

Seward July 4th Festival - 2020 Vendor Agreement

We are looking forward to the 2020 July 4th Festival in Seward and would love to invite you to be a part of this exciting celebration! Concessionaires and vendors - please read through this agreement thoroughly. If you have any questions or concerns, please reach out to 907-224-8051 or email us a chamber@seward.com.

Please sign and return this agreement via the [online application](#), mail, e-mail, or fax.

We are accepting applications now through April 31, 2020. All fees are due UPON APPROVAL. Vendor forfeits booth space if payment is not received by May 22, 2020.

Vendor applications will be evaluated and booth assignments made on a first-come, first-serve basis. Preference will be given to long-time vendors, vendors selling local Alaska-made products and local vendors. If you are selected, you will receive an event vendor invoice and further information about the event. Past participation does not guarantee acceptance. Those who meet requirements but are not accepted will remain on a waitlist for review should space become available. Previous booth locations cannot be guaranteed.

- **PURPOSE:**

- Vendor will provide and operate a booth at the Seward July 4th Festival in Seward, AK, July 3, 4, 2020 for the non-exclusive purpose of selling goods and services.
- All goods and services will be of first-class quality and reasonable price.
- Food vendors agree to follow all foodservice regulations of the [Alaska Department of Environmental Conservation, Division of Environmental Health, Food Safety and Sanitation Program](#).
- Vendor agrees to follow the [Seward Plastic Bag and Polystyrene Containers Ordinance - Seward City Code Chapter 9.35](#).
 - [City of Seward Plastic Bag Ban Flyer](#)
 - ***This means no single-use plastic bags, straws, disposable foodware, utensils or styrofoam containers.***

- **LOCATIONS & TIMES:**

- **ADAMS & WASHINGTON STREETS:**
 - Vendors may start setting up **after 12 pm on Thursday, July 2** and **MUST** be completely set up and ready to open for business by **9 am on Friday, July 3**.
 - Vendors **MUST** be open for business from:
 - **9:00 am - 6:00 pm Friday, July 3**
 - **9:00 am - 8:00 pm Saturday, July 4**
 - **NEW: OPTIONAL TIME: 10:00 am - 4:00 pm Sunday, July 5**
(IF YOU INTEND TO REMAIN OPEN SUNDAY, JULY 5, BE SURE TO INDICATE SO ON YOUR APPLICATION. VENDOR SPACES WILL BE ASSIGNED SO THAT SUNDAY VENDORS ARE SITUATED TOGETHER.)
 - Vendors may **NOT** strike their booth until **after 8:00 pm, Saturday, July 4**.
 - Vendor must strike booth, clean up their location and **vacate premises by 5:00 pm Sunday, July 5**.

- LOWELL CANYON:
 - Vendors must be set up **BEFORE 8:00 am and remain open until 4:00 pm on RACE DAY, Saturday, July 4.**
- REQUIREMENTS:

Besides a completed application and this signed agreement, there are five (5) required documents as listed below.
- Please mail, fax or use the [online application](#) to submit the following:
 - City of Seward Business License
City of Seward (907) 224-4046
 - State of Alaska Business License
State of Alaska Department of Commerce (907) 465-2550
 - Health Inspection Report (food vendors only)
Department of Environmental Conservation (907) 269-7501
 - Sales Tax Collection Permit
Kenai Peninsula Borough (907) 262-4414
 - Copy of Liability Insurance coverage showing the following as "Additional Insureds":
 - *Seward Chamber of Commerce*
PO Box 749
Seward, AK 99664
 - *City of Seward*
PO Box 167
Seward, AK 99664
- FEES: Concessionaire/vendor will pay the Seward Chamber of Commerce:
 - 10' x 11' space w/ NO electricity: **\$450**
 - 10' x 11' space w/ electricity: **\$500**
 - Lowell Canyon (NO electricity) RACE DAY ONLY: **\$100**
 - Non-profit Booth: **\$150**
 - Seward Chamber Business Members are eligible for a \$100 discount.
 - Booth fees are DUE UPON VENDOR APPROVAL and must be paid in full by **May 22, 2020**. Vendors who do not meet the payment deadline forfeit their space.
 - NO REFUNDS will be made after **May 22, 2020** unless the event is canceled.
 - Current credit card information is required for ALL vendors, regardless of payment method, as a security deposit.
 - Vendors will be charged a **\$50** clean-up fee if they do not comply with clean-up policies (see OPERATION REQUIREMENTS).
- BOOTH REQUIREMENTS:
 - Vendor is solely responsible for booth set-up.
 - Booth may not exceed 10' x 11' in dimension.
 - Booth should have a cover for sun/rain protection - no rain-free locations will be available. Please ensure that your booth goods are elevated due to the possibility of standing/draining water in the vendor areas.
 - The use of visqueen/plastic sheeting is not allowed in booth construction.
 - The booth must be self-contained.

