



## **CRAFT/MISCELLANEOUS VENDOR APPLICATION**

MOXEE HOP FESTIVAL 2024  
THURSDAY, FRIDAY AND SATURDAY AUGUST 1<sup>ST</sup>, 2<sup>ND</sup> & 3<sup>RD</sup>

To All Craft/Miscellaneous Vendors: The East Valley Community Enhancement Association (EVCEA) is accepting applications for **Craft/Miscellaneous Vendors** for Moxee Hop Festival. The event will be held at Moxee City Park off Rivard Rd. and Hwy. 24 in Moxee WA. The event draws 7,000 to 10,000+ attendees each year.

**Please read the enclosed information carefully. Fill out the application completely and return it along with your deposit or full registration fee and Certificate of Liability Insurance listing EVCEA/Moxee Hop Festival and the City of Moxee as "Additional Insured" to the Craft/Misc. Vendor Chair as quickly as possible, no later than Friday, July 19<sup>th</sup>, 2024 please mail to P.O. Box 754, Moxee, WA 98936.** For more information, please contact **LeeAnn Mulhair, 509-834-0116 or leeanmulhair@gmail.com.**

### 2024 MOXEE HOP FESTIVAL PARK HOURS:

**Your booth MUST be open on Thursday, the first day of the festival.**

- Thursday, August 1st: 5 p.m. to 10 p.m. *\*you can stop selling at your booth at 9 or you may stay open later*
- Friday, August 2nd: 4 p.m. to Midnight
- Saturday, August 3rd: \*7 a.m. to Midnight *\*You do not have to be open at 7, there will be a pancake breakfast and fun run early Saturday morning. Parade begins at 10am. (BEER GARDEN 12PM TO MIDNIGHT)*

Please pay attention to the "moving vehicle" verbiage. You may still enter and exit to replenish your booth space you will just need to walk items into the park or use another way to transport items by foot only, during festival hours.

\*Moxee City Park is now completely fenced in for safety of our attendees and vendors, so entering and exiting the park grounds for load in and load out will need urgent attention and will be in one designated area. **NO MOVING VEHICLES** will be allowed on the grounds during festival hours. **THE ONLY TIME MOVING VEHICLES WILL BE ALLOWED IN THE PARK, AFTER INITIAL SET UP ON THURSDAY, ARE AS FOLLOWS:**

- Thursday, August 1<sup>ST</sup>: **BEFORE 2:00pm** = (this is initial set up day)
- Thursday, August 1<sup>ST</sup>: **(After midnight this will actually be Friday morning) until Friday, August 2<sup>nd</sup> at 2:30pm**
- Friday night August 2<sup>ND</sup>: **(This will be actually Sat. morning) August 3<sup>RD</sup> from 1:30am until 10:00am**
- Saturday night August 3<sup>RD</sup>: **(This will actually be Sun. morning) August 4<sup>TH</sup> 1:30am through Sunday for cleanup**

### **IMPORTANT RULES AND GUIDELINES FOR CRAFT/MISCELLANEOUS VENDORS:**

- Booths must be fully set-up no later than 2:00 p.m. on Thursday, August 1<sup>ST</sup> (the beer garden will open at 5:00 p.m.) and all moving vehicles must be out of the park by 2:30 p.m. Vendors may start selling as soon as they are ready. **Absolutely NO moving vehicles, (only emergency vehicles), will be allowed in the park during open hours, in accordance with the Moxee Law Enforcement and City of Moxee.** You may close your booth at any time *if you absolutely need to.* **In case of an emergency please contact any of the emergency or police personnel, Chief Jeff Burkett with Moxee Police Department or on-site EVCEA/Moxee Hop Festival team members. There are no exceptions to this rule!**
- **NOTE:** "Kids Games" close at dark; there is no lighting in this area. You may want to consider closing at that time too or at least consider that your sales may be much less.
- Limited space is available so new vendors will be selected on a first come basis as well as the products to be sold. As always, returning vendors will be considered first. Please remember that you are limited to selling only the items that are listed on your application. This not only gives Moxee Hop Festival attendees a good variety but also a better opportunity of profit for our valued vendors. EVCEA reserves the right to accept or reject any applicant and/or their choice of items for sale.

- All vendors will agree that there will not be any vulgar, offensive, or obscene material displayed, exhibited, presented or offered for sale at Moxee Hop Festival. This includes any items that may cause unreasonable annoyance or possible injury. (Examples including but not limited to: potato guns, silly string, water balloons, fake cigarettes or guns of any type). EVCEA reserves the right to ask any vendor to remove these items or even your booth could be closed immediately.
- All permanent booths, trailers, etc., must meet State Electrical Code requirements, and must have been inspected and display a current seal from the Department of Labor and Industries.
- All vendors are **required** to have their Certificate of Liability Insurance, copies of these documents must be included with your application. The City of Moxee and the EVCEA must be listed as “additional insured”. **Vendors will not be allowed in the park** if we have not received or you do not have with you these documents.
- Vendors are expected to comply with all applicable rules regarding the collection and payment of Washington State sales tax and any local taxes or fees.
- Please contact our Craft/Miscellaneous Vendor Chair with any additional questions you have, prior to the event.
- For your convenience, bags of ice will be available in the park all 3 days and **may be purchased at the Vendor Check-In Booth**.
- **Any non-food vendor** will be restricted to only one prepackaged food or drink item and will not price that item less than the food vendors’ prices.
- After careful consideration the Hop Festival Site Plan Manager will assign each vendor a space/location. One space is 10 x 10 ft, if you need additional space, please request immediately.

