



CRAFT/MISCELLANEOUS VENDOR APPLICATION

MOXEE HOP FESTIVAL 2025 – This year's theme is "MOXEE MAGIC!"

THURSDAY, FRIDAY AND SATURDAY AUGUST 7th, 8th and 9th

Event Location: Moxee City Park 309 South Rivard Road * Moxee, WA 98936

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. The annual 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/Miscellaneous Vendor Chair as quickly as possible, no later than Friday, July 18th, 2025.

- **Please mail application to: P.O. Box 534 * Moxee, WA 98936**
- **MAKE YOUR CHECK OUT TO: EVCEA**
- For more information: Please contact LeeAnn Mulhair, 509-834-0116 or leeannmulhair@gmail.com

2025 MOXEE HOP FESTIVAL PARK HOURS:

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

- Thursday, August 7th: 5 p.m. to 10 p.m
- Friday, August 8th: 4 p.m. to Midnight
- Saturday, August 9th: *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 OPEN 4PM TO MIDNIGHT)*

*Moxee City Park is completely fenced in for safety of our attendees and vendors, so entering and exiting the park grounds for load in and load out will only be available in designated areas. During festival hours, **NO MOVING VEHICLES** will be allowed on the grounds and if you need to bring in or load out items you will need to walk them in and out.

THE ONLY TIME MOVING VEHICLES WILL BE ALLOWED IN THE PARK, AFTER INITIAL SET UP ON THURSDAY, ARE LISTED AS FOLLOWS:

- Thursday, August 7th: **BEFORE 2:00pm** = (this is initial set up day)
- Thursday, August 7th: (**After midnight this will actually be Friday morning**) until Friday, August 8th at 2:30pm
- Friday night August 8th: (**This will be actually Sat. morning**) August 9th from 1:30am until 10:00am
- Saturday night August 9th: (**This will actually be Sun. morning**) August 10th 1:30am through Sunday at NOON

IMPORTANT RULES AND GUIDELINES FOR CRAFT/MISCELLANEOUS VENDORS:

- Booths must be fully set-up no later than 2:00 p.m. on Thursday, August 7th (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 very limited lighting in this area.
- Limited space is available so new vendors will be selected on a first come basis as well as products to be sold. **Once your application is selected, vendors will be allowed to serve only the approved items sent in with your application.** EVCEA reserves the right to accept or reject any applicant and/or their choice of listed items.

- 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 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 for purchase all 3 days.
- **Craft and Miscellaneous Vendors** will be restricted to prepackaged food or drink items only and no water maybe sold at the festival for less than \$2, to be fair to all vendors.
- 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 18th, 2025.

No percentage of sales will be taken.

HOW TO RESERVE YOUR SPACE:

☐ NON-REFUNDABLE \$25 DEPOSIT MUST BE SUBMITTED TO RESERVE SPACE OR YOU CAN PAY IN FULL

- ☐ Full Registration fee \$75.00 for first space (Unless told otherwise - some spaces vary in price)
- ☐ \$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 19th, 2025
- ☐ **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 BEFORE HAND OR ON-SITE UPON CHECK IN

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

1. **Who Do You Make Your Check Payable To?** EVCEA
***Please do not mail cash with your payment. Please pay via check or money order to EVCEA**
2. **Where Do You Send Your Application To?** P.O. Box 534 * Moxee, WA 98936
3. **Who Do I Contact If I Need Help?**
 - a. LeeAnn Mulhair / Craft/Miscellaneous Chair. 1-509-834-0116. Email: leeannmulhair@ymail.com
4. **Address To List on Event Insurance:** Moxee City Park * 309 South Rivard Road * Moxee, WA 98936

Please return completed registration form with payment to *(Note: Craft/Misc. Vendor)*:

Make Checks Payable to: EVCEA

***Please do not mail cash with your payment. Please pay via check or money order to EVCEA**

Mail Your Application To: P.O. Box 534 * Moxee, WA 98936

Please fill out attached On-Site Vendor Item Form

Questions? Contact LeeAnn Mulhair at 509-834-0116, or email leeannmulhair@gmail.com

MOXEE HOP FESTIVAL 2025 CRAFT/MISCELLANEOUS VENDOR APPLICATION

_____ Yes, I/We will be participating in the 2025 Moxee Hop Festival, August 7th, 8th and 9th. **I/We have included a copy of my items for sale, prices, permits and Certificate of Liability Insurance listing City of Moxee and EVCEA as "Additional Insured"**. All items need to be approved by EVCEA.

Check Your Booth Type: _____ Trailer Booth: _____ Pop-Up or Tent Booth _____ Size (Square/Oblong?)

Electricity: (ONLY 15 AMPS MAX provided). Any additional power must be supplied by the vendor. If you bring extra coolers, appliances, or other electrical equipment beyond what was originally planned, you may be required to pay for additional power. Please note that extra power is **not guaranteed** if additional items are brought without prior notice.

Do you need electricity: _____ Yes _____ No **(Be very specific on what you need as this determines your location)**

Do you need to pay for an additional 15 amps of power? If yes, there will be a \$25.00 Additional Fee.

Are you planning to bring 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: _____

Address: _____

Best Phone Number: _____

Email: _____

Print 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 BEFORE OR ON-SITE, UPON CHECK IN.** *Fees will be refunded if application is not accepted.*

RETURN WITH APPLICATION (CRAFT/MISCELLANEOUS VENDOR ITEMS)

2025 Moxee Hop Festival –Vendor Planned Items for Sale Form

Vendor Booth Name: _____

Contact Name and Phone Number: _____

Please List Your Planned On-Site Items at Moxee Hop Festival with Pricing

Vendor For Sale Item:

Price (\$):

Special Requests or Notes: