revenue made.**

## Payment

Payment is due by: **Saturday, April 4, 2026** upon acceptance of application.

Credit Card (Visa or MC) is preferred. Call 425-452-4106 to pay.

Checks must be made out to the City of Bellevue.

Mail checks to: Bellevue Parks & Community Services

ATTN: Northwest Arts Center / Bellevue Family 4<sup>th</sup>

PO Box 90012, Bellevue, WA 98009

## Cancellations & Refund Policy

Cancellation of participation must be made in writing by contract signee via email or standard mail to City of Bellevue Parks & Community Services Department.

- Cancellation received more than 60 days prior to the event: 50 percent of fees paid are refundable
- Cancellation received 60 days or less: Fees paid are non-refundable

Any form of refund is refunded only to the contract signee. Fees cannot be transferred, sold, auctioned or gifted to any other person.

The City of Bellevue is not responsible for reimbursement of items purchased by renter in association with the scheduled event such as insurance, service charges, equipment rental charges, vendor supplies, permits or licensing fees, etc.

## Application Requirements

**Complete and apply on or before Friday, March 27, 2026**

- Vendors must submit a photo of their booth/truck set-up
- Business name, contact information, email and website
- List of items to be sold
- Electrical Items
- UBI Number
- Certificate of Insurance (COI) naming the City of Bellevue as additional insured.
- Additional requirements and rules from Bellevue Fire Department for operating a business in Bellevue will also apply. Research costs for additional permits and insurance are needed.
- Incomplete information may disqualify you from participating.

## Selection Process

We will review applications based on the following criteria:

- Past vending experience
- Quality of products/services
- Variety of products/services
- Reasonable prices
- Booth appearance
- Whether products/services are child-safe and environmentally friendly
- 4<sup>th</sup> of July themed products/services, appropriate for young children/families preferred
- Past positive relations with City of Bellevue event staff

No products that create waste for Parks staff to clean up will be accepted (ex: confetti). Bellevue-based businesses will receive first consideration. Participation in last year's event does not guarantee acceptance. The location of a vendor booth is determined by booth size and specifications, electricity needs, sale items or services, set-up time, and overall area layout.

## Notification of Application Status

Vendor Selection Notification by March 31, 2026

Confirmation Packets Mailed by June 6, 2026

Permits & Loading Instructions Mailed by June 8, 2026

Accepted applicants will receive a **Confirmation Packet** with information about the event, including a designated off-site check-in time & location, park set-up time, booth number, vendor badges, parking pass information, and other pertinent details. Please ensure that you provide an accurate email address **and** physical mailing address on your application as confirmation materials may be sent both by email and mail.

## **Participation Requirements**

All vendors must comply with the following requirements. Vendors are subject to inspection on the day of the event by City of Bellevue Police, Fire and City Staff.

### **City of Bellevue Fire Department**

Vendors must comply with Bellevue Fire Department conditions and applicable provisions of the International Fire Code. For questions, please contact the [Fire Marshal's Office](#), Fire Plan Review Staff at (425) 452-6872, Option 2.

### **Bellevue Police**

Police will provide a security sweep throughout the event site, including vendor areas. Police will provide safety barricades to protect the vehicular access of the vending area.

### **City of Bellevue Business License**

The City of Bellevue is participating in a joint business licensing program with the Department of Licensing at the State of Washington. City and State business license application forms have been combined into a single application. The City of Bellevue website provides information on how to obtain a Uniform Business Identifier (UBI), Bellevue Business license, or how to obtain a registration number.

The City of Bellevue website is [www.bellevuewa.gov](http://www.bellevuewa.gov). Alternately to obtain a UBI, call 1-800-647-7706 or [www.dol.wa.gov](http://www.dol.wa.gov). Applications will not be accepted without UBI.

### **Liability Insurance**

Certificate of Insurance Due by **May 15, 2026**.

**Your Certificate of Insurance must include the following:**

- \$1,000,000 Commercial General Liability coverage minimum
- Under “Insured”: must include your registered business name which also appears on your application.
- Under “Description of Operation”: Bellevue Family 4<sup>th</sup> 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 4<sup>th</sup>, City of Bellevue, PO Box 90012, Bellevue WA 98009-9012.

