

# Snoqualmie Railroad Days

## August 17 – 19, 2018

### Vendor Application



Thank you for your interest in participating in 2018's Snoqualmie Railroad Days! Originally, organized by volunteer firefighters in 1939, Railroad Days is an annual community festival celebrating Trains, Timber, and Tradition. Today, the Northwest Railway Museum hosts around 11,000 visitors during the event – and this year we celebrate nearly 80 years!

**About the Event:** Snoqualmie Railroad Days is held in historic downtown Snoqualmie, located 25 miles east of Seattle. Today, Snoqualmie retains a strong connection to its past. Residents and visitors experience this connection while visiting the historic downtown commercial landmark district, the historic Salish Lodge perched above scenic Snoqualmie Falls, and the Northwest Railway Museum whose passenger rail program operates on the same rail line that brought the first regional tourists to the Falls on July, 4 1889.

The festival will include some of our favorite activities including: Train Rides in 100-year-old passenger coaches, the Grand Parade, live music, commercial and art vendors, Plein Air Paint out, a Children's Field of Fun, TimberSports, Legends Car Club, railroad equipment demonstrations, and History Comes Alive living history interpreters.

**How to Apply:** Fill out the attached application, sign it, make a copy for your records and return the original along with the required payment (including any additional fees), documentation, and licenses. The vendor and sponsor committee will review applications as they are submitted. If accepted, a copy of the application will be returned to you with an authorized signature. If your application is denied, you will be notified in writing and your payment returned.

**When and where:** Railroad Days is located in and around the Northwest Railway Museum and downtown Snoqualmie.

Event Hours*	Friday August 17	Saturday August 18	Sunday August 19
Open to the Public	5pm – 7pm	9am – 9pm	10am – 4pm
<b>Required Booth Hours</b>	<b>5pm – 7pm</b>	<b>9am – 7pm</b>	<b>10am – 4pm</b>
Set Up/Take Down	Noon – 5pm		4:01pm – Dark**

\* Street Closure begins at noon on Friday and end at 7pm on Sunday. The street reopens overnight each night, roughly 10pm-6am. A private security firm patrols the site during these hours.

\*\*Take Down will begin on Sunday at 4:01pm. Vehicles are allowed on the street only when deemed safe by the Snoqualmie PD.

**Applications, Acceptance & Cancellations:** Applications must be received by July 22, 2018 and include a description of your booth, photos of your booth, and information about the products or services being exhibited. All applicants are subject to a review by committee members. You will be notified of your acceptance as early as possible, but no later than August 1. Cancellations after July 13, 2018 will not receive a refund.

**Indemnity and Hold Harmless Agreement:** Railroad Days Volunteer Committee shall not be held liable for any debt, tax or assessment incurred by the concessionaire in the operation of his/her concession nor for any salary or expense due to any of his/her employees. The Northwest Railway Museum, Railroad Days, the City of Snoqualmie and Railroad Days Sponsors shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the concessionaire while at Railroad Days festival in the city of Snoqualmie, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal there from. In consideration of the privileges granted by this contract, the concessionaire agrees to protect, indemnify and hold harmless the Northwest Railway Museum, the City of Snoqualmie and the Railroad Days Sponsor(s) from any and all claims for damages, demands or suits arising from injuries or damages sustained or alleged to be sustained by

employees of the concessionaire or by any member of the public where such injury or damage shall have resulted directly or indirectly from the activities and business of the concessionaire in connection with this contract. The concessionaire shall cooperate and assist Railroad Days or its representatives in investigating such claims and in negotiating settlement thereof and the concessionaire shall be bound by any decision of Railroad Days or its representatives respecting the disposition to be made of such claims, even if any of the allegations, claim for damages, demands or suits are groundless, false or fraudulent.

