

Auburn Parks, Arts & Recreation KidsDay 2024 General Vendor Application Deadline: May 24, 2024



Date: Tuesday, June 25, 2024 **Time:** 11:00 a.m. – 4:00 p.m.

Location: Les Gove Park, 910 9th St SE **Anticipated event attendance:** 13,000+

Event profile: An event specifically designed for Auburn's youngest citizens and targeted towards children ages 4-10 years of age. The event features an entertainment stage, inflatable rides, mini golf, kids' crafts, food vendors and numerous vendors.

Selection Criteria and Booth Information:

- Booths are uncovered 12' x 12' space (activity vendors may be granted additional space). Vendors must supply their own materials (canopies, tables, electrical cords, signs, etc.) and are responsible for all set-up and take-down. Vendors are required to stay in their assigned space and required to stay for the duration of the event.
- All vendors, with the exception of Craft & Commercial Vendors, are required (underlined) to provide a hands-on activity. We recommend having enough supplies/handouts for 1,500+ children. Primary audience is children ages 4-10.
- Payment must accompany application. Unapproved applications and payments will be returned to you.
- Accepted activity vendors (and those required vendors) must provide proof of insurance, by May 31, 2024 for two million (\$2,000,000) dollars naming the City of Auburn as additional insured.
- Craft Artists must submit photographs or images of your work. Email to: events@auburnwa.gov with 'KidsDay 2024' in the Subject line. Include a self-addressed stamped envelope if you mail photographs that you want returned.
- Electricity is available on a limited basis (see below for fee structure). **If you're bringing your own source of temporary power, you're required to obtain and L&I Permit and schedule your inspection.** Please contact L&I directly (a minimum of 10 working days prior to the event) at 206-835-1000.
- The City of Auburn does not require a percentage of sales. Vendors keep all of their revenue.
- No refunds after the early application deadline of May 24, 2024. Prior to the deadline, refund will be given less \$5.00.
- Complete event information will be e-mailed the week of June 3, 2024.
- Rules, regulations and event details are subject to change based on State of Washington COVID-19 related guidelines.

GENERAL VENDOR DEFINITIONS AND FEES

Please check the appropriate fees. Enter quantities where necessary. We may be unable to accommodate requests for multiple booth spaces.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Non-Profit Vendor: Any non-profit agency who provides services to children. Non-profit certificate must accompany application form to receive non-profit rate. | \$10 - on or before May 24 \$12 - after May 24 | \$ |
| Arts & Craft Vendor: Only hand-crafted children's items are accepted. Commercially produced and imported goods will not be accepted in this category. Artists must submit photographs or images of your work (see above). | \$40 - on or before May 24 \$48 - after May 24 | \$ |
| Childcare Provider: Any agency whose primary purpose is to provide childcare | \$50 - on or before May 24 \$60 - after May 24 | \$ |
| Community Youth Recreation Vendor: Any agency whose primary purpose is to provide recreational activities to children/youth | \$50 - on or before May 24 \$60 - after May 24 | \$ |
| Youth Education Vendor: Any agency whose primary purpose is to provide educational services to children/youth. | \$50 - on or before May 24 \$60 - after May 24 | \$ |
| Activity Vendor: Activity Vendors may charge fees for their activities. Activity vendors must provide proof of insurance (see above). May be approved for more than a 12' x 12' space. | \$125 - on or before May 24 \$150 - after May 24 | \$ |
| Small Batch Processed & Pre-packaged Food Vendor: Consists of items which are grown and/or made (small batch) by the vendor such as baked goods or candies. Must meet the State and King County requirements for food handling and processing. | \$110 - on or before May 24 \$130 - after May 24 | \$ |
| Commercial/Retail Vendor: For example, a business, enterprise, firm, company or other organization engaged in the trade of goods, services or both to consumers to make a profit for their company. Commercial/retail vendors are not required to provide a hands-on activity, although it is recommended to draw traffic to your booth. | \$350 - on or before May 24 \$420 - after May 24 | \$ |
| Table(s) rental | \$25 ea. x (no. needed: ____) | \$ |
| Chair(s) rental | \$5 ea. x (no. needed: ____) | \$ |
| Electricity: Check amps needed. Limited support available. | <input type="checkbox"/> 1-29 amps/1-3,480 watts = \$50 # of amps/watts needed: ____ <input type="checkbox"/> 30-50 amps/7.2kw-12kw = \$100 # of amps/watts needed: ____ | \$ |
| TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE) | | \$ |

APPLICATION DEADLINE IS MAY 24, 2024

Applications received after May 24 will be considered on a space-available basis. Opportunities are available through various event sponsorships. Contact events@auburnwa.gov or 253-931-3043 for more details.



