



# BIRCH BAY CHAMBER OF COMMERCE

## 2020 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.**
- **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.
- **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.

### Food Vendors

- **The Food Vendor** is responsible for electricity and water for their intended needs. BBCC 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:

**Please note this is the requirement of WHATCOM COUNTY**

NO LATER THAN 50 DAYS PRIOR TO THE EVENT:

- 1) **Certificate of Insurance** – The Certificate must name Whatcom County & 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
  - Product Liability Limits - \$1,000,000 CSL per occurrence
  - Property Damage - \$300,000 CSL per occurrence
  - Business Automobile Liability - \$500,000 CSL per occurrence (if vehicles are used for other than nominal and standard commute purposes)
  - Whatcom County & BBCC must be named as additional insured using the following language:
    - **Whatcom County, it's departments, elected and appointed officials, employees, agents & Volunteers are included as an additional insured; Whatcom Parks & Recreation Department, 3373 Mount Baker Highway, Bellingham, WA 98226**
    - **Birch Bay Chamber of Commerce, it's departments, elected and appointed officials, employees, agents & Volunteers are included as an additional insured; Birch Bay Chamber of Commerce, 7900 Birch Bay Drive, Birch Bay, WA 98230**
- 2) **Additional Insured Endorsement** (CG 20 26 or similar): *Must contain the above language.*
- 3) **Waiver of Subrogation/Transfer of Rights Endorsement** (CG 20 24 or similar): *Must contain the above language.*
- 4) **Primary & Noncontributory Endorsement** (CG 20 01 or similar): *Must contain the above language.*

**All fees must be paid in full** no later than 4 weeks prior to the event, and space will not be guaranteed until payment has been made.

An application **will not** be considered final 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**
- Additional Insured Endorsement**
- Waiver of Transfer of Rights Endorsement**
- Primary & Noncontributory Endorsement**

**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> - Please use separate Kite festival Application

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

Discover Birch Bay Days September 5th & 6<sup>th</sup> \*\*\*Application deadline 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, 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