



Booth Application Form 2010

INSTRUCTIONS ON HOW TO PARTICIPATE

Dear Prospective Participant,

Welcome to the 2010 Pista sa NAYON Seafair Filipino American Community Festival. The festival will be held on **Sunday, August 1, 2010** at Seward Park Amphitheater from 9 a.m. to 8 p.m.

This year marks the 21st anniversary of Pista sa NAYON and as always, we will have big crowds, quality entertainment and lots of fun for everyone.

Please read and fill out this application form carefully. Incomplete forms will not be processed. Applications will be processed on a first-come, first serve basis.

All food vendors require a health permit. If you are planning to operate a grill, you will also need a fire permit. Upon approval of your application by the Pista sa NAYON Committee, we will send you the necessary forms to apply for permits with the Seattle/King County Public Health Department and the City of Seattle Fire Department.

The booth application deadline is Saturday, May 15, 2010. If you need additional information or assistance, please email Shiela@pista.org or call (206) 612-4406.

SECTION I. APPLICANT INFORMATION

Applicant/Vendor Name:		
Contact Name:		
Work Phone:	Home Phone:	Cell Phone:
Mailing Address:		
Email Address:		

Seattle Business License Number (<u>A Washington State Business License is NOT accepted for this event</u>):
<i>***If you do not have a Seattle Business License, Pista sa NAYON will apply for a Seattle Trade Show License for you. Applicable fees will apply. Please see mandatory fees section.***</i>

Have you previously participated in Pista sa NAYON?
If YES, what year(s)?:

SECTION II. BOOTH FEES, CITY FEES, DAMAGE AND CLEANUP DEPOSIT

Please make your booth selection below.

Booth selection	Booth type and size	On or before May 15, 2010	After May 15, 2010	Included in booth fees
<input type="checkbox"/>	Food Booth Size: 10 x 10	\$310	\$360	One standard electrical unit, one counter, one work table, two chairs, two 5-gallon containers of potable water, one hot/cold water dispenser to be shared by two food booths. One parking permit. Parks user fee.
<input type="checkbox"/>	Food Booth Size: 10 x 20	\$610	\$710	Two standard electrical units, two counters, two work tables, four chairs, four 5-gallon containers of potable water, one hot/cold water dispenser to be shared by two food booths. Two parking permits. Parks user fee.
<input type="checkbox"/>	Information Booth Size: 10 x 10	\$260	\$310	One work table, two chairs, one parking permit. Parks user fee.
<input type="checkbox"/>	Information Booth Size: 10 x 20	\$510	\$610	Two work tables, four chairs, two parking permits. Parks user fee.
<input type="checkbox"/>	Merchandise Booth Size: 10 x 10	\$260	\$310	One work table, two chairs, one parking permit. Parks user fee.
<input type="checkbox"/>	Merchandise Booth Size: 10 x 20	\$510	\$610	Two work tables, four chairs, two parking permits. Parks user fee.

ADDITIONAL EQUIPMENT:

Description	Quantity	Cost	
Standard Electrical Box 120 volt, 4-plex outlet, 20 amps		\$70	<p>Please note that there are a limited amount of booths available that can support electricity and will be assigned on a first come, first serve basis.</p> <p>Additional electricity can be ordered on the day of the festival. Higher cost may be determined by and paid directly to the contractor.</p> <p>Extension cords and surge protectors are prohibited from use in all booths during the festival.</p>
Food Booth Electrical Box (230 volt, 4-plex outlet, 30 amps)		\$140	
Work Table (8ft x 30in)		\$10	
Chair		\$1	

MANDATORY FEES:

	Description	Cost
<input type="checkbox"/>	<p>Seattle Trade Show License</p> <p><i>***All participants are required to have either a Seattle Business License or a Trade Show License*** (If you do not have a Seattle Business License, Pista will apply for a Seattle Trade Show License for you at the listed cost.)</i></p>	\$5
<input type="checkbox"/>	<p>Damage and Cleanup Deposit - 10 x10 Booth</p> <p><i>Deposits will be returned to participant if no damage and no missing items are reported and if all cleanup standards are met.</i></p>	\$50
<input type="checkbox"/>	<p>Damage and Cleanup Deposit - 10 x 20 Booth</p> <p><i>Deposits will be returned to participant if no damage and no missing items are reported and if all cleanup standards are met.</i></p>	\$100

SECTION III. BOOTH DESCRIPTION

For food booths, please give a description of the food items to be sold and anticipated price. We are requesting this information to ensure variety and affordability.

Description of Menu Items

Price

Description of Menu Items	Price

For information and merchandise booths, please give a description of the items to be distributed or sold in your booth.

Description of Information or Merchandise Items

Music and Sound

Check here if you plan to have music or sound in your booth. See clause #11 on page 4 under Rules and Regulations.

SECTION IV. OTHER REQUIREMENTS

The Pista sa Nayon event is a registered non-profit activity with Seafair, the Internal Revenue Service and the City of Seattle. All participants are responsible for meeting their own obligations under local, state and federal tax rules and laws.

