

**VENDOR APPLICATION**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 UBI #: \_\_\_\_\_ Web site: \_\_\_\_\_

- Are you a returning vendor? \_\_\_\_\_
- What do you plan on exhibiting?  
 \_\_\_\_\_  
 \_\_\_\_\_
- What service or brand do you represent?  
 \_\_\_\_\_  
 \_\_\_\_\_
- What would you like your listing on the kitsapweddingexpo.com website to say about you?  
*Limited to 25 words.* \_\_\_\_\_  
 \_\_\_\_\_

**KITSAP WEDDING EXPO BOOTH FEES**

<u>Booth Size</u>	<u>Before 10/30/ 2018</u>		<u>After 11/1/2018</u>	
• 10' x 10' Booth:	<input type="checkbox"/>	\$295	<input type="checkbox"/>	\$325
• 10' x 10' Corner booth:	<input type="checkbox"/>	\$325	<input type="checkbox"/>	\$350
• 10' x 20' Booth:	<input type="checkbox"/>	\$495	<input type="checkbox"/>	\$550
• 10' x 20' Double booth (end cap):	<input type="checkbox"/>	\$595	<input type="checkbox"/>	\$650
			<b>Booth Space Total:</b>	<b>\$</b>
• I would like to add the booth package: 1 8' table, 2 padded chairs.			\$25	\$
			<b>Grand Total:</b>	<b>\$</b>

Power: Each booth is supplied with 3 110V outlets, a total of 5 Amps / 60 Watts.  
 Internet: The Kitsap Sun Pavilion has open Wi-Fi access at no charge.

### **RULES AND REGULATIONS – PLEASE SEE VENDOR PARTICIPANT AGREEMENT FOR FULL LISTING**

1. **Cancellations and Cleaning Fee**
  - a. 50% can be refunded if cancelled by Jan 1<sup>st</sup>. All cancellations after that date will not be refunded.
  - b. A cleaning fee of \$150 will be charged to any booth that leaves their space with excessive garbage or damages.
2. **Fire Marshall Rules:**
  - a. Vendors must comply with all Kitsap County Fire Marshall rules and regulations. Those can be found at:
  - b. All rugs must be taped down with PAINTERS OR GAFF TAPE! VENDORS USING DUCT OR SHIPPING TAPE WILL BE CHARGED FOR DAMAGES.
  - c. Fire inspection takes place at 9:00 am. Booths must be ready.
  - d. All table skirts must be table cloths and fire resistant/retardant. Plastic table cloths will not be allowed.
  - e. Linens will not be provided.
  - f. All tables are 8' long.
3. **Food Vendors / Samples:**
  - a. All vendors serving food or samples must follow Kitsap County Health Inspector rules and regulations.
  - b. An ABC fire extinguisher must be in your booth if you are using any type of heating or cooking appliance.
  - c. Heating may be done by sterno or electric – propane is not allowed.
  - d. Be prepared for a health inspection.
4. **Release of Liability and Damages**
  - a. The undersigned also hereby indemnify and hold harmless Sunny Jack Events and Kitsap County Event Center, employees, principles, officers and/or agents of, liable for any damages, private property, theft, loss or injuries occasioned using this occupancy by the undersigned, its employees or its representatives, of the premises of any building, sidewalk or parking lot on the premises. Insurance is required; \$1,000,000 policy covering loss and liability. Please provide a copy of your insurance with your contract.

I agree to all the terms and conditions above and listed in the Vendor Participant Agreement below:

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PAYMENT**

**Make checks out to Sunny Jack Events.**

**Please charge my card:**     Visa     MC     AMX    **Amount:** \_\_\_\_\_

**Card #** \_\_\_\_\_ **Exp Date** \_\_\_\_\_    **Security code:** \_\_\_\_\_

**Name on the Card:** \_\_\_\_\_    **Billing zip code:** \_\_\_\_\_

**I authorize Sunny Jack Events to charge my card for the above amount listed.**

**Signature:** \_\_\_\_\_

**Return this completed application with your full payment to:**  
**Sunny Jack Events: PO Box 2352 Silverdale, WA 98383 or Email:**  
[sunny@sunnyjackevents.com](mailto:sunny@sunnyjackevents.com)

### **VENDOR PARTICIPANT AGREEMENT – KEEP FOR YOUR RECORDS**

#### **Show Date and Time**

- February 2, 2019 10:00 AM – 4:00 PM

#### **Location**

- Kitsap Sun Pavilion at the Kitsap County Fairgrounds
- 1200 NW Fairgrounds Rd Bremerton, WA 98311
- <https://www.mapquest.com/us/wa/bremerton/98311-8504/1200-nw-fairgrounds-rd-kitsap-county-fairgrounds-47.632305,-122.662967>

#### **Move-In Hours**

- February 1<sup>st</sup> 3PM to 8 PM
- February 2<sup>nd</sup> 7AM to 9AM
- ALL booths must be set-up by 9:30AM on day of show.

