

Holiday ~~Harvest~~ Bazaar

Friday, December 17 / 12p – 6p and Saturday, December 18 / 9a – 4p

Vendor Agreement

Since we missed our 30th anniversary of the annual bazaar in 2020, we are ready for a do over. This year we have some exciting changes to make this a year to remember. Please review the 2021 Vendor Agreement thoroughly for new and updated information.

Brought to you by:



Holiday ~~Harvest~~ Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



EVENT DETAILS

Located inside the Numerica Pavilion
Southridge Sports and Events Complex
2901 Southridge Boulevard
Kennewick, Washington 99338

Vendor Contact:

Shannon March, City of Kennewick
shannon.march@ci.kennewick.wa.us
Phone: 509-585-4522

2021 Show dates and times:

Friday, December 17, 2021 --- 12pm – 6pm
Saturday, December 18, 2021 --- 9am – 4pm

Vendor Setup:

Thursday, December 16, 2021 --- 1pm – 8pm
Friday, December 17, 2021 --- 8am – 11:30am

Vendor Load-out:

Saturday, December 18, 2021 --- 4pm – 9pm

Event Admission:

\$5 per person (good both days)
Kids 12 and under are free

Holiday ~~Harvest~~ Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



SUMMARY OF CHANGES

1. Harvest Bazaar is now a two day show! We will operate both Friday and Saturday.
2. In consideration of new safety protocols, we reconfigured the event layout, reduced the number of vendors from 123 to 100, and increased booth sizes and options. You can now choose between a 10x10' booth or we have a limited number of 10x15' booths. Limit 1 booth per vendor. Updates in the safety guidelines may require us to restrict the number of booths further. This will be reviewed 30 days prior to the event. If booths are reduced further, vendors will be chosen on a first come first served basis.
3. Increased load in and load out times to accommodate the increase in inventory needed for a two day show.
4. We eliminated the extra charge for electricity this year. Booths with electricity are limited and only available along the walls. Priority will be given to vendors whose products require electricity.
5. Increased booth fees to align with the 2-day show and larger booth format. This will allow us to increase our marketing budget.
6. We have added a vendor badge. Each vendor will receive three vendor badges with each approved application. Vendor badges must be worn at all times and serve as your admission to the show. Additional passes are available for purchase for \$5 each, limit 5.
7. Registration for a booth space will now be done online at KennewickRecreation.com.
8. All State and Local health guidelines will be followed and enforced. This may include mandatory mask wearing, social distancing, and sanitization guidelines.

Holiday ~~Harvest~~ Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



BOOTH AND VENDOR RULES

- Show promoter is the City of Kennewick Parks and Recreation Department.
- Show promoter reserves the right to exclude, without any recourse, any individual or items which violate the terms and conditions below or are deemed objectionable or inappropriate.
- All bazaar items must be homemade or hand crafted. Commercial, resale and retail vendors, including, but not limited to, wholesale, retail, and independent sales companies are not eligible to participate.
- Vendors are prohibited from selling homemade baked goods, jellies or other foods. All gourmet food vendors and vendors selling food items, no matter the quantity, must prepare items in a Health Department approved kitchen, have the required permits, and have filed the proper documentation with the Benton Franklin Health Department. The required guidelines are outlined and enforced by the Health Department, not the City of Kennewick. It is the vendor's responsibility to ensure these requirements are met and to provide the City of Kennewick copies of all the required documents.
- Vendors are not permitted to sell or offer for sale anything that is of an unwholesome or deleterious nature; or to resort to trickery, concealment, artifice, or untruth for the purpose of concealing or misrepresenting the true nature of merchandise sold; or to resort to any unfair dealing or to cheat any person in any manner; or treat any persons in a rough, vulgar, profane or abusive manner.
- Show promoter will assign booth locations on a first-come, first served basis, while working to create a flow of various types and styles of merchandise and in consideration of creating the best customer experience possible. Show promoters do not guarantee the same booth space and location from year to year. Vendors will receive space assignments at check-in on the day of setup.
- Vendors will receive three dealer badges that serve as your admission to the show. Additional badges are available for \$5 each, limit 5.

