



# BIRCH BAY CHAMBER OF COMMERCE 2020 KITE FEST VENDOR APPLICATION

## Birch Bay Chamber of Commerce (BBCC)

- The Vendor Coordinator is assigned and responsible for all vendor communications for an event.
- No charge for registered non-profit organizations, as space allows.
- BBCC does not provide electricity, water nor individual garbage collection.
- BBCC does not provide tents, tables, or chairs.
- Port-a-Potties are provided.
- The BBCC will provide a dumpster at no additional charge.

## All Vendors

- **We Prefer no Duplications. An application will only be considered confirmed once all documents and payment has been received.**
- **All Vendors** booth rental fees are non-refundable for any reason, including an “Act of Nature”.
- **All Vendors** are required to secure their station (booth, tent, equipment) in such a way that any weather (wind, snow, rain, sunshine) occurrence will not affect the public, other vendors, attendees, nor workers. For Kite Festival – **NO VENDOR MAY STAKE THEIR TENT IN THE GROUND AT THE LIBRARY PROPERTY**
- **All Vendors** must be set up and be ready for business by the start of the event. The vendor coordinator will communicate set up times, and event hours before the event.
- **All Vendors** are to remove all their garbage at the end of each day of the event.
- **All Vendors** are responsible to keep their area clean and tidy at all times.
- **All Vendors** will remain on site and open for business during the entire event unless prior written arrangements are made with the Event Coordinator. Any early departures may affect vendors participating in future events.
- **All Vendors** booth locations will be assigned by the Vendor Coordinator, specific requests must be made prior to the event.
- **No Vendor** can drive on the grass at the Library property.
- **No vendor** can park at the Library Property location. Parking will be offsite for this event. If you need help with mobility to and from the event, please contact the Event Coordinator for assistance.

## Food Vendors

- **The Food Vendor** is responsible for electricity and water for their intended needs. BBCC, WCLS or FOBBL does not provide electricity for vendors.
- **The Food Vendor’s** equipment (generators, etc.) and location must be approved by the event chair/event coordinator.
- **Food Vendors** must provide the required insurance, health certificates and permits to the Health Department & BBCC no later than 4 weeks prior to the event.



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## ALL VENDORS MUST PROVIDE THE FOLLOWING DOCUMENTS

NO LATER THAN 4 WEEKS PRIOR TO THE EVENT:

- 1) **Certificate of Insurance** – The Certificate must name Whatcom County Library System & The Birch Bay Chamber of Commerce as an additional insured and meet the following criteria:
  - General Aggregate limits - \$2,000,000
  - Commercial General Liability Limits - \$1,000,000 per occurrence
  - Property Damage - \$300,000 CSL per occurrence
  - Whatcom County & BBCC must be named as additional insured using the following language:
    - **Whatcom County Library System, it's departments, elected and appointed officials, employees, agents & Volunteers are named as an additional insured; Whatcom County Library System, 5205 Northwest Drive, Bellingham, WA 98226**
    - **Birch Bay Chamber of Commerce, it's departments, elected and appointed officials, employees, agents & Volunteers are named as an additional insured; Birch Bay Chamber of Commerce, 7900 Birch Bay Drive, Birch Bay, WA 98230**

**All fees must be paid in full** no later than 4 weeks prior to the event.

An application **will not** be considered until all the following pieces are submitted, completely and correctly. No exceptions will be made.

- Signed Vendor Agreement**
- Payment**
  - **Cash is accepted 9am – 4pm daily at the BBCC**
  - **Credit card payments can be made in person at the BBCC, or over the phone (360) 371-5004**
  - **Checks made payable to The Birch Bay Chamber of Commerce can be mailed or dropped off at the BBCC.**
- Insurance COI**

**Please contact BBCC Event Coordinator with any questions:**

Danielle Gaughen 360.371.5004 or [events@birchbaychamber.com](mailto:events@birchbaychamber.com)



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**Kite Festival May 30<sup>th</sup> & 31<sup>st</sup> \*\*\*Application deadline April 10th**

**Please use separate Application for the following events:**

**Sand Sculpture Competition & Rollback Weekend July 18<sup>th</sup> & 19<sup>th</sup> \*\*\*Application Deadline May 29th**

**Discover Birch Bay Days – September 5<sup>th</sup> & 6<sup>th</sup> \*\*\*Application July 17th**

10x10 Booth Space # \_\_\_\_\_ x\$120 = \_\_\_\_\_ and is non-refundable.

**FOOD** Vendor Space # \_\_\_\_\_ x\$220 = \_\_\_\_\_ and is non-refundable.

\*\*Applications submitted after the deadlines listed above will be accepted as space & Whatcom County allows, for an additional \$30 processing fee.

\*\*Birch Bay Chamber of Commerce Members will receive a 10% discount on Vendor Fees.

\*\*Vendors who sign up **and pay** and submit **all documents** for all **three events** by April 10th will receive an additional \$5/event discount.

By signing below:

I, the undersigned and any other persons helping in my booth/concession, hereby agree to hold harmless the Birch Bay Chamber of Commerce, the City of Blaine, Whatcom County, The Friends of Birch Bay Library & Whatcom County Library Systems, their agents, or any other person, place or thing, fictitious or real, against any breakage, damage to goods, the weather, acts of God, illness, accident, theft, fire or any other claim I may make against any or all of the heretofore mentioned persons, places or things involved when participating in any Birch Bay Event. It is agreed I will collect and pay my own Washington State Sales Tax, if applicable, and I assume all liabilities while marketing my wares. If a food vendor, I will comply with Whatcom County health regulations.

<https://www.whatcomcounty.us/871/Temporary-Food>

We look forward to working with you! Please contact Danielle Gaughen @ BBCC at 360-371-5004.

I, \_\_\_\_\_ have read and agree to The Birch Bay Chamber of Commerce’s Vendor Policy.

Business \_\_\_\_\_ Phone \_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Contact Person \_\_\_\_\_

Other person (s) in Booth \_\_\_\_\_

Item(s) being sold/provided \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date