

## **Covington Makers' Market – Dec. 14, 2024**

### **Vendor Agreement**

1. **Qualifying Vendors:** This event welcomes makers, creators, bakers, crafters, artists, artisans and growers, as well as nonprofits, service clubs, traditional businesses and MLMs. The focus is on family-friendly fun. To participate, nonprofits, traditional businesses and MLMs **must** offer a family-friendly activity at their booth to encourage visitors at the market to engage with them. SPACE IS LIMITED and will be offered on a first-come, first-served basis.
2. **Applications and Payments:** Applications and payments must be received by vendors by December 2, 2024.
3. **No Refund Policy:** Once an application has been approved, vendor booth fees are non-refundable, even if the vendor cancels or fails to show up at the event. If the event is canceled by the Covington Chamber or the City of Covington, vendor booth fees will be reimbursed, but the Covington Chamber shall owe no other monies or damages to vendor.
4. **Insurance:** All participating vendors are responsible for their own general liability insurance coverage for this event with a minimum limit of \$1,000,000 per occurrence. The Covington Chamber of Commerce and City of Covington should be listed as additional insureds. Vendors should be prepared to provide this upon request. Vendors who already have general liability insurance for their business should ask their insurance agent or company for a declarations page. This does not usually cost extra.
5. **Location and Schedule:** This event will be held indoors at St. John the Baptist Church, 25810 156<sup>th</sup> Ave. SE, Covington, WA 98042. The event is scheduled for Sat., Dec. 14, 2024 from 9 a.m. to 3 p.m. We will follow up with approved vendors with set-up times.
6. **Booths and tables:** Tents, canopies, tables, signage, chairs and tablecloths are the sole responsibility of the vendor.
7. **Pricing:** Booth prices are listed below with a discount for members.
  - \$80 for a 10x10' booth space – nonmember price
  - \$65 for a 6x6' booth space – nonmember price
  - \$70 for a 10x10' booth space – member price
  - \$55 for a 6x6' booth space – member price
8. **Health, sanitation, rules and regulations:** All vendors must comply with all local laws, rules and regulations imposed by the City of Covington, King County, Seattle King County Health

Department and the State of Washington. This includes the appropriate business licenses and permits.

Please sign, date and upload the signed form, or email it to [admin@covingtonchamber.org](mailto:admin@covingtonchamber.org) at the time of your application submission. Applications without the signed form will not be accepted.

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Vendor Signature

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Vendor Name

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Date

If you have any questions or concerns about this agreement, please contact the Covington Chamber of Commerce at [admin@covingtonchamber.org](mailto:admin@covingtonchamber.org).

*Please retain a copy of this agreement for your records.*