



CITY OF DUVALL
VENDOR APPLICATION
Light Up Duvall December 1st, 2023
6 PM – 8 PM

Event Information:

Light up Duvall begins with a Santa procession down Main Street and ends at Depot Park. Activities at Depot Park include Tree Lighting, live entertainment, and vendor booths. Each vendor booth must provide an activity or game that attracts and engages with attendees or offers sales of products/crafts. Please complete this form for a 10X10 booth space.

- Booth location: Depot Park - 26227 NE Stephens St, Duvall, WA 98019
- Time: 6 PM – 8 PM, Set up begins at noon
- Anticipated attendance: 500-800
- Event takes place rain or shine unless severe weather is a risk to equipment or safety.

For more event information, email rita.moreno@duvallwa.gov

1. Vendor Information - Please fill out the information below:

Vendor Name: _____ Business Phone: _____

Business Address: _____

Contact Name: _____ Contact Phone: _____

Email: _____ Website: _____

Brief Description of business, organization, or product offered: _____

Washington State Business License (UBI) #: _____

A. Products/Crafts

All products must be handmade by the Vendor in the State of Washington, handmade out of state/country but curated through a local connection, or curated products that fill a community need/interest.

The following items are prohibited:

- Wholesale items
- Alcohol and cannabis products
- Obscene or indecent materials/products
- Open flames
- Pouring of candle wax
- Fireworks

1. **Payment:** No application fee or vendor fees are required in 2023. Vendors are required to report records of gross sales amount and number of people served.
2. **Insurance:** The Vendor shall provide a certificate of insurance and additional insured endorsement page(s) evidencing Commercial General Liability coverage that shall cover liability arising from premises, ongoing and completed operations, property damage, independent contractors and personal and advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The City of Duvall, its officers, volunteers and agents shall be named as an additional insured. The City of Duvall reserves the right to request certified copies of any required insurance policies.

Vendor shall maintain automobile liability insurance coverage for owned, non-owned, leased or hired vehicles as applicable with a minimum limit of liability of \$1,000,000 (one million dollars) combined single limit for bodily injury and property damage per accident.

3. **Indemnification:** The Vendor shall defend, indemnify and hold harmless the City, its agents, employees, and volunteers from and against any and all claims, suits actions or liabilities for injury or death to persons or damage to property arising out of or in connection with the Vendor's operations, acts or omissions or the operations, acts or omissions of the Vendor's, agents, servants, officers, employees or volunteers, except for injuries and damages caused by the sole negligence of the City. The Vendor hereby waives its immunity under Title 51 of the Revised Code of Washington for claims of any type brought by any Vendor agent or employee against the City. This waiver is specifically negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

The applicant agrees to the terms and conditions outlined in the application above.

Application completed by: _____ Date: _____