### **Background Check**

All vendors interacting with children and/or providing children's activities are required to complete a Criminal Background Check. Vendor and vendor's employees/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 Friday, May 15, 2026.**

## **Merchandise & Service Vendor Guidelines**

### **Waste & Recycling**

- **Zero waste of resources is a goal of the City of Bellevue.** This event seeks to use reusable or compostable serving ware and packaging. Avoid single-serve disposables such as condiment packets, plastic/polystyrene boxes, plates, cups, utensils, stir-sticks or straws.
  - For a list of approved compostable products visit, [CompostManufacturingAlliance.com](http://CompostManufacturingAlliance.com)
  - For questions on preparing a recycle and compost-friendly booth, contact Bellevue Utilities at 425-452-6932 or email [recycle@bellevuewa.gov](mailto:recycle@bellevuewa.gov)
- Dumpsters are located behind the southwest restroom building, behind the food court. An additional small dumpster will be located near the designated food court parking lot and at the east entryway to the park.
- Keep track of waste and dump in a timely manner, when full.
- Cardboard boxes must be broken down and placed in recycling bins.
- At the end of the event, all bags, boxes, and containers with garbage must be deposited in dumpsters, and the site completely free of debris before departure.

### **Cleanliness & Safety**

- Vendors must have a fire extinguisher on hand.
- Vendors are responsible for keeping their booth area clean and free of tripping hazards.
- Glass containers are prohibited.
- Hot and cold-water sinks are located behind the southwest restroom building, if needed.
- Interior and exterior vendor booths must be clean and presentable at all times. A screen or other visual barrier must be provided to screen and secure storage area from public view.

### **General Tent / Booth Rules & Expectations**

- Vendors can only operate out of their designated booth, no "walk-about" vending allowed.
- No stakes may be used in any park or grass area.
- No items, signs, banners, or booth anchor lines are to be attached to trees or shrubs.
- Amplified sound playing radios, etc. are not allowed.
- Distribution/sale of any items not listed and approved on your vendor application is prohibited. Examples include, but are not limited to flyers, literature, balloons, coupons, food, toys, etc.
- Each vendor must be set up within the designated space provided. Additional materials, banners, supplies, and signs may not exceed designated vendor space or more than 15 feet.
- Additional appliances not indicated on your application may not be used at the event.
- Be prepared for outdoor weather conditions including wind, rain, and excessive heat.
- **Your booth must be attended to at all times.**

**Electricity / Generators:** Generators are not permitted for merchandise vendors.

Booth Type	Notes
10' x 10'	Tent Vendors (includes 2-20-amp, 120-volt circuit power)
10' x 20'	Tent Vendors (includes 2-20 amp, 120-volt circuit power)

## Restrooms

Plumbed restrooms will be available in the southwest corner of the park by the playground, behind the food court. Portable restrooms and handwashing stations will also be available throughout the park and near park perimeter food vendors.

## Lights Out

- **All pre-selling / pre-ordering must end by 9:30 pm.**
- **Vendors must shut down portable lights by 10 pm.**
- **Final sales must end at 10 pm. Park lights will go out promptly at 10:00 pm.**
- Fireworks begin promptly at 10:05 pm and run until 10:25 pm.
- Lighting will return at 10:30 pm and clean-up will promptly begin.

## Exiting the Event

- You may not leave your booth upright & vacant after the event.
- Vendor vehicles may return to the booth for load-up upon police approval & removal of blocking barricades. A park escort will be required again if driving through the park.
- Vendor vehicles / mobile trucks must also wait for police approval & removal of blocking barricades to exit the parking lot.

## Parking

- One standard-size parking space is provided for each vendor near the event.
- Your Parking Pass must be displayed in your vehicle dash for parking allowance.
- Parking at this event is extremely limited. We recommend connecting with your team at an alternate off-site location and carpooling to the event site in one vehicle.
- Additional parking will be offered only if available and may be several blocks from the event site, which will require your coordination to transport your team back to your booth.
- If you leave your parking spot during the event, you may not be able to return to it.
- Free parking is available at Bellevue Square after 5pm, however vehicle height restrictions apply.
- You will receive your official Parking Pass, map, directions, and assigned load-in time in the confirmation packet we mail to you upon acceptance

