



# BIRCH BAY CHAMBER OF COMMERCE 2022 EVENT VENDOR APPLICATION

The Birch Bay Chamber of Commerce Event Coordinator is responsible for all vendor communications for events.

Event Coordinator: Sacha Sanguinetti  
Office Phone: (360) 371-5004  
Mobile Phone: (785) 465-7058  
Email: [sacha@birchbaychamber.com](mailto:sacha@birchbaychamber.com)

## **Birch Bay Chamber of Commerce (BBCC)**

- BBCC and event partners do not provide electricity, water or individual garbage collection. A dumpster or roll-off container will be on-site for vendor use.
- BBCC does not provide tents, tables or chairs.
- Porta Potties are provided.
- BBCC will provide professional, licensed, on-site security overnights (when applicable).

## **Vendors**

- An application will only be considered confirmed once all documents are completed and payment has been received.
- We prefer no product or service duplications. Vendors are considered on a first-come-first-served basis.
- Vendor booth fees are non-refundable for any reason, including an act of nature.
- Vendors are required to secure their station (booth, tent, equipment) in such a way that any weather occurrence will not effect the public, other vendors, attendees or workers. **NO VENDOR MAY STAKE THEIR TENT IN THE GROUND.** Sand bags or other weighted objects are acceptable and encouraged.
- Vendors agree to be set up and ready for business at the published start time of the event.
- Vendors are to remove all garbage from their station/booth at the end of each day of the event. Vendors are responsible for keeping their area clean.
- Vendors agree to remain on-site and open for business during the entire event.
- Vendor booth locations will be assigned by the Event Coordinator. Specific requests must be made prior to the event.
- Parking or driving on grassy areas within the event is not permitted. This includes set-up and tear down.
- Due to space restrictions, parking for vendors will be off-site for events. If you need help with mobility to and from the event, please contact the Event Coordinator.

(continued...)



# BIRCH BAY CHAMBER OF COMMERCE

## 2022 EVENT VENDOR APPLICATION

### Food Vendors

- Food vendor is responsible for their own electricity and water. BBCC and their event partners do not provide these services.
- Insurance information, health certificates and permits must be submitted to BBCC no later than 4 weeks prior to the event.

### Required Documents

- Certificate of Insurance – The certificate must name Whatcom County Library System and The Birch Bay Chamber of Commerce as additional insured using the following verbiage:
  - *Birch Bay Chamber of Commerce, it's departments, elected and appointed officials, employees,. agents and volunteers are named as an additional insured; Birch Bay Chamber of Commerce, 7900 Birch Bay Drive, Blaine, WA 98230.*
  - *Whatcom County Library System, it's departments, elected and appointed officials, employees, agents and volunteers are named as an additional insured; Whatcom County Library System, 5205 Northwest Drive, Bellingham, WA 98226*

### Vendor Fees

All vendor fees must be paid in full with the submitted application a minimum of 4 weeks prior to the event. Only applications with the following will be considered:

- Completed and signed Vendor Application.
- Certificate of Insurance
- Payment
  - Cash is accepted at the BBCC office during regular business hours (9AM-3PM daily)
  - Credit/Debit card payments can be made in person at the BBCC or via phone (360) 371-5004
  - Checks made payable to the Birch Bay Chamber of Commerce can be delivered in person or mailed to:  
Birch Bay Chamber of Commerce  
4819 Alderson Rd. Unit 103  
Blaine, WA 98230



# BIRCH BAY CHAMBER OF COMMERCE 2022 EVENT VENDOR APPLICATION

Select 2022 event(s) in which you would like to participate as a vendor:

- Kite Festival – June 25 & 26 (*application deadline May 27, 2022*)
- Sand Sculpt./Rollback Weekend – July 30 & 31 (*application deadline July 1, 2022*)
- Discover Birch Bay Days – August 27 & 28 (*application deadline July 29, 2022*)

**10 x 10 Booth - \$50 per event**

**Food Vendor Booth - \$75 per event**

*\*\*Due to limited space, only one booth space will be allowed per application.*

*\*\*Booth fees are non-refundable. Sorry, no exceptions.*

*\*\*Applications received after the above deadlines will be considered as space allows for an additional \$20 processing fee.*

I, the undersigned, and all representatives of my booth, hereby agree to hold harmless the Birch Bay Chamber of Commerce, Whatcom County Library System, Friends of Birch Bay Library, City of Blaine and 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 Chamber of Commerce event. It is agreed that 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.

I, \_\_\_\_\_, have read and agree to this agreement.  
*(Print Name)*

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

Business Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* *City* *State* *Zip*

Primary Contact Person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Items and/or services being sold/provided \_\_\_\_\_

\_\_\_\_\_