



2022 Vendor Application

VENDOR APPLICATION PROCEDURES & REQUIREMENTS:

The Greater Othello Chamber of Commerce takes pride in putting on a fun and successful 4th of July event for all to enjoy. In order to ensure the continued success of the event and the safety of those in attendance, the Chamber of Commerce has established the Vendor Application Procedure and Requirements listed below. *Please read and follow directions carefully as an incomplete Vendor Application will be denied.* Please see last page for this years guidelines.

APPLICATION PROCEDURE	APPLICATION REQUIREMENTS
<p>Step 1: Greater Othello Chamber of Commerce Vendor Application Review</p> <p>Review and complete the Greater Othello Chamber of Commerce Vendor Application (pages 2-4). The Vendor Application will not be submitted until the below steps have been completed.</p>	<p><input type="checkbox"/> Fill out and complete the Greater Othello Chamber of Commerce Vendor Application.</p> <p><input type="checkbox"/> Initial/acknowledge Vendor Application Rules/Regulations (page 4).</p>
<p>Step 2: Adams County Health Department Registration (Food Vendors ONLY)</p> <p>Register with the Adams County Health Department and purchase a Permit to Operate One Temporary Food Service Establishment (\$50 per day/per event, applicable vendors). Mobile food vendors must possess Permit to Operate a Mobile Food Service Establishment. The ACHD Temporary Food Service Permit Application can be found on page 5 of this packet. Information regarding food permits, Washington State Health Code, and the Adams County Health Department is available online at www.co.adams.wa.us. Food/drink vendors are also required to possess a valid Washington State Food Handler's Card (\$10 per person).</p>	<p><input type="checkbox"/> Attach a copy of ACHD Food Service Permit receipt or submitted application (applicable vendors) to this application.</p> <p><input type="checkbox"/> Mobile Food Vendors (ONLY) attach copy of Permit (or receipt) to Operate a Mobile Food Service Establishment.</p> <p><input type="checkbox"/> Attach copy of Washington State Department of Health Food Handler Card (applicable vendors) to this application.</p>
<p>Step 3: Attach City of Othello Business License Application</p> <p>Vendors must receive approval from the Greater Othello Chamber of Commerce to sell goods or services PRIOR to receiving a City of Othello Business License. Complete the City of Othello Special Event/Festival Business License Application (attached to this packet) and attach it, along with a check/money order (payable to the City of Othello) for Business License Registration Fees (\$40 per 1/2 year, applicable vendors), to the Chamber of Commerce Vendor Application. Do not submit fee payment if already current City of Othello Business License holder. The Chamber is the sole point of contact between vendors and the City and will submit all approved vendor Business License Applications to the City of Othello for processing.</p>	<p><input type="checkbox"/> Attach a copy of completed City of Othello Special Event/Festival Business License Application to this application (applicable vendors).</p> <p><input type="checkbox"/> Attach Business License Registration Fee (check or money order only, payable to the City of Othello) to this application. *Do not submit fee payment if current City of Othello Business License holder.</p>
<p>Step 4: Submit Vendor Application to the Chamber of Commerce</p> <p>Submit the complete Vendor Application, including applicable proof of permits, completed City of Othello Special Event/Festival Business License Application, Business License fee check or money order to the City of Othello, separate application fee (CHECK OR MONEY ORDER) to the Greater Othello Chamber of Commerce Office located at 705 E. Hemlock St. by Friday, June 17, 2022.</p>	<p><input type="checkbox"/> Attach Vendor Application Fee (separate cash, check/money order, payable to the Greater Othello Chamber of Commerce) to this application.</p> <p><input type="checkbox"/> Submit complete Vendor Application (including applicable proof of permits, applications, and fees) to the Greater Othello Chamber of Commerce Office.</p>



2022 VENDOR APPLICATION MANUAL

VENDOR/BUSINESS INFORMATION

VENDOR/BUSINESS NAME: _____ APPLICATION DATE: _____

CONTACT NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

ALT. CONTACT NAME: _____ PHONE: _____

- VENDOR TYPE:
- FOOD SALES (FOR PROFIT)
 - MERCHANDISE SALES (FOR PROFIT)
 - INFORMATIONAL ONLY (NO SALES, ACCEPTS DONATIONS, NOT FOR PROFIT)

CITY OF OTHELLO BUSINESS LICENSE NO: _____ EXP. DATE: _____

ADAMS COUNTY HEALTH DEPT. FOOD SERVICE PERMIT/RECEIPT NO.: _____

WA STATE DEPARTMENT OF HEALTH FOOD HANDLER CARD NO.: _____

VENDOR SPACE (VENDOR LOTS 1-24 ARE 20' X 20') QUANTITY REQUESTED: # _____ VENDOR LOTS

PLEASE SELECT YOUR PREFERRED VENDOR LOT (See Vendor Lot Map on Page 9):

1st Choice Lot # _____ 2nd Choice Lot # _____

I understand that vendor spaces will be assigned by the chamber manager based on availability and power requirements. I understand that I may not get my preferred vendor lot(s).

