



**World Championship of Sand Sculpting
Tournament of Champions
Vendor Information & Booth Application
Presented by: Federal Way Community Council**

Where: 31510 20th Ave. S., Federal Way, WA 98003

When: August 18th – September 5, 2011

Mon-Sat 10:00 AM - 9:00 PM, Sun 10:00 AM - 6:00 PM

How: Obtain the correct application form at sandchamps.com or by calling 253.221.4449

- Food: Only authorized food booths may sell or give away food and beverages.
- Booths: Encompasses all other booths, including commercial, nonprofit and informational.

Booth Rules and Regulations

Applicability: These rules apply to all booths, including Commercial Vendors, Home-Based Vendors, Food Vendors and Nonprofit Booths.

Payment: The required fee must be included with the application to be considered for acceptance. Any application received without the required fee will be returned. Checks should be made payable to Federal Way Community Council.

Booth Spaces: The World Championship of Sand Sculpting is providing space only. You are responsible for furnishing your booth with tables, canopies, signage, and other materials. Canopies cannot be staked, you must have them weighted down for safety. No objects may extend outside of your assigned booth space. Vendors are responsible for maintaining a clean, attractive and safe booth area. All booth workers must obey the direction of any police, fire or health official.

Check-In: Vendors must check in at the **main gate** prior to setting up to obtain your final instructions.

Set-Up: You may arrive at 7:30 am. All vendors must be set up on the date/dates contracted between 8:30-9:00am on week days and by 9:30 am on Sundays. For safety reasons there will be **NO EXCEPTIONS** to these times---if you are not set-up during these hours you will be denied entry and your application fees will be forfeited.

Take-Down: Vendors may not take down their booths before 8:00 PM on the day/days they are contracted to attend WCSS, and take-down must be completed by 10:00 PM on the last date of contracted booth time and date. Vendors leaving a soiled area will not be invited back & may be billed a \$50 clean up fee.

Vehicles: No vehicles will be allowed in the Event area during event hours. Available parking areas will be shown on the map included in your confirmation packet.



Vendor booth fees are on a weekly or per event basis

Commercial Booth: \$600 for the entire event or \$250 per week.

Home Based Business Booth: \$500 for the entire event or \$150 per week.

Non Profit Booth: \$250 for the entire event or \$75 per week.

A full payment for a weekly booth is due immediately to secure limited vendor space; event spaces are required to pay 50% immediately, the remainder due by 8/12/11. Vendor space will be determined on a first-come, first-served basis.

- **WEEK 1:** Thursday - Wednesday: August 18th – August 24th, 2011
 - **WEEK 2:** Thursday - Wednesday: August 25th – August 31st, 2011
 - **WEEK 3:** Thursday - Wednesday: September 1st – September 5th, 2011
- **Submit completed application, payment and certificate of insurance to:**

Federal Way Community Council
Attention: Vendor Coordinator
31811 Pacific Hwy S. Suite B-354
Federal Way, WA 98003

Insurance Requirements: all event participants must provide a certificate of insurance showing evidence of liability coverage in the amount indicated below. The certificate of insurance must show the **Federal Way Community Council, the City of Federal Way** and the **World Championships of Sand Sculpting, LLC** as additional insured, and must be provided **by 8/15/11**. This insurance must provide \$2,000,000 combined single limit general, products property and bodily injury insurance.

Direct inquiries to: vendors@sandchamps.com or call 253.221.4449

Vendor Booth Application

Please Print Clearly

Business/Organization Name: _____

Contact: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ State UBI #: _____ Required by state law unless exempt

Dates desired: _____

Products, Services or Activity: (No Food or Beverage)

Booth Fee Calculations: _____ # of spaces

Commercial Business: _____ 10'x10' space(s) x **\$250 per week or \$600 for the entire event** = \$ _____ Fee

Home-Based Business: _____ 10'x10' space(s) x **\$175 per week or \$500 for the entire event** = \$ _____ Fee

Nonprofit Organization: _____ 10'x10' space(s) x **\$90 per week or \$250 for the entire event** = \$ _____ Fee

***Total Amount Due = \$ _____ Net Fee**

***Enclose a check for this amount with this application**

Qualification Requirements: To qualify as a home-based business, the applicant must certify that the business is operated for a residence, and must show the residential address above. To qualify for the nonprofit rate, the applicant must either provide a copy of its 501(c)3 determination letter from IRS or be a known Church or Community Service Organization with a charter from a national or international office.

Mutual Indemnity Agreement: The applicant and its respective agents, employees, volunteers and representatives agrees to hold the Federal Way Community Council, the City of Federal Way and the World Championship of Sand Sculpting Committee and their respective elected officials, officers, employees, contractors, agents, volunteers, sponsors and contributors harmless from any and all claims, demands, losses, actions and liabilities (including all costs and attorney fees) to or by any and all persons or entities arising from any acts errors or omissions by the applicant or organizer in performing World Championship of Sand sculpting events or activities, or by the applicant's performance of its contract. The applicant has been provided with, has read and understands the Vendor Rules and Regulations, and hereby agrees to abide by them. The applicant further agrees to provide a Certificate of Insurance, if required, in the amount specified in the Rules and Regulations.

I have read the Mutual Indemnity Agreement and the Rules and Regulations and agree to abide by them.

