



Presents



**The Tri-Cities 4<sup>th</sup> of July Celebration! . . . . . Monday, July 4<sup>th</sup>, 2016**

HAPO presents **River of Fire** it will once again be held in Columbia Park, Kennewick, And will run from 12:00 noon until the Fireworks ends.

**Non-Food Vendor Rules and Application.**

***This is a great opportunity to promote your business at a well recognized and fun event!***

Last year was a great success; we added new stages for country/rock music and expanded the activities in the **Title Sponsor** Kid's Area. We worked hard to organize and promote the event effectively. River of Fire is the largest fireworks display in Tri Cities. We expect this year to be even bigger and better.

In order to participate in the 2016 River of Fire presented by HAPO Credit Union, you must fill out the enclosed form and send your **\$250.00 Registration Fee** to the address below. Set-up can begin any time after 2pm on July 3<sup>rd</sup>. **Note;** Security is minimal the night of the 3<sup>rd</sup>, so item left in the park are at your own risk. Set up needs to be completed at 11 am Monday July 4<sup>th</sup>, no exceptions. Event activities begin at Noon.

There will be NO exclusivity this year on any items sold by vendors at the park. Please note that we will be restricting certain vending items based on the current number of vendors already registered. This event is on a first come first serve basis, we will restrict certain classes of items depending on spot availability and item availability in the park. For example, if you are selling candles, we will only accept one other vendor with similar items and you will not placed close to this other vendor if at all possible.

Vendors are responsible for their booths (set up and removal, as well as maintaining a clean booth). Vendors are expected to be ready to sell products beginning at Noon on the 4<sup>th</sup> and extending until the Fireworks begin.

Peddling items away from your vending booth is acceptable under a few rules.

- Peddlers must check in at the Information Booth before they can sell any items, you will be given a vest.
- Peddlers must wear this peddling vest provided by the event, this vest must be worn on your person, and anyone caught without a vest selling anything will be removed immediately.
- Peddlers that do not have a push cart must keep their vest on at all times during the event.
- Peddlers may NOT use any form of motorized unit to push their carts.

Cancellations will be accepted until Monday June 20<sup>th</sup>, after which only under extreme circumstances may the refund be issued.

**\*\*Under NO circumstances are vendors allowed to move or touch another vendor's items, booth or unit. Anyone who cannot follow this rule WILL be removed immediately from the event without a refund.\*\***

**Application Deadline:** All applicants must submit a **COMPLETED** application and the required fees by **Friday June 3<sup>rd</sup>, 2016**. The fee for this year will be **\$250.00**. There will be an additional **\$50** added for any applications submitted after June 17<sup>th</sup> 2016.

**Business License:** We will include you on our Event Temporary Kennewick Business License for the festival.

**Sales Tax:** Applicants are responsible for all sales taxes (State and local).

**Set-up:** Set-up can begin any time after 2pm on July 3<sup>rd</sup>. **Note;** Security is minimal the night of the 3<sup>rd</sup>, so items left in the park are at your own risk. Set up needs to be completed at 11 am Monday July 4<sup>th</sup>, no exceptions.

**Attending Staff:** Each vendor will be given **three event parking passes**. If you need more they can be purchased for \$5 each if requested by June 1<sup>st</sup>. After that date passes will need to be purchased at the date for \$8 per car load.

**Insurance Verbiage:** Townsquare Media – Tri Cities, Townsquare Media Live Events, City of Kennewick and the Tri-City Regional Chamber of Commerce officers, directors, elected officials, agents, contractors and employees of the organization listed before are added as additional insured.



# River of Fire – Non-Food Vendor Application

July 4, 2015 – Columbia Park, Kennewick, WA

**APPLICATION DEADLINE: June 4, 2016**

**All applications MUST BE COMPLETE at the time of submission with the following:**

- \_\_\_\_\_ Application
- \_\_\_\_\_ \$250.00 Non-Food Vendor Fee
- Additional \$50 will be added to applications submitted after June 17<sup>th</sup>.

**Business/Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_@\_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**UBI #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Products to be sold at River of Fire:** *(Please list all items, attach additional sheet if needed.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Staff or Booth workers:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



## River of Fire – Non-Food Vendor Application

Applications continued . . .

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### APPLICATION AGREEMENT CHECKLIST:

Please read the following and initial each item after completed and sign below and return with vendor fee.

1. \_\_\_\_ Read rules and complete the application (pages 2 & 3) and sign below.
2. \_\_\_\_ Enclosed Check or attached Credit Card Form for the Vendor's fee to reserve space.
3. \_\_\_\_ Proof of Insurance by certificate with additionally insured listed.
4. \_\_\_\_ Retain a copy of **Non-Food Vendor Rules and Application** for your records.

In signing this agreement, Applicant has read and understands the Rules, and agrees to abide by them throughout the 2016 River of Fire Festival.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Title:** \_\_\_\_\_

***Don't Forget the Application Deadline is June 4, 2016***

*However, vendors are accepted on a first come first serve basis by type of product sold.*

If paying by Credit Card please fill out the attached form and send with application.

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### **Make checks Payable to: Townsquare Media – Tri-Cities**

**If Mailing Registration Forms and Fees to:**

**River of Fire 2016 Non-Food Vendor  
Townsquare Media \_ Tri-Cities  
2621 West A Street, Pasco, WA 99301**

**If Emailing:** [alholman@townsquaremedia.com](mailto:alholman@townsquaremedia.com)

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# Having trouble with your insurance provider about event insurance?

We have collected a few informational tools for vendors to use if they are having trouble with their insurance.

Troubles include:

**\*\*Rates to high**

**\*\*Payment to high**

**\*\*No insurance coverage ordered yet**

**\*\* Insurance will not cover all parties.**

If you're having an issue please contact one or all of these insurance providers and get a quote for your personal booth, they often will have deals for a 1 to 3 day event insurance, prices vary depending on your booth and needed coverage.

One day event policies are certainly going to be cheaper but they are, as it states, only in use for one day only, after this specific date the insurance coverage will be void, and new coverage will need to be purchased for future events.

- Act Insurance: <https://www.actinsurance.com/>
- K and K Insurance: <https://www.kandkinsurance.com/ConcessionairesExhibitorsVendors/Pages/Concessionaires-Exhibitors-Vendors.aspx>
- Flip Insurance (Food Liability Insurance Program): <https://www.flipprogram.com/concessions-insurance>
- Event Insurance Now: <http://www.eventinsurancenow.com/>
- RV Nuccio & Associates: <http://www.rvnuccio.com/vendor-insurance.html>
- Nationwide Insurance: <https://www.nationwide.com/general-liability-exhibitor-vendor-hb.jsp>

This is the specific insurance verbiage is required by our event, be sure to ask about adding this line to the coverage as it can affect the final total.

**River of Fire 2016 Insurance Verbiage:** Townsquare Media – Tri Cities, Townsquare Media Live Events, City of Kennewick and the Tri-City Regional Chamber of Commerce officers, directors, elected officials, agents, contractors and employees of the organization listed before are added as additional insured.

**\*\*Townsquare Media is not an agent for any insurance company; this information is provided solely as a resource.\*\***