Auburn Parks, Arts & Recreation • KidsDay 2024 General Vendor Application • Deadline: May 24, 2024

| | | |
|-------------------------------------------------------------------------------------------------------------------------|---------|-----|
| Contact Name: | | |
| Business Name: (***)Non-profit certificate must accompany application form to receive non-profit rate). | | |
| Have you participated in KidsDay before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year(s)? | | |
| Address | | |
| City | State | Zip |
| Phone | Website | |
| Email | | |
| Please describe your Agency's hands-on activity (required for all vendors other than craft & commercial): | | |
| Describe any special set-up or space requirements | | |

Please include a complete list of items that you plan to sell or activities/services that you wish to charge for. General vendors are not permitted to give-away or sell food or beverage items and are only approved to sell items listed on this form. (Attach additional items on a separate piece of paper if necessary):

| | | | |
|----|----|----|----|
| 1. | \$ | 4. | \$ |
| 2. | \$ | 5. | \$ |
| 3. | \$ | 6. | \$ |

| PAYMENT INFORMATION (Total \$ _____) | | | |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------|
| Method of Payment (check one) | <input type="checkbox"/> Check enclosed (Make payable to Auburn Parks, Arts & Recreation) | <input type="checkbox"/> Credit Card (fill in information below) | |
| Cardholder Name (Please Print) | Card Type (Check One): <input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover | | |
| Card Number | Security Code | Exp. Date | |
| Cardholder Signature | | | Date |

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of the booth by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

RELEASE – The Applicant is fully aware that there are special dangers and risks inherent in this activity, including, but not limited to, serious physical injury, death or other harmful consequences, that may arise directly or indirectly from participation in this activity and harm the Applicant listed above or its individual members. Being informed of these risks and in consideration of being allowed to participate, we assume all risk of injury, damage, and harm to any member arising from participation. The Applicant agrees to indemnify, defend, and hold harmless the City, its officials, employees, volunteers, and agents from all causes of action, claims, and fees arising from its participation, except those arising from the City's sole negligence, and waive any right of recovery against the City for personal injury, death or other consequences occurring from participation in this activity. I agree that I have authority to enter into this agreement for the Applicant. I also agree I have read and agree to the conditions outlined in the "Selection Criteria and Booth Information" on the reverse side of this application.

COVID-19 WAIVER LANGUAGE - 1. I agree that I and/or persons in my family involved in any way in the Program will fully comply with all federal, state, county and City ordinances, codes, rules, regulations, executive and/or emergency orders, and to strictly follow the protocols as directed by the Centers for Disease Control and Prevention, the United States Department of Labor Division of Occupational Safety and/or the Washington State Department of Health Services, arising from, addressing, or related to COVID-19 and/or any other threats to public health. 2. agree that effective physical distancing and proper hygiene can be only be accomplished through personal responsibility and it is each person's individual duty to protect themselves, their families and the community, and doing so is the sole responsibility of myself, Participant (if other than me), the other participants, and the other parties involved in the Program, not the responsibility of the City. 3. By signing this agreement, I acknowledge the contagious nature of COVID-19 and the risk that my child or children and I may be exposed to or infected by COVID-19 by attending City of Auburn activities 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 City of Auburn activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City of Auburn employees, volunteers, and program participants and their families. 4. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that I or my child or children may experience or incur in connection with my child or children's attendance at City of Auburn activities or programming. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City of Auburn, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City of Auburn, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City of Auburn program.

Signature: _____ Date: _____

PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM BY MAY 24, 2024 TO:
Auburn Parks, Arts & Recreation Department – KidsDay • 910 9th Street SE • Auburn WA 98002
Fax 253-931-4005 • Email events@auburnwa.gov • For more information, call 253-931-3043