#### **Fashion Show Times**

- Noon and 2PM
- If you are interested in participating in the fashion show, please contact Sunny at [sunny@sunnyjackevents.com](mailto:sunny@sunnyjackevents.com)

#### **Move-Out**

- 4:00 p.m. to 7:00 p.m. February 2, 2019

#### **Tickets**

- \$8 per person
- \$5 Military Active, dependents and retired
- Youth 16 and under- free
- 2 Exhibitor passes will be supplied for every 10' x 10' booth purchased.
- Brides / Grooms are encouraged to "pre-register". Pre-registration offers a ticket discount, free bag at entry as well as other items in their bag. If you would like to be included in the gift bag, please contact Sunny Saunders at [sunny@sunnyjackevents.com](mailto:sunny@sunnyjackevents.com). All items included must be tangible and has a \$50 administration handling fee. 500 items are required.

#### **Show Produced / Managed**

- Sunny Jack Events
- PO Box 2352 Silverdale, WA 98383
- Email: [sunny@sunnyjackevents.com](mailto:sunny@sunnyjackevents.com)
- 360-710-0387

#### **Cancellations and Cleaning Fee**

- Cancellation: 50% will be refunded if cancelled by Jan 1<sup>st</sup>. All cancellations after that date will not be refunded.
- A cleaning fee of \$150 will be charged to any booth that leaves their space with excessive garbage or damages.
- Damages include the use of un-approved tape for floor. The ONLY approved floor tape is "painters' tape".

#### **Booth Categories and Placement**

- Sunny Jack Events reserves the right to locate booths in space available.
- No specific booth location is guaranteed.
- Sunny Jack Events will make every attempt to not place vendors next to a competing product.
- We try to limit each business category for our vendors, but, we reserve the right to book vendor space as we see fit. No exclusivity per category is guaranteed.

### Fire Code & Health Inspection

- All vendors are responsible for following all Kitsap County Fair and Health codes.
- Items to be aware of:
  - All vendors serving food or samples must follow Kitsap County Health Inspector rules and regulations.
  - All food booth with any heat source must have a Type ABC fire extinguisher on-site.
  - No grease laden vapor cooking is allowed.
  - Heating may be done by sterno or electric – propane is not allowed.
  - All rugs must be taped down with painters' tape.
  - No canopies over the size of 400 Square Feet are allowed.
  - All table cloths must be either fire retardant or taped under the table. Approved table skirts are allowed.
  - All hanging curtains must be fire resistant or retardant.
  - Lit candles are not allowed.

### Food

- Crazy Eric's will be open for lunch business.
- Sunny Jack Events will provide a continental breakfast at no charge to vendors only.

### Both Items

- Pipe and drape colors are maroon / deep red. Side walls are 3' and back walls are 8'.
- Tables, chairs and linens must be supplied by exhibitor, unless selected in the application.
- Each booth is supplied is 3 outlets at 5 Amps each.
- Wireless internet is supplied at no cost.
- Bring your own carts!
- For extra electrical please call 360-710-0387.

### Parking and Unloading

- All parking for vendors and public is free of charge
- There is plenty of parking with load in doors in all four corners of the event center as well as 2 roll up doors for extra large pieces.
- Please call for limousines and carriages load-in.

### Sublet and Combined Exhibits

- Exhibitors are not allowed to sublet or combine any portion of their exhibit space without written approval from show management.

### Dispensing of Advertising Materials

- No exhibitor will be allowed to distribute literature or merchandise outside their exhibit area. Exhibitors may only display signs and dispense literature and advertising materials pertaining to their contracted business and service.
- Show Management will remove signs, literature, and business cards of businesses or persons not contracted with the show and may eliminate the offending exhibitor from future shows.
- Prize/ raffle boxes not directly affiliated with an exhibitor are not allowed.

### Occupancy of Booth Space

- Your exhibit space must be staffed during advertised show times. Only the exhibitor's goods and services contracted with the show can be exhibited in the booth space. No non-contracted service or business can be represented in your booth space.

### Early Dismantle of Exhibit

- Exhibitors who begin to tear down before 4:00 pm Saturday may be eliminated from future shows.