1. Federal Income Tax Requirements

Pista sa Nayon, as a non profit 501(c) organization, is required by the Internal Revenue Service to show that the festival is a not for profit community undertaking. Please help us meet this requirement by responding to the following questions: (Note: *If you are participating as an information booth during the festival, you do not have to fill out this section.*)

- Is your organization exempt from Federal Income Tax law under section 501(c)(3) of the Internal Revenue Code?

YES, I have included a copy of my IRS letter of determination with this application.

NO, I will partner with a 501(c)(3) non-profit organization. The name of my partner organization is:

I do not have an organization to partner with but would like to partner with Pista sa Nayon as a non-profit organization.

- What percentage of net proceeds will you donate to your non-profit partner? _____

2. City of Seattle Sales Tax Requirements

Because the festival is held at a city park, the City of Seattle will collect 10% of gross revenues from sales at the event. All food and merchandise vendors are required to fill out a City of Seattle financial statement. Pista sa Nayon will act as the collecting agent for the City of Seattle. A week after the festival, you will be required to fill out and send to Pista sa Nayon your financial statement with your check payment of **10% of gross sales made payable to the City of Seattle**. If you do not pay this fee to the City of Seattle, you will be disqualified from participating in future Pista sa Nayon events.

SECTION V. RULES AND REGULATIONS

1. Pista sa Nayon will give each food booth 5-gallon containers of potable water (10X10 = 2, 10x20 = 4) and the use of a hot/cold water dispenser to be shared amongst two food booths. All food booths are required to supply additional potable/bottled water if a greater amount is needed than what is provided by Pista.
2. Signed hard copy applications with full payment of all fees must be submitted by mail to address listed below.
3. Fees will be refunded if applicant is not selected. Fees are nonrefundable if selected participant, on their own accord, withdraws at any time or is disqualified by Pista sa Nayon for some cause determined by Pista.
4. Trash and recycling containers will be placed on site by Pista sa Nayon. Each vendor is responsible for properly disposing of their own waste and clearing the area around their booth(s). Damage and cleanup deposit will be returned if no damage or missing item/equipment is reported and cleanup meets festival requirements.
5. Pista sa Nayon will provide overnight security the day before the event. All vendors, however, are responsible for the safety of their own equipment. **Pista sa Nayon is not responsible for any damage or theft at the event site.**
6. All food vendors are responsible for securing the proper health, fire and other permits required for food vendor booth operation.
7. **All booths will not be allowed to sell or give away drinking water/bottled water.** Pista sa Nayon will be the sole distributor of water on the day of the event. Only food booths will be allowed to sell pop and/or juice. All Information and Merchandise vendors are **NOT** allowed to sell or give away food or drink in their booth(s). Candy giveaways are acceptable.
8. All selected participants will receive a confirmation letter from Pista sa Nayon. Food vendors will receive the necessary applications for health and fire permits.
9. Booth decoration is encouraged. All booth vendors are responsible for signage/banners and all other furnishings necessary to operate the booth successfully. However, signage/banners and/or other decorations cannot obstruct the view towards the amphitheatre stage and must be placed on the West/East sides of the booth.
10. All food and merchandise vendors are required to pay 10% of gross revenues from sales at the event to the City of Seattle. Payment of this fee to the city is a requirement for future participation.
11. Music/sound is permitted in booth. However, music/sound must be kept within a reasonable volume range and must not disrupt the other surrounding booths and performances on the main stage. Amplified sound is **NOT** permitted in booth. If there are any complaints of music/sound being too loud or disruptive, Pista sa Nayon reserves the right to regulate the volume levels or stop music/sound completely. **All music/sound in booths must be turned off during the festival's opening ceremony when national anthems are performed.**
12. To ensure accountability among all booth vendors during the festival, Pista sa Nayon prohibits booth vendors from subletting their assigned booth to other individuals or organizations. The organization/business listed on the booth applications and approved by Pista is the only entity allowed to provide a service/sell merchandise in a Pista festival booth.
13. **Indemnification:** All vendors shall indemnify and hold harmless Seafair, the City of Seattle, and Pista sa Nayon officers, sponsors, and volunteers from and against any and all claims, demands, actions, causes of action, fines, losses or damages whatsoever and any costs and expense related, including reasonable attorney fees, arising from the performance of this agreement or otherwise resulting from the work, services, equipment or materials furnished to or on behalf of Pista sa Nayon.

I have read, fully understand and agree to the above rules and regulations.

Authorized Signature:	Date:
Printed Name:	

Application with total payment deadline: **Saturday, May 15, 2010**

Make all checks payable to: **Pista sa Nayon**

Please send application and check payment to:

Pista sa Nayon
P.O. Box 1970
Seattle, WA 98111



If you have any questions, please email Cayan@pista.org.
You may also visit www.pista.org for more information.

Thank you!