



# Vendor Policy 2017

## Birch Bay Chamber of Commerce (BBCC)

- The Vendor Coordinator is assigned and responsible for all vendor communications for an event.
- All events are two day events.
- 10 x 10 Booth space: # \_\_\_\_\_ x \$60 = \_\_\_\_\_ and is nonrefundable.
- No charge for registered non-profit organizations.
- **Food Vendors** Space # \_\_\_\_\_ x \$125 = \_\_\_\_\_ and is non-refundable.
- BBCC does not provide water or garbage cans (32-gallon size or smaller).
- BBCC does not provide tents, tables or chairs.
- Port-a-Potties and hand washing station(s) are supplied.
- The BBCC will provide a dumpster at no additional charge.

## All Vendors

- **We Prefer No Duplications**
- **All Vendors** booth rental is non-refundable for any reason including an “Act of Nature”.
- Electricity (surcharge of \$40) may be furnished upon advance request. **Electrical Service is Limited.**
- **All Vendors** are required to secure their station (booth, tent, equipment) in such a way that any weather (wind, snow, rain, sunshine) occurrence will not affect the public (other vendors, attendees, workers).
- **All Vendors** must be set up and be ready for business by 9:30am both days of the event. Set up starts at 5pm the previous day before event. Vendor is responsible to verify actual start time of set up.
- **All Vendors** are to remove all garbage at the end of each day of the event.
- **All Vendors** are responsible to keep their area clean and tidy at all times.
- **All Vendors** are responsible for their own security.
- **All Vendors** will remain on site and open for business during the entire event unless prior written arrangements are made with the event coordinator. Any early departures may affect vendors participating in future events.

## Food Vendors

- **Food Vendor** is responsible for verifying, in advance, if electricity is available and adequate for intended purpose.
- Electrical service is available at Roll Back Weekend and Discover Birch Bay Days only.
- **Food Vendor's** equipment and booth location must be approved by the Vendor Coordinator.
- **Food Vendors** must have all required insurance, health certificates and permits.
- Location of Vendor's equipment and booth must be approved by the vendor coordinator.


**Kite Festival May 27 and 28**  
**Roll Back Weekend August 12 and 13**

**Sand Sculpture Competition July 22 and 23**  
**Discover Days September 2, 3 and 4**


By signing below:

I, the undersigned and any other persons helping in my booth/concession, hereby agree to hold harmless the Birch Bay Chamber of Commerce, the City of Blaine, Whatcom County, their agents, or any other person, place or thing, fictitious or real, against any breakage, damage to goods, the weather, acts of God, illness, accident, theft, fire or any other claim I may make against any or all of the heretofore mentioned persons, places or things involved when participating in any Birch Bay Event. It is agreed I will collect and pay my own Washington State Sales Tax, if applicable, and I assume all liabilities while marketing my wares. If a food vendor, I will comply with Whatcom County health regulations.

*We look forward to working with you! Please contact Wayne Diaz with any questions @ 360-371-5004 or his cell at 360 223 2726.*

✂ \_\_\_\_\_

I, \_\_\_\_\_ have read and agree to The Birch Bay Chamber of Commerce's Vendor Policy.

Business \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Contact Person \_\_\_\_\_

Other person(s) in Booth \_\_\_\_\_

Item(s) being sold/provided \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_ Date