- **The use of generators is not allowed.** A limited number of electrical outlets are available on a first-come, first-serve basis.
- Vendors may **not** camp overnight in booth space.
 - For information regarding available camping and lodging, visit Seward.com
- **BOOTH SET-UP & LOCATIONS:**
 - Booth spaces will be assigned based on vendor type, requirements, and schedules.
 - Prior to 11:00 am the morning of July 2, booth positions will be marked-off on-site. Help will be available to assist in locating positions if needed.
 - The Chamber reserves the right to reassign booth locations to any vendor, but will make reasonable attempts to secure preferred locations for returning vendors who have paid in full and remitted all necessary documents.
- **OPERATION REQUIREMENTS:**
 - Vendors must comply with reasonable restrictions as may be adopted by the Seward Chamber regarding the use or operation of booths.
 - Vendor should have sufficient, courteous workers to operate their booth.
 - Food vendors must have a fire extinguisher and first aid kit in their booth.
 - Vendors are responsible throughout the July 4th Festival for keeping their booth and surrounding areas clean and free of garbage, waste, water, and trash. The vendor must supply necessary garbage bags and/or cans. CITY SUPPLIED DUMPSTERS WILL BE LOCATED NEARBY, AND TRASH PICKUP WILL BE STRICTLY ENFORCED. RECYCLING STATIONS ARE AVAILABLE AND USE IS HIGHLY ENCOURAGED. THOSE WHO FAIL TO LEAVE THE PREMISES IN A SATISFACTORY STATE AT THE CONCLUSION OF THE EVENT WILL BE CHARGED A \$50 CLEAN-UP FEE. The Seward Chamber reserves the right to make all final decisions regarding clean-up charges.
 - Vendor booths are discouraged from producing excessively loud music or noise (including radios and loudspeakers) and may not use bright or flashing lights.
 - Objects of questionable taste shall not be sold, distributed or exhibited.
 - The Seward Chamber maintains the right to prohibit the sale or distribution of any item it deems hazardous or a nuisance to the public.
 - Vendor is responsible for keeping food lines from blocking pedestrian traffic flow and interfering with neighboring booths and should orient booths to best enhance line management. Vendors are welcome to rent multiple booth spaces.
 - Vendor agrees to allow the Seward Chamber of Commerce and the City of Seward to use photos, or other visual representations of vendor, booth, and products for the promotion of the Seward July 4th Festival.
- **LIABILITY:**
 - The vendor shall carry adequate public liability and/or property liability insurance to cover its business activities at the Seward July 4th Festival. Vendor shall indemnify, defend and hold harmless the Seward Chamber of Commerce, the City of Seward, and their employees, volunteers, and agents from any claim economic loss, property damage, personal injury, expenses (including attorney fees), death or consequential and incidental damages suffered by any person and arising in connection with or caused to some degree or in any manner by vendor or vendor's employees, agents, booth, goods or services. Vendor waives any claims it may have against the Seward

Chamber of Commerce, the City of Seward, or their employees, volunteers, or agents for any claim, economic loss, property damage, personal injury, expenses (including attorney fees), death or consequential or incidental damages in connection with or relating to the Seward July 4th Festival, except to the extent caused by the negligent or intentional conduct of the Seward Chamber of Commerce or the City of Seward, or their employees or agents.

