

# POLY FEST 2022

Saturday, August 6, 2022 | 11am – 8pm

**The Outlet Collection – Auburn, WA**

## VENDOR / EXHIBITOR / FOOD TRUCK APPLICATION

We are excited to host our 5<sup>th</sup> annual Poly Fest, which invites thousands of people from our communities to gather together and celebrate! Our 2022 Polynesian themed market and music festival will have food and retail vendors, activities, an indoor stage, lots of seating and entertainment at our outdoor stage.

Vendors for Poly Fest: Market will be carefully selected to ensure quality, variety and originality because we typically have more applicants than available booth spaces.

*This year's event will be a ticketed event. Approved vendors will receive 4 wristbands with their space. Additional guests/staff will need to purchase separate tickets.*

### 2022 APPLICATION DETAILS

#### FEES due by July 27, 2022\*:

	<b>10' x 10' Space</b>	<b>10' x 20' Space</b>
<b>Vendor</b>	Before July 15: \$300 July 16 – 27: \$400	Before July 15: \$400 July 16 – 27: \$500
<b>The Outlet Collection Tenant</b>	Before July 15: \$150 July 16 – 27: \$250	Before July 15: \$250 July 16 – 27: \$350
<b>Food Vendor / Truck</b>	Before July 15: \$400 July 16 – 27: \$500	Before July 15: \$500 July 16 – 27: \$600

\*Applications received after July 27<sup>th</sup> will not be accepted.

Please read [2022 PolyFest Guidelines](#) before applying. Guidelines may change from year to year.

[outletcollectionseattle.com](http://outletcollectionseattle.com)



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**THE OUTLET  
COLLECTION®**  
SEATTLE

## 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.
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/headbands, floral halos, tutu's, tile/mosaics, woodworking, candles, skin-care products, etc.
3. Apparel: Clothing, etc.  
**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. PROMOTION: Free giveaways, community engagement, business promotion

## 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. STAFFING: A representative must be present throughout the festival excepting short breaks.
5. POWER: If your setup requires power you must bring your own generator. We will not be supplying power this year. Generator must fit in your booth space. (Please ensure that your generator causes no excessive odor or noise)
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. All vehicles/setup equipment **MUST** be out of the event area 30 minutes prior to start time. Vehicles will not be allowed into event area for breakdown until after the event is over. Plan on staying until 8:30 PM even if you sell out!
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.
14. ACCESS: This is a ticketed event. Your approved application will come with 4 wristbands.



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## The Outlet Collection

### VENDOR / EXHIBITOR / FOOD TRUCK APPLICATION

*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/Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Fed I.D. #: \_\_\_\_\_ SS#: \_\_\_\_\_

#### BUSINESS DESCRIPTION

Name of Business: \_\_\_\_\_

Type of Items Sold / Services Offered or Promoted with Prices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS SOCIAL MEDIA:** \_\_\_\_\_

How were you referred to this event? \_\_\_\_\_

#### BOOTH OPTIONS

**Size:** \_\_\_ 10 x 10      \_\_\_ 10 x 20      \_\_\_ FOOD TRUCK

**Category:** \_\_\_ Fine Art    \_\_\_ Crafts.    \_\_\_ Apparel    \_\_\_ Activity    \_\_\_ Food (Booth)    \_\_\_ Promotion



<b>Booth Size:</b> <input type="checkbox"/> <b>10x10</b> <input type="checkbox"/> <b>10x20</b> <input type="checkbox"/> <b>FOOD TRUCK</b>	<b>Write in fee:</b> _____
<b>200 Word "Commercial/Shoutout" for your business</b> <b>(DJ will read on Main Stage): \$50</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<b>Write in fee:</b> _____
<b>Total Fee to be paid:</b> _____	

### COMPLETED APPLICATION WILL INCLUDE

- Photo of your booth set-up
- Photos of the products that you plan to sell or services/products that you are promoting.
- Pages 3 & 4 completed and signed
- Applicable Fee in the form of Cashier's Order or Money Order (Make payable to "The Outlet Collection LLC")

### NOTE FOR FOOD VENDORS

King County Health Department permit will be required

<https://kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/temporary.aspx>

(Search "Temporary Food Service Business Permit King County")

### 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](mailto: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 July 26, 2022.**

FOR TOCS OFFICE USE ONLY

Date Received \_\_\_\_\_ By \_\_\_\_\_  
 Fee Received \_\_\_\_\_ Date \_\_\_\_\_ Receipt provided Y or N