Signature: _____ Date: _____

Signing this application infers that the person signing has the authority and responsibility to commit the applicant. This is only an application and does not imply acceptance by the World Championship of Sand Sculpting Committee. Applicant should retain the Rules and Regulations for future reference.

Event Use Only

RCVD: _____ DISC: _____ AUTH: _____ PMT: _____ CHK# _____ INS: _____ APP: _____ SPC#: _____



Food vendor booth fees are on a weekly or per event basis

Commercial Booth: \$600 for the entire event or \$250 per week.

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Direct inquiries to: vendors@sandchamps.com or call 253.221.4449

Food Vendor Booth Application

Please Print Clearly

Business/Organization Name: _____

Contact: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ State UBI #: _____ Required by state law unless exempt

Dates desired: _____

Menu, including drinks: _____

Booth description: _____

Electricity required: None / Own (circle one) _____ # of outlets needed: 110V _____ 220V _____ Total Amps _____

Booth Fee Calculations: _____ # of spaces

Food Business: _____ 10'x10' space(s) x \$250 per week or \$600 for the entire event = \$ _____ Fee

Electricity: _____ \$125 / week for 20 Amps = \$ _____ Fee

Electricity: _____ Each additional 10 Amps is \$50 / week = \$ _____ Fee

***Total Amount Due = \$ _____ Net Fee**

***Enclose a check for this amount with this application**

Mutual Indemnity Agreement: The applicant and its respective agents, employees, volunteers and representatives agrees to hold the Federal Way Community Council, the City of Federal Way and the World Championship of Sand Sculpting Committee and their respective elected officials, officers, employees, contractors, agents, volunteers, sponsors and contributors harmless from any and all claims, demands, losses, actions and liabilities (including all costs and attorney fees) to or by any and all persons or entities arising from any acts errors or omissions by the applicant or organizer in performing World Championship of Sand sculpting events or activities, or by the applicant's performance of its contract. The applicant has been provided with, has read and understands the Vendor Rules and Regulations, and hereby agrees to abide by them. The applicant further agrees to provide a Certificate of Insurance, if required, in the amount specified in the Rules and Regulations.

I have read the Mutual Indemnity Agreement and the Rules and Regulations and agree to abide by them.

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WORLD CHAMPIONSHIP OF SAND SCULPTING

Federal Way Fire Department Safety Requirements

Please read these safety requirements carefully. These requirements are for your safety as well as the safety of your co-workers and patrons. If you do not follow these safety requirements you will not be allowed to operate and you may be legally responsible. If you have any questions, please call the Fire Marshal's Inspection request line at **253-946-7318**.

BOOTH REQUIREMENTS

Fire extinguishers-all cooking areas, regardless of size must have at least one fire extinguisher with a minimum UL rating of **at least 2-A:40-B:C**. Look for a sticker on your fire extinguisher with the UL label. The UL classification must be **at least 2-A:40-B:C**. A smaller number will not work. There are additional requirements for fryers (see below). All fire extinguishers must be new (show receipt) or have a label or tag showing service within the last 12 months. All fire extinguishers must be mounted, preferably near an exit, not more than 60 inches to the top of the fire extinguisher. Additionally, any tent or canopy larger than 200 square feet must have a fire extinguisher with a UL classification of **at least 2-A:10-B:**.

Flammability- your tent or canopy must have certification **on site** showing it will resist burning. **Most** commercially available tents or canopies have flame resistant tags sewn into the liner. EZ Up brand canopies are ok. **Blue tarps are not ok.**

Deep Fat Fryers- if you want to do any cooking in **fat or oil** you must have tight-fitting metal covers for each pan or fryer. We do not recommend placing fryers anywhere water could come in contact with the oil (outside if raining, for example). You will need a "Type K" fire extinguisher for deep frying. Deep fat frying inside a concession trailer requires an automatic fire suppression system and a "Type K" extinguisher.

Aisles/Exits- you must plan an escape route. Make sure you arrange your tables, work areas and cookers so everyone can get out easily. Don't make your escape route pass cookers, trip hazards, stock etc. Make your aisles at least 36 inches wide. Place your fire extinguisher near your exit.

Propane-LP Gas (Propane) - Must be stored safely by securing all propane containers so they won't get knocked over. Make sure the hoses are in good condition.

Safety Separation- you will need to arrange your cooking so people don't get burned. We recommend putting your counter in the front and your cookers in the back with some arrangement to keep people (kids) away from hot things.

Commercial Cooking Operations- Automatic fire extinguishing systems must have a tag or label affixed indicating service within the last six months.

Parking: Automobiles must park **at least 20 feet away** from all tents or canopies

Stability: Tents and canopies must be stable and braced so the wind and/or rain won't cause them to collapse.

Compressed Gas Cylinders: All compressed gas cylinders need to be secured so they won't get knocked over. This would include Helium, CO₂, propane, oxygen, etc.

Smoking or Sources of Ignition: there will be **no smoking** inside any tent or canopy. No fireworks, open flames, hot objects or devices that create a hot glow are allowed in or around any tent or canopy.

Combustible Storage: Hay, straw, trash, and other combustible materials must be stored ***at least 30 feet away***.

Sleeping area-*must* have working smoke detectors.

Generators: Generators may not be used or refueled within ***20 feet*** of a tent or canopy. Gasoline and other flammable liquids may not be stored within ***50 feet*** of any tent or canopy. Generators may not be operated within any tent or canopy.