

**Chewelah Summerfest 2024  
Vendor Application Package  
August 3<sup>rd</sup>, 2024, 11am – 11pm  
Trading hours 11am – 7pm**



UBI\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*Mandatory by WA State department of revenue

Company Name: \_\_\_\_\_

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

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

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

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

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

Website: \_\_\_\_\_

**Product Information (See page 2 for category codes)**

Category Code: \_\_\_\_\_ Description: \_\_\_\_\_

Category Code: \_\_\_\_\_ Description: \_\_\_\_\_

Booth Space Request	
Mandatory Application Fee (\$20)	\$20
Registration for Standard 12' x 12' (\$40)	
Electricity (\$10)	
<b>TOTAL</b>	

*Sharing Booth with (see definition in application package):
Name: _____
Phone: _____
Email: _____
<small>*Each applicant must complete and submit their own application which will be adjudicated separately.</small>

**Please note that all applications will be reviewed upon submission, and payment of the Mandatory Application Fee does not guarantee acceptance into Summerfest 2024.**

I hereby certify that the information contained in this application is true and correct. I have read and agree to all of the terms and conditions included in the **Summerfest 2024 Application Package** and understand that failure to comply may result in the closure of my booth and forfeiture of any fees paid.

By signing this agreement, you, as a vendor, agree to hold the City of Chewelah and the Chamber of Commerce (as well as all staff and volunteers) free from any liability related to visiting, selling, or buying at the market and will not at any time hold the City of Chewelah or its Board of Directors and/or staff or volunteers responsible for any loss, damage, injury or illness incurred by you, or as a result of you selling at Summerfest 2024, or any liability created by your product or conduct. In order to participate at the market, vendors are required to obtain insurance covering the above-described liabilities and to name Summerfest 2024 as an additional insured under the policy carried to cover those liabilities.

By signing below, the applicant agrees that they have read and understood the **Rules and Regulations** of Summerfest 2024 and agrees to be bound thereby. The applicant further understands that Summerfest 2024 may terminate a vendor's participation at any time without a refund of fees paid.

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

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

## RULES AND REGULATIONS

Along with your application, please enclose a check for \$20, payable to Chewelah Festivals. These should be mailed to the Chewelah Chamber of Commerce at P.O. Box 94, Chewelah, WA 99109.

**CHECK-IN & SETUP:** Upon arrival, exhibitors must check in at the Booth Registration Desk in the Summerfest office before being escorted to the correct booth location. Check-in is available from 7am – 9.30am. Booth numbers and locations will be allocated after all vendors are finalized.

All unloading must be completed and vehicles out of the park by 10am and booths must be ready to open at 11am.

**Each canopy must have no less than 24lb weight anchoring each leg.**

**SHUT DOWN:** All artisans must remain set up in the park until 7pm and out of the park by 9pm, this does not include food vendors.

Limited standard and corner booths will be assigned on a first-come-first-served basis at the time of acceptance.

**MAIL OR EMAIL THE FOLLOWING TO:** Chewelah Chamber of Commerce, P.O. Box 94, Chewelah, WA 99109  
[info@chewelah.org](mailto:info@chewelah.org)

- Completed signed application form
- \$20 registration fee payable to Chewelah Festivals
- Booth fee required upon acceptance, by June 20<sup>th</sup>

**PHOTOS:** Please send a photo of your booth (where applicable) as well as some product images to [info@chewelah.org](mailto:info@chewelah.org)  
Photos must represent items for sale in your booth or you may be asked to remove them.

**CATEGORY CODES:** On the application, please use one of the following “Category Codes” and write a very short description of your wares. Artists must be in attendance at Summerfest.

01 – Paintings, Prints Drawings	08 – Wood, Furniture, Mirrors
02 – Photography	09 – Wearable/Fabric Art, Leather
03 – Basketry, Gourds	10 – Packaged Gourmet Foods
04 – Candles, Soaps, Body Therapy	11 - Glass
05 – Ceramics, Clay, Pottery, Tile	12 – Mixed Media
06 – Metal, Sculpture, Yard Art	13 - Other
07 - Jewelry	

**BOOTH SPACE/FEES:** If electricity is required, booth locations will be assigned on the availability of hook-ups. Generators are prohibited. **If you do not need power, please do not request it.**

No commission is charged on sales. There will be a \$50 returned check fee and if not resolved you will not be invited back.

### **BOOTH SHARING:**

A shared booth is one where each vendor has their own business license and UBI number. Please ensure both parties complete their application form and reference each other on the front page. Please note, the \$20 registration fee will split between those sharing.

**PACKAGED GOURMET FOOD VENDORS ONLY:**

Your application must include proof of FDA, USDA, or WSDA food processor license. Further, you are responsible for obtaining a Stevens County Temporary Food Service Permit covering the date of the event. If you have questions regarding this permit you should call the Stevens County Health Department – Environmental Health: (509) 684-2262. Their website is [www.netchd.org](http://www.netchd.org).

**Each vendor/business will be listed in the Summerfest Edition of the Independent.**

**Please note, animals in the park must be leashed at all times.**

**CONTACT INFORMATION**

If you have any questions, please email us at [info@chewelah.org](mailto:info@chewelah.org)

Mailing Address:

Chewelah Chamber of Commerce

P.O. Box 94

Chewelah, WA 99109