To apply, fill out the application form completely and return it with your deposit or full registration fee, 2 copies of your Certificate of Liability Insurance with the City of Moxee and EVCEA listed as “Additional Insured” and a complete listing of your items to sell and prices by Friday, July 19<sup>th</sup>, 2024.

*No percentage of sales will be taken.*

YOUR BOOTH MUST ALSO BE OPEN THURSDAY, AUGUST 1<sup>ST</sup>

**☐ NON-REFUNDABLE \$25 DEPOSIT MUST BE SUBMITTED TO RESERVE SPACE**

☐ Full Registration fee \$75.00 for first space (Unless told otherwise - some spaces vary)

☐ \$50.00 for each additional space

☐ \$25.00 Additional ONLY if you MUST have access to minimal power, **15 AMPS MAX.** \* OR, PLEASE PLAN TO BRING YOUR OWN GENERATOR FOR ADDITIONAL POWER, IF NEEDED

☐ Late Registration fee \$100.00 after Friday, July 19<sup>th</sup>, 2024

**☐ YOU WILL BE RESPONSIBLE FOR SECURING YOUR OWN LIABILITY INSURANCE FOR CRAFT/MISCELLANEOUS VENDORS. This is the additional insurance that will need the CITY OF MOXEE AND EVCEA both listed as additional insureds.**

**FULL BOOTH PAYMENT MUST BE PAID ON-SITE, UPON CHECK IN  
SOME SPACES MUST BE AVAILABLE/OPEN ALL 3 DAYS**

*If for some reason you are not accepted at the Moxee Hop Festival, fees will be refunded.*

**Craft/Miscellaneous Chair Contact Information:** LeeAnn Mulhair

**Questions?** Please contact LeeAnn Mulhair at 509-834-0116, or email [leeannmulhair@gmail.com](mailto:leeannmulhair@gmail.com)

**Please return all completed registration forms and fees to:**

**EVCEA Craft/Miscellaneous Chair – LeeAnn Mulhair  
P.O. Box 754 \* Moxee, WA 98936**

**Questions?** Please contact LeeAnn Mulhair at 509-834-0116, or email [leeannmulhair@ymail.com](mailto:leeannmulhair@ymail.com)

**MOXEE HOP FESTIVAL 2024 CRAFT/MISCELLANEOUS VENDOR APPLICATION**

\_\_\_\_ Yes, I/We will be participating in the 2024 Moxee Hop Festival, August 1<sup>ST</sup>, 2<sup>ND</sup> and 3<sup>RD</sup>. **I/We have included a copy of the menu, prices, permits and Certificate of Liability Insurance listing City of Moxee and EVCEA as “Additional Insured”**. All items need to be approved by EVCEA.

My item(s) for sale are (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of booth or trailer: \_\_\_\_\_ Commercial \_\_\_\_\_ Constructed

Please describe the size and shape of your booth or trailer:

\_\_\_\_\_  
\_\_\_\_\_

**For an additional \$25 (UP TO 15 amps only of power provided - all additional power must be provided by vendor)**

**Do you need electricity:** \_\_\_\_\_ Yes \_\_\_\_\_ No *(Please be very specific, may determine location.)*

Electrical requirements: \_\_\_\_\_ Amps **(a maximum of 15 amps provided, if needed, for a \$25 additional fee)**

Do you have a generator? \_\_\_\_\_ Yes \_\_\_\_\_ No

Electrical cords are not provided, be sure that your extension/power cords are in good condition and are LONG enough to reach the limited power supply provided.

You must provide your own tables, awnings, chairs, night lighting, and change. **I/We HAVE READ AND AGREE TO ALL THE REQUIREMENTS LISTED IN THIS CONTRACT.** In consideration of the acceptance of this application, applicant agrees to save and hold harmless the East Valley Community Enhancement Association (EVCEA) and the City of Moxee from any loss or damage to persons or property caused by operation of applicant’s unit with Moxee Hop Festival activities, and further agrees to defend said association from any claims for such damages.

Name of Business/Organization and Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Please indicate which one is the best to reach you! Email: \_\_\_\_\_

Print your name: \_\_\_\_\_

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

\_\_\_\_\_ **\$25 NON-REFUNDABLE DESPOSIT TO RESERVE SPACE**  
\_\_\_\_\_ **\$75.00 Full Registration Fee** \_\_\_\_\_ **\$50.00 Additional Space Fee** \_\_\_\_\_ **\$100.00 Late Registration Fee**  
\_\_\_\_\_ **\$25.00 Additional - - ONLY if you need up to 15 amps maximum of power**

Please return application with appropriate fee and copy of liability insurance. **FULL BOOTH PAYMENT MUST BE PAID ON-SITE, UPON CHECK IN.** *Fees will be refunded if application is not accepted.*