



## CRAFT/MISCELLANEOUS VENDOR APPLICATION

MOXEE HOP FESTIVAL 2023  
THURSDAY, FRIDAY AND SATURDAY AUGUST 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</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 Vendor Chair, no later than Friday, July 14<sup>th</sup>, 2023. For more information, please contact LeeAnn Mulhair, 509-834-0116 or [leeannmulhair@ymail.com](mailto:leeannmulhair@ymail.com)

### 2023 FESTIVAL HOURS:

- Thursday, August 3<sup>th</sup>: 5 p.m. to 9 p.m. *\*you can stop selling at your booth at 9 or you may stay open later*
- Friday, August 4<sup>th</sup>: 4 p.m. to Midnight
- Saturday, August 5<sup>th</sup>: 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.*

Please pay attention to the below NEW “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.

**\*NEW THIS YEAR\*** 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 3<sup>rd</sup> **BEFORE 2:00pm** = (this is initial set up day)
- Thursday, August 3<sup>rd</sup>, **(after midnight this will actually be Friday morning) until Friday, August 4<sup>th</sup> at 2:30pm**
- Friday night August 4<sup>th</sup>, **(this will be actually Sat morning) August 5<sup>th</sup> from 1:30am until 10:00am**
- Saturday night August 5<sup>th</sup>, **(this will actually be Sun morning) August 6<sup>th</sup> 1:30am through Sunday, August 6<sup>th</sup> 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 3<sup>rd</sup> (the beer garden will open at 5:00 p.m.) and all moving vehicles must be out of the park and the Cul-de-Sac 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 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. Remember that you are limited to selling only the items you list on your application. This not only gives festival attendees a good variety but also a better opportunity of profit for our 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 the Moxee Hop Festival. This includes any items that may cause unreasonable annoyance or possible injury. (Examples 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.
- 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 and copies of these documents must be included with your application. The City of Moxee and EVCEA must be listed as “additional insured”. **Vendors will not be allowed in the park** to set up 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., *you may request an additional space at a reduced fee.*

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 for sale and prices, by Friday, July 14<sup>th</sup>, 2023.

*No percentage of sales will be taken.*

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

Full registration fee: \$75.00 for first space

\$50.00 for each additional space

Late Registration fee \$100.00 after Friday, July 14<sup>th</sup>, 2023

**FULL BOOTH PAYMENT MUST BE PAID ON-SITE, UPON CHECK IN**

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

**Craft/Miscellaneous Vendor Chair Contact Information:**

**LeeAnn Mulhair \* P.O. BOX 534 \* Moxee WA 98936**

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

**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.**

Please return all completed registration forms and fees to:

**Craft/Miscellaneous Vendor Chair**

LeeAnn Mulhair \* P O BOX 534 \* Moxee WA 98936

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

**MOXEE HOP FESTIVAL 2023 CRAFT/MISCELLANEOUS VENDOR APPLICATION**

\_\_\_\_\_ Yes, I/We will be participating in the Moxee Hop Festival 2023, August 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. **I/We have included 2 copies of the Certificate of Liability Insurance listing City of Moxee and EVCEA as "Additional Insured" along with a complete list of items for sale with prices.** All items need to be approved by EVCEA.

My items for sale are (please be specific):

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

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

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

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

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

Electrical requirements: \_\_\_\_\_ 110 \_\_\_\_\_ 220

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 power supply.

Minimum space size is 10 x 10 for \$75.00 fee, each additional space is \$50.00. Please indicate how many spaces you will need (that is all the space that will be marked out for you) \_\_\_\_\_ **number of spaces.** 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 DEPOSIT MUST BE SUBMITTED TO RESERVE SPACE**

\_\_\_\_\_ \$75.00 Full Registration fee \_\_\_\_\_ \$50.00 Each Additional Space \_\_\_\_\_ \$100.00 Late Registration fee

Return application with appropriate fee and insurance. **FULL BOOTH PAYMENT MUST BE PAID ON-SITE, UPON**

**CHECK IN.** Fees will be refunded if application is not accepted.