



# Harvest Festival 2022 Participant Application

**Monday, October 31, 2022**

**Load in: 2 - 4 pm (2 - 3:30 pm for food trucks) | Food trucks available: 4 – 8 pm | Event: 5 – 8 pm  
Breakdown: 8 – 8:45 pm**

## TERMS AND CONDITIONS

- 🏠 30 booth spaces are available; space is a 10 foot x 10 foot area, first come, first serve for sign up, **one space per business/organization**. Participants are responsible to bring all items needed for the booth, including the pop up tent.
- 🏠 5 mobile food truck spaces are available, first come, first serve for sign up. Mobile food carts/tents are considered a booth space.
- 🏠 All participants must provide a giveaway or candy for the community to trick or treat.
- 🏠 Only food vendors are permitted to sell goods; businesses/organizations may do promotions but no fundraising/solicitation of any type, including setting out a collection box.
- 🏠 Booths must be continually supported during the duration of the event, no early breakdowns.
- 🏠 Booth spaces will be on the cement pad near Mill Spur next to The Mill. Mobile food truck spaces will be on Main Street in front of The Mill; a section of Main Street will be closed.
- 🏠 Booth spaces will not be assigned, it is on a first come, first serve basis for all registered participants arriving during the load in time.
- 🏠 Electrical access is limited; please note the City cannot guarantee all power requests can be fulfilled, be prepared to provide your own if needed.
- 🏠 Incomplete applications will not be accepted.

Business/organization name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Contact's phone and email: \_\_\_\_\_

I am registering for a:

vendor booth space

Will you need electricity access?  yes  no

mobile food truck space

mobile food cart (due to size, will be placed closer to The Mill)

### Please initial:

\_\_\_\_ I understand that booth/mobile truck locations are not assigned and on a first come, first serve basis at load in time.

\_\_\_\_ As a participant, I understand that our business/organization must provide a giveaway or candy for the community to trick or treat, no purchase necessary.

\_\_\_\_ I understand that I am responsible for all trash produced during the event at our booth space. Trash must be discarded in appropriate receptacles.

\_\_\_\_ I understand our organization must provide our own table(s), chair(s), electrical cords, and any other items for the booth space.



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**Please initial:**

\_\_\_ I understand that only registered mobile food vendors are permitted to sell goods and that our organization may pass out promotional items but conduct no form of fundraising/solicitation. Conducting any type of sale/solicitation will result in an immediate removal from the event and jeopardize future event participation.

\_\_\_ I understand the event load in and break down times. Due to large equipment that will be parked on Mill Spur for the duration of the event, there will be no load in access from Mill Spur. The gravel lot next to Mill Spur will be for participant parking and load/unloading only.

\_\_\_ I understand that the City of Lake Stevens is not responsible for any equipment or supplies left on the premises before or after the event.

**The City of Lake Stevens is not responsible for any personal injury damage or loss of any nature; lost, stolen or broken merchandise. The City of Lake Stevens is not responsible for any accidents occurring in booths or caused by displays, products or unsafe conditions--these are the responsibilities of the participant and their organization.**

**It is the food vendors' responsibility to collect and remit sales tax on items sold.**

By signing and submitting this application, the business/organization accepts all conditions set forth in the terms and regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Email this completed application to [marketing@lakestevenswa.gov](mailto:marketing@lakestevenswa.gov) with the email title *Harvest Festival 2022 Participant Registration*.**

**Registration closes when all spaces are filled or by Friday, September 30 at 5 pm.**

**Any requests received after registration closes will be waitlisted in the order that they are received.**

**Applications will only be accepted through the online submission process.**