



POLY FEST: MARKET
 Friday, August 20, 2021 | 5pm – 9pm
 Saturday, August 21, 2021 | 11am – 4pm
The Outlet Collection | Seattle

VENDOR / EXHIBITOR / FOOD TRUCK APPLICATION

We plan to come back at full scale in 2022, but for 2021 we have decided to host Poly Fest: Market! This will be a 2-day event with a Friday night market and Saturday mid-day market. We will have food and retail vendors, activities, possibly a beer garden, lots of seating and entertainment (if allowed).

Vendors for Poly Fest: Market will be carefully selected to ensure quality, variety and originality and because we have more applicants than available booth spaces. We will begin with one vendor per category and expand if county restrictions are lessened.

2021 APPLICATION DETAILS

FEES due by August 3, 2021:

	10' x 10' Space	10' x 20' Space
Vendor	\$150	\$200
Auburn Area Chamber of Commerce Member or Media Partner Advertiser	\$125	\$175
The Outlet Collection Tenant or 501c3 Community Organization	\$75	\$125
Food Truck	\$150	



Please read **2021 Poly Fest: Market Guidelines** before applying. Guidelines may change from year to year.

WHAT YOU NEED TO APPLY:

1. Photo of your booth/set-up
2. Photos of the products that you plan to sell or services/products that you are promoting
3. State of WA / City of Auburn Sales Tax & Use Permit. Vendors are responsible for collecting and remitting sales tax. Your permit number is requested in the application and must be displayed in your booth.
https://www.auburnwa.gov/doing_business/economic_development/conducting_business/business_licenses.htm
4. Category and Brief description of your business / products.

CATEGORIES:

1. FINE ART: sculpture, ceramics, paintings, drawing, mixed media, collage, printmaking (limited editions), photography, etc.
2. CRAFTS: jewelry, sewing, knitting, hand-embellished items (like re-decorated bottles, glasses, boxes, hats, canvas totes, shoes, ornaments, etc.), masks, hair bows/barretts/headbands, floral halos, tutu's, tile/mosaics, woodworking, candles, skin-care products, etc.
3. EDIBLES: pre-packaged candies, cake-pops, caramel apples, popcorn balls, canned items, etc. All food items must meet Health Department regulations and pass Health Department check on-site. **Food Trucks – Do not apply here.**
4. ACTIVITY: games and other types of activities for which you charge a fee.
5. FOOD TRUCK: Self contained unit for food service. All food items must meet Health Department regulations and pass Health Department check on-site.
6. FOOD (BOOTH): Food cooked outside of a contained unit. All food items must meet Health Department regulations and pass Health Department check on-site.
7. 501c3 COMMUNITY ORGANIZATION

VENDOR INFORMATION & RULES

1. Items in your booth must conform to our Guidelines.
2. EXHIBIT SPACES are outside The Outlet Collection | Seattle (TOCS). Single Spaces are 10'x10'; Double Spaces are 10'x20'. **BRING YOUR OWN: tables, chairs, display equipment, battery-operated lighting, tent / tent weights, and change.**
3. BEHAVIOR: Be respectful to festival volunteers, shoppers and TOCS staff. We are here to help and want you to have a good experience. Vendors who are disrespectful will not be invited back.
4. A representative must be present throughout the festival excepting short breaks.
5. **Electricity may be offered for an additional \$25 fee/ \$50 fee for food truck and can be elected at the time that you pay your booth fee.** If power is not requested at the time application is submitted, there is no guarantee that it will be available.
7. LOCATION: Booth location is assigned and determined by TOCS according to the items you are selling / exhibiting.
8. SET UP/BREAKDOWN TIME: Details and schedule will be emailed to vendors 2 weeks before the event.
10. CLEAN UP AFTER YOURSELF! Do not leave anything behind: tables, chairs, boxes, food, bottles, trash, etc. Leave your space as clean or cleaner than you found it.
11. PARKING: Parking outside TOCS is available for free parking for our vendors / exhibitors.
12. BREAKING RULES: Vendors who violate or ignore the above rules will not be invited back to TOCS
13. SPREAD THE WORD! We encourage participating vendors / exhibitors to invite their patrons and customers and share event social media posts.





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All application blanks must be filled out in order to be considered a complete application

Date: _____

BUSINESS INFORMATION

Business (Legal) Name: _____

Entity Type: Sole Proprietorship _____ Partnership _____ Corporation _____ LLC _____

Entity State / State of Incorporation _____

D/B/A Name: _____

Owner/President Name: _____

Business Address: _____

Mailing Address: _____

Contact Name: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email: _____ Website: _____

Fed I.D. #: _____ SS#: _____

BUSINESS DESCRIPTION

Name of Business: _____

Type of Items Sold / Services Offered or Promoted:

List Items: (Attach as many possible items and include prices for all items)

BUSINESS SOCIAL MEDIA

Facebook Page : _____

Instagram: _____

Twitter: _____



BUSINESS REFERENCES

Name: _____ Name: _____
Title: _____ Title: _____
Type of Business: _____ Type of Business: _____
Address: _____ Address: _____

Phone Number: _____ Phone Number: _____
Email: _____ Email: _____

BOOTH OPTIONS

Size: ___ 10 x 10 ___ 10 x 20 ___ FOOD TRUCK

Category: ___ Fine Art ___ Crafts ___ Edibles ___ Activity ___ Food (booth)
___ 501c3 Community Organization (must provide proof)

ATTACH

- Photo of your booth set-up
- Photos of the products that you plan to sell or services/products that you are promoting.
- Applicable Fee in the form of Cashier's Order or Money Order

ADDITIONAL INFORMATION:

- Upon receipt of a completed application, your information will be reviewed for compatibility with our tenant merchandise mix and, if approved, will be subject to space availability.
- Tax returns and/or financial statements may be required.
- **Please note, the completed application does not constitute an offer or promise to rent, and is subject to approval by WASHINGTON PRIME GROUP and its affiliated companies. It is also not a promise to hold a space or a commitment to finalize or negotiate a lease agreement.**

I hereby convey that everything listed within this application is true to the best of my knowledge. I hereby grant WASHINGTON PRIME GROUP and its affiliated companies the right to confirm the information by contacting all parties listed and utilize any and all types of confirmation services.

Signature: _____ Print Name: _____
Title: _____ Date: _____

***Must be 18 Years or Older to Submit Form. COMPLETED forms may be emailed to Kimberly Chapman, kimberly.chapman@washingtonprime.com or faxed to 253.833.9006 or mailed to 1001 Outlet Collection Way, Suite 1268, Auburn, WA 98001 no later than August 2, 2021.**

FOR TOCS OFFICE USE ONLY Date Received _____ By _____ Fee Received _____ Date _____ Receipt provided Y or N

