



# 2023 City Block Party Vendor Application

Sunday, May 21<sup>st</sup> 1-6 PM  
College Avenue,  
Between 4<sup>th</sup> St. and Whitman Dr.

## Vendor Information

Name of Applicant / Primary Contact \_\_\_\_\_

Booth / Business Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Phone # \_\_\_\_\_ Phone on Event Day \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

State of WA UBI# (if applicable) \_\_\_\_\_

## Space Needed

*There are no booth fees for this event. Electricity is unavailable at this venue.*

10'x10' space     10'x20' space     Food Truck     Other \_\_\_\_\_

## Vendor Type

Food\*     Produce     Crafts     Non-Profit     Other \_\_\_\_\_

**\*Please include a copy of your Health Department Permit for this event.**

## Provide a description of your booth and what you plan to sell or do for activity:

If your participation relies on access to electricity and you are unable to provide your own power source, please reach out to the Events Coordinator: areid@cpwa.us

Please complete both pages of this form and submit via email to [areid@cpwa.us](mailto:areid@cpwa.us) or mail to:  
**City of College Place, 625 S. College Ave, College Place, WA. 99324**

# EVENT RULES AND REGULATIONS

- Set up can begin as early as 11:00 AM and MUST be complete no later than 12:45 PM. All vendor vehicles must be out of the event area and parked in a designated lot no later than 12:30 PM.
- Booth assignments will be made based upon the needs of the event. Returning vendors and CPFM Membership Vendors will receive first priority in considering space availability.
- Vendors must remain open for business during the entire 1:00 to 6:00 PM event time. No early breakdowns.
- Vendors are required to maintain their individual space in a clean, safe, and sanitary manner.  
Each vendor is responsible for keeping their booth space and display fixtures clean during the Event and for complete clean-up of their space at the close of the Event. This includes hauling away any trash that is generated in or around the booth and cleaning up any product debris left on the ground.
- All vendors who wish to erect canopies (highly recommended), including umbrellas, at the Event are required to have their canopies sufficiently and safely anchored to the ground with **a minimum of 25 lbs per leg**, from the time the canopy is put up to the time it is taken down. Vendors must supply their own weights. Any vendor unable to properly anchor their canopy will not be allowed to use the canopy.
- Walla Walla University restrooms will be open, see map for locations, and additional hand washing stations will be located in the vendor area.
- Detailed set up instructions will be provided the Friday before the event.

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*I hereby release and forever discharge the City of College Place, Washington, Walla Walla University, and all volunteers from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the College Place Spring Block Party. All of the aforementioned entities shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence, or neglect of the vendor, or any of their guests. Vendors assume all liability for both and products sold. By signing this application form applicant agrees to abide by all policies and rules, and all amended policies and rules for individual events, set forth in this application. Please check with the Walla Walla County Department of Health pertaining to prepared food regulations.*

*I hereby grant the City of College Place permission to publish my name, Business/Organization's name, and likeness in any City of College Place publication for promoting and advertising the event. I hereby grant permission to be photographed, voluntarily and without compensation, by the City of College Place, understanding that the same, along with my name, is intended for publication by print, television, video, motion picture, and social media.*

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

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OFFICE STAFF ONLY

Approved by Event Coordinator Y or N \_\_\_\_\_ Authorized Signature