



Habitat Takes Flight Vendor Application

September 12, 2015



Vendor Name: _____

Contact Name: _____

Address _____

City, State & Zip _____

Day Phone: _____ Evening Phone: _____

eMail Address: _____ Website: _____

For Profit Vendor \$75

- Food Vendor
- Game or Other Concession
- Merchandise Vendor
- Informational (Brochure/Demonstration)

Non-Profit Vendor \$50

- Food Vendor
- Game or Other Concession
- Merchandise Vendor
- Informational (Brochure/Demonstration)

Port Tenant \$25

- Food Vendor
- Game or Other Concession
- Merchandise Vendor
- Informational (Brochure/Demonstration)

Power Hook-up \$25 (please complete the Electrical Application & return with this application)

_____ Total Number of Spaces Requested

Please describe your booth and what you will be selling, displaying or demonstrating in detail. Please include how food dishes will be prepared and served (for variety determination). List any special features of your exhibit.

Vendors are responsible for all tables, chairs, awnings, etc. All vendor spaces are 10' x 10'. If you require more than one space, please specify and enclose the appropriate amount. Commercial and corporate sponsorships are encouraged, please see Sponsor Application form for details and benefits of becoming a sponsor.

If accepted, the vendor signifies that they have read and agree to abiding by the Habitat Takes Flight guidelines included in the application packet.

Disclaimer: The undersigned hereby assumes all responsibility of loss or damage to person or property arising from Habitat Takes Flight and agrees to hold harmless Habitat for Humanity of Mason County, the Port of Shelton, the owners of event sites, other participants and sponsors of the Habitat Takes Flight event.

Signature: _____ Date: _____

Printed Name: _____ Amount Enclosed: \$ _____

Please submit your electrical application with your vendor application via email to info@habitatmasonwa.org or mail application and payment to:

Habitat for Humanity of Mason County
 Attn: Habitat takes Flight
 PO Box 1549
 Shelton WA 98584

Contact Information:
 360-426-8134 info@habitatmasonwa.org
info@habitatmasonwa.org
www.habitattakesflight.com



To pay by credit card, please call 360426-8134 ext 206 or stop by the office located at 1826 Olympic Highway North, Shelton WA 98584



Habitat Takes Flight Electrical Application

September 12, 2015



Vendor Name: _____

Contact Name: _____

Day Phone: _____ Evening Phone: _____

eMail Address: _____

Please provide us the following information so that we insure safe and adequate power for all vendors. Electrical requirements must be identified in advance. Please complete the information below for each item in your vendor space that will require electricity.

A \$25 electrical fee will be added to your booth fee.

Amperage and Wattage: Some devices may have one or the other, while some may list both amperage and wattage. Please provide as much information as you can. Also be sure to include an y letter designations (e.g. MA, KW or W).

Vendors are required to bring their own extension cords and may require up to 200 feet. Please note, ALL extension cords must be grounded.

Description (please provide a brief description of electrical devices requiring power.	Amperage	Wattage

Signature: _____ Date: _____

Printed Name: _____ Amount Enclosed: \$ _____

Please submit your electrical application with your vendor application via email to info@habitatmasonwa.org or mail application and payment to:

Habitat for Humanity of Mason County
Attn: Habitat takes Flight
PO Box 1549
Shelton WA 98584

Contact Information:
360-426-8134 info@habitatmasonwa.org
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Habitat Takes Flight Guidelines

September 12, 2015



Vendor Name: _____ Contact Name: _____
Day Phone: _____ Evening Phone: _____

1. Each vendor and exhibitor must submit an application by August 22nd, 2015. Late applications will be considered on a space-available basis *and will be assessed a \$25.00 late processing fee.*
2. Submittal of an application does not guarantee a space at the "Habitat takes Flight" event. The most diverse collection of vendors and exhibitors will be selected to enhance the theme and to assure that the 'Habitat takes Flight' remains a family oriented, non-political event.
3. **Raffles and solicitations are not allowed at "Habitat takes Flight." Violators will be considered a vendor and assessed fees as outlined in number 14.**
4. Vendors must be open to the public from **9:00 a.m. to 6:00 p.m.** All booths and exhibits must be set up and ready for business by **8:45 a.m.** on 'Habitat takes Flight' Saturday and dismantled by **7:00 p.m.**
5. No vehicles may be driven onto the festival area during festival hours (**9:00 a.m.–6:00 p.m.**). Groups selling out early must wait until 6:00 p.m. to remove equipment.
6. Power is available to vendors on a limited basis. Generators or propane are recommended for cooking requirements of food vendors. If you have power requirements you must return the enclosed **Electrical Application Request Form.**
7. Participants must provide a certificate of insurance naming Habitat for Humanity of Mason County and "Habitat takes Flight" as additional insured.
8. Each vendor is required by the Mason County Fire Marshall to provide a fire extinguisher their booth area.
9. Booth spaces are 10 feet wide. This includes all storage space, support devices, weights, etc. used to stabilize your booth. If more than one space is needed, please specify and include the appropriate fees.
10. Vendors and exhibitors must provide their own equipment-including chairs, tables, signs for booth identification and prices, and power cords.
11. Vendors and exhibitors are responsible for removing all debris and cleaning their booth area after the festival. Dumpsters will be provided.
12. **Habitat for Humanity of Mason County has exclusive rights to sell all beer, wine, and alcoholic beverages. Vendors may sell non-alcoholic beverages with their main sales items.**
13. **Habitat for Humanity of Mason County has exclusive rights to sell all souvenir items at "Habitat takes Flight."**
14. **All vendors, except sponsors who are covered under a separate fee schedule, are required to pay the Habitat for Humanity of Mason County \$75 per booth fee for the for-profit vendors, a \$50 per booth fee for non-profit vendors and a \$35 per booth fee for existing port tenants.** Vendor space fees must accompany their application. (Fee will be refunded if vendor or exhibit is rejected). Plus any Electrical fees and Late Processing fees.
15. **Each vendor is responsible for obtaining his or her own food handling and sanitary inspection permits from the Mason County Department of Health Services. Contact them for requirements (360) 427-9670. If your booth is shut down by the Mason County Health Dept. the booth fee is not refundable.**

Signature: _____ Date: _____
Printed Name: _____