



Winterfest

2018 Lighted Christmas Parade & Celebration Vendor Participant Form

EVENT DETAILS:

- Thursday, December 6th, 2018
- All vendors are encouraged to have a holiday theme. Booth fee \$20 - College Place Farm Market Vendors - Free
- Your 10x10 booth will be assigned a location based upon space availability and receipt of your completed participation form.
- The City of College Place reserves the right to move or alter the vendor location, as needed, to accommodate any special circumstances.
- An email with a list of vendor participants and the assigned spaces will be sent no later than the Tuesday before the event. All details including line up, staging area, and timeline of events will be provided in the email.

VENDOR STAGING:

- Set up begins at 3:00 p.m. Booth should be open for business by 4:00 p.m.
- The vendor staging area is in the City Hall parking lot – same area as previously used as farmer’s market. (Actual booths may be located inside the fire station bay, depending upon weather conditions.)
- Vendors are expected to remain open until 8:00 p.m. –or- when fireworks show begins, *whichever is later*.

OTHER DETAILS:

- Be respectful of others and be mindful that this is intended to be a family oriented event to be enjoyed by all community members.
- Your booth may feature any Christmas theme/character EXCEPT Santa Claus. Santa will be arriving on the final parade float and will join festivities in the Fire Station after the parade.

EVENT PARTICIPATION FORM: Submit completed form to City Clerk at lnessl@cpwa.us or mail to 625 S. College Ave, College Place WA 99324

ALL INFORMATION REQUIRED - PLEASE PRINT CLEARLY:

Organization Name: _____

Primary Contact Name: _____

Primary Contact Phone: _____

Contact Phone During _____

Primary Contact Email: _____

Event: _____

Briefly describe your Booth & what you plan to offer:

By signing below applicant and all co-participants agree to indemnify and hold harmless the City of College Place, Washington, and all volunteers and/or sponsors from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the College Place Winterfest Event. Booth vendors assume all liability for their booth and associated participants. The applicant agrees to abide by all policies and rules, and all amended policies and rules for the event.

Signature of Primary Contact: _____ Date: _____