Holiday ~~Harvest~~ Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



- Your space must be kept neat and clean. Operation of your space shall be conducted in a professional manner which does not interfere with others enjoyment of the show. All customer service, chairs, “sold” merchandise must remain within your booth space. Arrangements can be made for a pick-up area for your “sold” merchandise.
- All items must be clearly marked with the purchase price.
- The sale or display of knives and firearms must be pre-approved by show promoters.
- All tables must remain uncovered and your space must be fully staffed during the public hours of the show.
- No open flames (candles, etc.) are allowed in the pavilion.
- Helium balloons must be weighted. Mylar balloons are prohibited. It will be the vendor’s financial responsibility to retrieve all balloons released inside the pavilion.
- Vendors are not permitted to sell raffle tickets or anything similar to raffle tickets with the intent of collecting money in exchange for the purpose of offering a winning chance for additional money and/or material goods to the customer.
- Table cloths and covers will not be provided.
- Use of audio systems and other sound amplification must have prior approval and arrangement from SSEC management and event coordinators. This includes radios and music systems.
- All advertising content shall be approved by the City. Advertising tobacco products, drugs, and alcohol is expressly prohibited. The City reserves the right to ensure that all advertising is appropriate for families and children.
- Vendors who are approved for a space with electricity, must supply a power strip and a 15-foot extension cord and adhesive it to the floor with blue painter’s tape. Vendor will have the rights to one plug-in due to limited availability. Blue painter’s tape is the only acceptable form of adhesive. Only small wattage items such as lamps, lights, etc., will be allowed.

Holiday ~~Harvest~~ Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



- No early setup: Vendors will not be permitted on the selling floor prior 1 pm on Thursday, December 16, 2021. Please do not arrive early as staff will not be able to grant you access prior to this time. All vendors must check in at the front desk upon arrival to obtain dealer badges and the booth assignments.
- Vendors are responsible for moving their own items in and out of the facility. Event staff cannot assist in any way due to liability. Please plan accordingly.
- A Vehicle Pass may be obtained for vendors needing to drive up onto the concrete to load/unload items. Vendors without a Vehicle pass must remain in the designated parking stalls at all times. This pass may be requested from the Show Promoter. A copy of the vehicle owner's personal auto insurance is required to obtain the pass. Vendors with a Vehicle Pass will turn on hazard lights and proceed onto the concrete at no more than 5 mph.
- Vendors must be fully loaded into the facility and setup of booth space must be complete no later than 11:30 am on Friday, December 17, 2021. Vendors must be onsite at least 90 minutes prior to show start on Friday, and at least 60 minutes prior to show start on Saturday.
- Overnight security will NOT be provided by the show promoters. You are responsible for securing your items. We do leave the lights on and ask the Kennewick Police Department to conduct extra patrols in the area.
- Overnight parking requires prior approval from the show promoters. RVs must park in designated RV parking spots.
- During the public hours of the show, vendors are asked to park as far from the main entrance as possible, to allow ample parking for the attendees.
- Vendor tear down begins at 4 pm, immediately following the bazaar. No booth will be dismantled in any way prior to closing time (4 pm) on Saturday. All vendors and items must be vacated from the pavilion no later than 8:30 pm on December 18.
- All municipal, state and federal requirements in connection with retail sales must be fulfilled, including licenses and permits, sales tax, electrical, fire department regulations and no smoking ordinances. No pets are allowed inside the Pavilion.

Holiday ~~Harvest~~ Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



CANCELLATION AND REFUND POLICY

Cancellation of a vendor space shall be accepted based on the following: 100% refund for cancellations made 60+ days prior to show date, 50% refund for cancellations made 31-59 days prior to show start, and no refund for cancellations 30 days or less.

In the rare instance the Show Promoters must cancel the event, a full refund will be provided within 30 days of the cancellation.

LIABILITY AND LAWFUL OPERATION

The City of Kennewick (hereafter referred to as the "Show Promoters") will assume no responsibility for damaged, lost, or stolen property. Insurance on Vendor's property is the responsibility of the Vendor. Electricity, generator use, and the use of flammable materials must conform to all local regulations and health department rules. All vendors shall comply with all federal, state, and municipal laws and administrative rules, including but not limited to licensing, permits, ordinances, and regulations applicable to the exhibit. By submitting this application, Vendors give permission for photographs and videos to be taken of themselves, their staff, and their booth to be used for publicity purposes by the Show Promoters.