- CANCELLATION: The Seward Chamber of Commerce may cancel the Seward July 4th Festival, in which case its sole liability of the vendor to contact the Seward Chamber of Commerce within 30 days in order to receive a refund of the fee paid by the vendor.
- ASSIGNMENT: Vendor may not assign or sublet this contract or any interest provided by this contract. This contract represents the final agreement of the parties, and any agreement or representation prior to acceptance of this contract by the Seward Chamber of Commerce is void. This contract may be amended only by a written agreement signed by both parties.

Name/Date: _____

I agree to abide by the rules and policies set forth in this agreement and to advise those people working with me during the event of the same.

SECURITY DEPOSIT INFORMATION:

Current credit card information is required for ALL vendors, regardless of payment method, as a security deposit. Vendors will be charged a \$50 clean-up fee if they do not comply with clean-up policies.

CC :

EXP DATE:

CVC:

BILLING ZIP:

SIGNATURE:

DATE:

Please complete and submit this signed JULY 4TH VENDOR AGREEMENT and the JULY 4TH VENDOR APPLICATION via the [online application](#) (or methods below) by April 31, 2020:

Email: chamber@seward.com

Fax:

(907) 224-5353

Mail:

Seward Chamber of Commerce
PO Box 749
Seward, AK 99664

In-Person:

Seward Chamber of Commerce
2001 Seward Highway
Seward, AK 99664

Seward July 4th Festival 2020 Vendor Application

BUSINESS NAME: _____

CONTACT NAME: _____

CONTACT EMAIL: _____

VENDOR WEBSITE: _____

PHONE NUMBER: _____

FULL ADDRESS: _____

SHORT DESCRIPTION OF BOOTH AND GOODS OR PRODUCTS SOLD:

HAVE YOU BEEN A VENDOR AT THE 4TH OF JULY FESTIVAL IN THE PAST? WHAT YEARS?

- YES, I am a chamber member (MEMBERS RECEIVE \$100 DISCOUNT PER SPACE)
- I WOULD LIKE TO [APPLY FOR CHAMBER MEMBERSHIP](#)

SPACES REQUESTED:

- 10' x 11' space w/ NO electricity: **\$450** QTY: _____
- 10' x 11' space w/ electricity: **\$500** QTY: _____
- Lowell Canyon (no electricity) RACE DAY ONLY: **\$100** QTY: _____
- Nonprofit Booth Space **\$150** QTY: _____
- I am a returning vendor requesting previous space preference
- **I would like to keep my booth open Sunday, July 5th** Y:____N:____

PLEASE SUBMIT:

- **First-time vendors submit a picture of your booth set-up.**
- City of Seward Business License
- State of Alaska Business License
- Health Inspection Report (food vendors only)
- Sales Tax Collection Permit
- Copy of Liability Insurance coverage showing the following as "Additional Insureds":
Seward Chamber of
City of Seward

FOOD VENDORS, please list your TOP THREE (3) menu choices:

In the effort to offer a variety of food options during the July 4th Festival, the SCC will make an effort to avoid selecting multiple vendors selling the exact same primary products.

The standard service provided to vendors is a SINGLE PLUG OUTLET with 120 V / 20 AMP total output. Please indicate your power needs, specifically your Power Output in Volts & Amps:

Please be very specific with the description of your power needs. All information must be provided to the Chamber by May 22, 2020. Typically, this information can be found on the electrical plug that you use. The Seward Chamber will make all reasonable attempts to deliver what is required. Power cannot be guaranteed.

Please indicate your plug configuration (Twist lock or straight), and NEMA #:

Twist lock plugs are recommended for this event to prevent inadvertent power disconnection.

BOOTH FEES PAYMENT INFORMATION:

All fees are due UPON APPROVAL. Vendor forfeits booth space if payment is not received by May 22, 2020.

CC :

EXP DATE:

CVC:

BILLING ZIP:

SIGNATURE:

DATE:

I WOULD LIKE TO PAY BOOTH FEES:

- ☐ WITH THE CREDIT CARD ABOVE (*you will be charged UPON APPROVAL*)
- ☐ WITH A DIFFERENT CREDIT CARD (*you will sent an online payable invoice*)
- ☐ PAYPAL (*you will receive a Paypal invoice*)
- ☐ BY CHECK (*Please make checks payable to the Seward Chamber of Commerce. Mail to PO Box 749, Seward, AK 99664.*)