**Insurance Requirements:** Food and Ride vendors and any vendor sampling a consumable food product must submit a certificate of insurance within two weeks of acceptance notification. Vendors must have \$1,000,000 each occurrence with \$1,000,000 aggregate products/completed operations and \$1,000,000 general aggregate. All policies shall be written on an occurrence basis. The concessionaire shall be named insured on the policy and the City of Snoqualmie, Northwest Railway Museum, ITS OFFICERS, DIRECTORS, AGENTS, EMPLOYEES AND FESTIVAL SPONSORS shall be additional insured thereon. Please inform your insurance agency to be sure they include this exactly as stated. Certificates will not be accepted without this additional insured wording. **Food vendors** are required to obtain a health permit from the King County Health Department at least TWO WEEKS prior to the event. Please submit a current certificate of Insurance, booth photo, electrical needs and full menu. \*

**Set-up:** All vendors will be able to set up between Noon and 5 pm on Friday, August 17, 2018 and open by 5 pm.

**Security:** The event provides reasonable on-site security; however, Railroad Days accepts no responsibility for any losses or damage to persons or property of any kind (See below).

**Electricity: Available for food vendors only.** There are a limited number of 220 volt outlets. Generators are available from R&R Rental (425.888.3083) Food Vendors are required to use 12 gauge, 3 conductor (2 hots and a ground) extension cords to access electricity. To avoid tripping the GFCI protected outlets, please make sure your extension cords and equipment are in good working condition. **Please let us know if you will need a 220 volt outlet when you submit your application.**

**Booths:** Railroad Days provides the booth space only. Each vendor must provide their own tents, display tables, chairs, fire extinguisher and exit sign. Only items listed on your application (art and/or food menu) may be sold at your booth. No exhibitor may display or market their materials outside the boundaries of their booth.

**Property:** No littering. Drug paraphernalia is strictly prohibited and violators will be prosecuted. There will be a **FINE** for illegal dumping down storm drains *or anywhere else* and/or for garbage left behind. **No alcoholic beverages, pets, loud music, television or hawking will be allowed in the vicinity of your booth.** The Festival reserves the right to restrict any activities determined by the Festival Staff to interfere with public access and/or Festival programming.

**Space:** Upon acceptance, Railroad Days 2018 grants to the accepted vendor a non-assignable right to use and occupy a vendor space (10x10 or 10x20) for the sole purpose of sale or promotion of a product or service as listed on the application/contract. Vendors are required to use the vendor space in a reasonable and non-offensive manner subject to public health and safety regulations and subject to the rules and regulations of Railroad Days 2017. Agents of Railroad Days 2017 reserve the right to prohibit anyone from selling, or any product from being sold.

**Business License:** All vendors (except non-profits who are not selling anything) must have a City of Snoqualmie business license or must apply to the City of Snoqualmie for a temporary business license. This form can be found at [www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us). Choose "search" from the menu on the left. Type the words Temporary Business License in the search box. Select the third option, Application for Temporary Business License. Print and fill out the appropriate lines on both pages. A \$15.00 check made out to the City of Snoqualmie must accompany this form. **Please mail it to the City of Snoqualmie, PO Box 987, Snoqualmie, WA 98065.**



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August 17-19, 2018 Vendor Application

Office Use

Conf. sent: \_\_\_\_\_

App. Fee rec.: \_\_\_\_\_

Check No.: \_\_\_\_\_

Booth: \_\_\_\_\_

Check type and size of booth desired:	10' x 10'	X	10' x 20'	X
Non-profit (attach copy of IRS determination letter)	\$100.00		\$150.00	
Handmade	\$115.00		\$175.00	
Commercial (temporary business license required)	\$225.00		\$335.00	
Food (food handlers and temporary business license required)	\$340.00		\$495.00	

Business/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Best phone \_\_\_\_\_ Is this a Cell? Yes  No

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Washington State UBI# \_\_\_\_\_

Non Profit Yes  No

List products you intend to sell (as well attach a picture of your booth); use the back of this page if necessary.  
Food Vendors: Please list exact electrical/power needs and length for the following: booth space and support vehicle

**I have read the application information and understand all rules and procedures.** I agree to comply with all Festival, State and Local Regulations, and save and hold harmless the Northwest Railway Museum, the City of Snoqualmie, the Snoqualmie Railroad Days committee, officers, sponsors and agents from any loss or damage to any person or property caused by or the applicant's operation in connection with Railroad Days and further agrees to defend said Associations and City for any claims for such damage.

Amount Enclosed: \$ \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2017 Railroad Days application and payment to:**

Northwest Railway Museum  
PO Box 459  
Snoqualmie, WA 98065  
Attn: Railroad Days

