



3rd Annual Sustainable West Seattle Festival
in conjunction with DNDA's Delridge Days
June 5th, 2010 - 1pm to 5pm - Delridge Community Center
4501 Delridge Way SW, 98106



EXHIBITOR APPLICATION

Application Deadline is May 15th, 2010

Exhibitor/Organization Name _____

Phone _____

Email _____

Exhibitor Type

☐ Business - 50\$

☐ Non-Profit/Municipal - 25\$

Table Use

☐ Table (3x6 ft) - (Table comes with your exhibitor fee)

Tent Rental

☐ Tent Rental - 100\$ (Check here if you would like to rent a table under a tent. You are welcome and encouraged to bring your own canopy otherwise.)

The emphasis of the Festival is to create a highly active and interactive atmosphere. Please briefly describe any give-aways, demos, classes, displays or workshops that you will be offering in your exhibit space. These will be advertised on our Festival website and in the Festival Program:

If your exhibit has any special requirements, please describe them here:

I have read, understand, and agree to comply with the conditions and policies outlined on the back of this application form. I understand that this application and payment does not guarantee inclusion in the 2010 Festival. We reserve the right to deny tabling space to anyone.

Signature _____

Name (please print) _____

Date _____

Please return your completed, signed application with payment of fees before **May 15th** to:

Festival Exhibitor Application, PO Box 16251, Seattle WA 98116-0251
Make checks payable to "Delridge Neighborhood Development Association (DNDA)"

Questions? Please contact Christina Hahs at 206.307.4860, or festival@sustainablewestseattle.org

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EXHIBITOR INFORMATION & POLICIES

Qualification - Exhibitor applications will be evaluated on a case-by-case basis in order to have as balanced and wide a range of exhibitors possible. We will do everything possible to get your exhibit into our Festival! All Sponsors at the \$200 level or higher are invited to have a Table display at the Festival.

Safety is Priority #1 - Families with small children will be present, so make sure your exhibit area, display materials, demonstrations and activities are kid-safe.

Security - You are solely responsible for the safety and protection of your exhibits, displays and materials at all times. Sustainable West Seattle, DNDA and Seattle Parks disclaim all liability for any damaged, lost or stolen items.

Sales - The main purpose of the Festival is to provide information to individuals regarding sustainable businesses and community organizations in Puget Sound. We strive to provide all attendees with a relaxed atmosphere, free from unwanted sales-pitches. If you would like to sell items or subscriptions at the Festival, you will first need to clear those sales with the Festival Planning Committee. No unauthorized sales will be permitted, and exhibitors making unauthorized sales will be asked to leave. In addition, the Parks Department requires a fee for 10% of gross sales in exchange for allowing sales to occur on Parks property. You will need to make arrangements with Parks regarding payment of the fee. A contact for the Parks Department will be provided after approval. **If you would like to gain approval for sales, please contact Christina Hahs at christina.hahs@gmail.com.** You are welcome to offer samples, to sign up people for later contact, or to make arrangements for money exchange at another time, without approval of the committee.

Load-in - You will be given your space location prior to the event and specific instructions about Load-in and Tear-down will be provided at that time. Please check at the Festival information booth if you have any questions. You may begin setting up as early as **11am** on the day of the event. Please allow enough time to complete your setup no later than **12:30pm**.

Tear-down - The Festival ends at **5pm**, and exhibits may be removed **ONLY** after that time. You are solely responsible for removing your exhibit, displays, materials, and cleaning up your area. Please remove your vehicle from the loading area as quickly as possible so others may get in and out.

Electrical Power - There is limited electrical capacity available on the grounds of the Delridge Community Center. If you would like to use electricity during the Festival, please indicate it on your application. The Festival Coordinator will contact you to discuss your electrical needs. We can not guarantee that you will be provided with electrical power during the Festival.

Trash Removal/Clean-up - You are responsible for disposing of all trash at your booth. There will be compost, recycling, and trash stations available. Please pitch in to help keep the area clean and safe.

Restrooms/Water - There will be Porta-potties available, as well as flush toilets inside the community center. Drinking water will also be made available during the Festival.

Driving Directions - The Festival is at the Delridge Community Center, on Delridge Way between Genessee Street and Alaska Street. Take the West Seattle Bridge (South) exit towards Delridge Way. Drive three blocks and take a right (West) onto SW Genessee Street. The Delridge Community Center will be located South of Genessee. Plan on parking on Genessee Street or 26th Avenue, as parking will be limited at the Community Center.

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