



## **Covington Makers' Market – April 29, 2023**

### **Vendor Agreement**

1. **Qualifying Vendors:** This event welcomes makers, creators, bakers, crafters, artists, artisans and growers, as well as nonprofits and service clubs. The focus is on family-friendly fun. To participate, nonprofits **must** offer a family-friendly activity at their booth to encourage visitors at the market to engage with them.
2. **Applications and Payments:** Applications and payments must be received by vendors by 5 p.m. on March 31, 2023. A \$10 early bird discount is available on all booth fees until 5 p.m. on February 20, 2023. After that date and time, the full price is due by 5 p.m. March 31, 2023.
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 typically just need to ask their insurance agent or company for a declarations page. This does not usually cost extra.
5. **Schedule:** The event is scheduled for Saturday, April 29, 2023 from 11 a.m. to 4 p.m. Vendors should be set up by 10:30 a.m., and their booths should be torn down and removed from Real Life Church by 5 p.m. The event hosts will provide more detailed instructions prior to the event. When setting up, please unload your items and immediately move your car to the parking area on the field. This will help prevent “traffic back-ups” on the field and in the parking lot.
6. **Booths, canopies and weights:** 10x10' and 10x20' booth spaces are available for purchase. Vendors are responsible for providing their own tables, chairs, canopies and weights. A canopy is required for all booths. For safety reasons, each leg of the canopy should be secured with weights of at least 20 pounds. Weights must remain on the canopy legs from the time the canopy is set up until the time it is taken down.
7. **Booth placement:** Covington Chamber members and sponsors will receive premium placement in the first row. Other vendor booths will not be assigned; the booth spaces will be marked on the field and available on a first-come, first-served basis. It will be up to each vendor to arrive on time to get their preferred spot. We will vet vendors when they apply to ensure we don't have too many of one type of vendor (e.g., jewelry, candles, tumblers), but we cannot guarantee that

booths will not be near another vendor that sells similar but not identical products. If you have a concern, please visit the Information Booth before unloading your products and display materials.

8. Booth prices listed below are shown at the full price. A \$10 discount is available to vendors who apply by 5 p.m. on February 20, 2022.
  - a. 10 x 10' booth space: \$50 (nonprofits, members)
  - b. 10 x 10' booth space: \$75 (nonprofits, nonmembers)
  - c. 10 x 10' booth space: \$75 (members)
  - d. 10 x 10' booth space: \$100 (nonmembers)
  - e. 10 x 20' booth space: \$125 (members)
  - f. 10 x 20' booth space: \$150 (nonmembers)
  
9. **Health and sanitation:** 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.

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.*