



# 2024 Spring Block Party Vendor Application

Sunday, May 19<sup>th</sup> 1-6 PM  
College Avenue,  
Between 4<sup>th</sup> St. and Whitman Dr.

## VENDOR INFORMATION

Business/Organization Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone # : \_\_\_\_\_

Phone # on event day, if different: \_\_\_\_\_

U.B.I. # (Business License) \_\_\_\_\_  NA

\*You must have a valid business license in order to sell taxable items at Block Party

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

There is not electricity available at this venue. 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](mailto:areid@cpwa.us)

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

## VENDOR FEES

**Vendor Fees are due before May 17<sup>th</sup>, 2024**

Interested in selling at the College Place Farmers Market and becoming a CPFM Member Vendor?  
Reach out to the Market Manager at [cpfm@cpwa.us](mailto:cpfm@cpwa.us).

<b>Vendor Fee:</b>		
*CPFME MEMBER* Standard Booth (10' x 10')	<b>\$10.00</b>	<input type="checkbox"/>
*CPFME MEMBER* Oversized Booth (10' x 20')	<b>\$15.00</b>	<input type="checkbox"/>
Standard Booth (10' x 10')	<b>\$20.00</b>	<input type="checkbox"/>
Oversized Booth (10' x 20')	<b>\$30.00</b>	<input type="checkbox"/>
Non-Profit or Youth Vendor (10' x 10')	<b>\$5</b>	<input type="checkbox"/>
Non-Profit or Youth Vendor (10' x 20')	<b>\$10</b>	<input type="checkbox"/>
WWU Student Group (Provide school email)	<b>\$0</b>	<input type="checkbox"/>

## PAYMENT INFORMATION

**How would you like to pay?**

- Check Enclosed or Mailed (Payable to City of College Place)
- Email Invoice - Includes Online Payment Option
- Mail Invoice - Includes Online Payment Option
- Credit/Debit Card Via phone (Call 509-394-8510)
- Other:

*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 booth 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.*

I have read and agree to the Event Policies and Guidelines

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

# EVENT POLICIES AND GUIDELINES

## Set-Up

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. Best practice is to unload at your designated spot, park your vehicle, then set-up in order to avoid traffic congestion.

## Take-Down

Take down can begin at 6:00PM. Vendors must remain open for business during the entire 1:00 to 6:00 PM event time. No early breakdowns. Best practice is to break-down, then bring in your vehicle to load up to avoid traffic congestion.

## Booth Space

Booth assignments will be made based upon the needs of the event. Returning vendors and CPFM Member Vendors will receive first priority in considering space availability.

Vendors are required to maintain their individual space in a clean, safe, and sanitary manner. Each vendor is responsible for complete clean-up of their space at the close of the Event, including hauling away any trash that is generated in or around the booth and cleaning up any product debris left on the ground.

## Canopies

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.

## Amenities

Walla Walla University restrooms will be open, see map for locations, and additional hand washing stations will be located in the food vendor area.

Detailed set up and parking instructions and maps will be provided the Friday before the event.

## Alcohol

In partnership with Walla Walla University, Spring Block Party is an Alcohol-Free Event.

## Licenses and Permits

Vendors are responsible for obtaining their food handlers certification, business license, Health Department permits, ect. And should have copies with them at the event. Contact the Washington State Department of Health for food service related questions.