INDEMNIFICATION

By submitting this application, Vendors give their consent for emergency medical treatment. Vendors agree to be solely responsible for any medical expenses incurred in this activity. Any damage to premises is the responsibility of the Vendor causing the damage. Any restitution for such damage remains the Vendor's responsibility. The Vendor shall defend, indemnify and hold the Show Promoters, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney's fees, arising out of or in connection with the performance of this agreement, except for injuries and damages caused by the sole negligence of the Show Promoters.

Any matters not herein provided for shall be at the discretion of the Show Promoters. These terms and conditions shall be governed by the laws of the State of Washington. If any action is brought with respect to these agreed upon terms and conditions, it shall be brought in the courts of Benton County, State of Washington.

Holiday Harvest Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



FREQUENTLY ASKED QUESTIONS

- 1. Where is my space?** Space assignments will not be available in advance. Vendors will receive a packet at the time of setup that will have the assigned space number. Staff will be on site to point you in the right direction.
- 2. Where am I on the waiting list?** When an opening becomes available, vendors will be contacted in the order of the waiting list and given the opportunity to register. Event coordinators cannot predict the possibility of if or when a vendor's position moves on the waiting list.
- 3. Will there be food and/or beverages available for purchase?** Yes. There will be food and/or beverage vendors onsite if COVID-19 safety guidelines allow. An update will be sent out to vendors two weeks prior to the event with food/beverage information.
- 4. Do vendors get a discount on the food and coffee?** No. The food and coffee vendors are participating in this event for profit.
- 5. If I need to use the restroom is there someone who can watch my table?** No. It is recommended that vendors have at least two people staffing the booth at all times, to allow for breaks.
- 6. Is there childcare provided?** No. All children must be monitored by an adult at all times.
- 7. Can I hang my sign, display, etc.?** Each vendor is entirely responsible for the rented space and shall not injure, damage, or deface the premises. The vendor shall not drive hooks, tacks or screws in any part of the building or tables. Poster putty, S hooks, and painters tape are allowed providing your item is hung within your booth space.
- 8. Can I put a rack or table next to my table?** All items must fit within the confines of your assigned booth space and must comply with the City of Kennewick ordinance and local fire codes.
- 9. Can I use a pop-up tent in my booth space?** Pop-up Tent frames may be used within the Vendor's booth space, however, tent covers and wall fabric may not be used within the Numerica Pavilion.

Holiday Harvest Bazaar

Friday, Dec 17 / 12p – 6p and Saturday, Dec 18 / 9a – 4p



FREQUENTLY ASKED QUESTIONS

10. Is Wi-Fi service guaranteed to vendors? No. There is secure vendor wifi connectivity at the Numerica Pavilion. The Wi-Fi service provided in the facility may not be able to accommodate all Vendor's for this large event. It is **STRONGLY** suggested you familiarize yourself with your device and your cellular provider's plan and service connection. This could impact the performance of credit/debit card readers while inside the Numerica Pavilion. City of Kennewick staff and volunteers are prohibited from assisting vendors with their electronic devices.

11. Why is there an admission fee? Charging admission is a value to you, the vendor. A customer that pays admission is a customer anticipating purchases. In addition, the Harvest Bazaar has grown immensely. The admission fee helps offset the expenses of event coordination and operations.

How We Market & Advertise the Harvest Bazaar

- Loyal shoppers come back year after year
- Word of mouth after 29 years of successful Harvest Bazaars
- Distributed to countless online viewers
- Advertised on the City of Kennewick website at kennewickrecreation.com
- Flyers are posted at City of Kennewick facilities and given to fellow bazaar vendors for distribution to their favorite advertising partners
- Email blast to over 4,700 Kennewick Recreation participants
- YOU, the vendor, help us spread the word through your family, friends, and social media
- Posted to online calendars of various news, radio, information outlets, social media and advertising partners and Senior Life Resource guide.
- Paid advertisements placed in publications such as the Tri-City Herald
- Paid radio advertising on local stations targeting the shopping population
- Thousands of views on Facebook posts
- Promotional videos
- Two for One Coupon distributed to 15,000 Kennewick households with water bill
- Newly installed Extra-Large Numerica Billboard sign on Highway 395
- Locally featured on the Visit Tri-Cities events Calendar