Initials: _____

- POWER REQUIREMENTS:
- 110V x #
 - Generator (provided by applicant/vendor)
 - No Power
 - 220V x #
 - Other (please list): _____

WILL VEHICLE ACCESS BE REQUIRED TO UNLOAD/LOAD EQUIPMENT FOR SETUP/TAKEDOWN? YES NO
(Vehicle access to park during event will be limited to courtesy vehicle provided by Greater Othello Chamber of Commerce only).

*If yes, please provide the following:

VEHICLE MAKE/MODEL: _____ LICENSE PLATE #: _____

WILL VEHICLE BE REQUIRED TO BE PRESENT IN PARK FOR THE DURATION OF THE EVENT? YES NO
(Applies only to vendors selling and/or preparing food from vehicle. All other vehicles are not permitted to remain in park at time of event.)

*If yes, please provide the following:

VEHICLE MAKE/MODEL: _____ LICENSE PLATE #: _____

DESCRIBE SPACE SETUP (PHOTOS CAN BE INCLUDED): _____



VENDOR RULES/REGULATIONS AND APPLICANT AGREEMENT

Please read the below rules/regulations regarding vendors at the Greater Othello Chamber of Commerce 4th of July event. By initialing below, the applicant certifies agreement with the Rules and Regulations as established.

- 1. It is unlawful for any person, organization, or event to store, offer for sale, use, possess or discharge fireworks within City of Othello limits without granted, reasonable exception and permission from the Adams County No. 5 Fire Chief, provided approval from the Othello City Council (OMC 5.16). _____ INITIAL
- 2. Sales of lasers, knives, firearms, toy knives or toy guns that look realistic i.e. air guns, BB guns, and pellet guns is strictly prohibited. Sale of drug paraphernalia is strictly prohibited. Sale of pepper spray is strictly prohibited. _____ INITIAL
- 3. All chemicals and oils used in booths for food preparation and/or cleaning must be removed from the park. _____ INITIAL

SITE ASSIGNMENT

See attached Vendor Lot Map. Please select your top two preferred vendor site assignments on page 2. Vendor site assignments will be at the sole discretion of the Greater Othello Chamber of Commerce. Vendor site preference requests will be considered, but are not guaranteed.

SETUP DATE/TIME

Vendors will receive site assignments by Friday, June 24th. Vendors may set up, drop off supplies, and/or connect electricity from 5:00 PM - 8:30 PM on Sunday, July 3, 2022. Vendor sales will **not** be permitted on this day.

VENDOR SALES

Booth preparation and vendor sales may begin any time after 10:00 AM on Monday, July 4, 2022. **All sales will cease at 11:30 PM.**

TEAR DOWN DATE/TIME

Vendors may not begin tear down of booths until the fireworks show is complete (approx. 10:30 PM) on Monday, July 4, 2022. Vendors must have all equipment (including equipment, garbage, grease and oils) removed from the park by 12:00 PM on Tuesday, July 5, 2022.

GREATER OTHELLO CHAMBER OF COMMERCE VENDOR APPLICATION FEES

Vendor Application Fee(s) must be submitted to the Chamber of Commerce Office by 12:00 PM on Friday, June 17, 2022. Check or money orders only, payable to the Greater Othello Chamber of Commerce.

Not For-Profit Vendor (Info Booth/Donations/No Sales)	\$50	X _____ # of spaces =	\$ _____
10 X 20 (10ft Frontage)	\$250	X _____ # of spaces =	\$ _____
20 X 20 (20ft Frontage)	\$450	X _____ # of spaces =	\$ _____
110 Power	\$25	X _____ # of spaces =	\$ _____
220 Power	\$50	X _____ # of spaces =	\$ _____
TOTAL BALANCE DUE:			\$ _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I/We, as participating vendors at the Greater Othello Chamber of Commerce 4th of July Event/Celebration, hereby agree to save and hold harmless the Greater Othello Chamber of Commerce and its representatives from any and all liability including product claims arising out of the operations of my/our vendor booth(s) and product sales the Greater Othello Chamber of Commerce 4th of July Event/Celebration. It is understood and agreed that the Greater Othello Chamber of Commerce **WILL NOT** assume any responsibility for vendor operations or insurance protection.

SIGNATURE: _____ PRINT NAME: _____

BUSINESS/ORGANIZATION: _____ DATE: _____



NO GUNS, TASERS, CLUBS, KNIVES!

Sale of lasers, knives, toy knives or toy guns, potato shooters, marshmallow guns that look realistic i.e. air guns, BB guns, and pellet guns, confetti shooters, colored hair spray and silly string is strictly prohibited. Sale of drug paraphernalia is strictly prohibited. Sale of pepper spray is strictly prohibited. Sales of any of the above mentioned items will result in **IMMEDIATE REMOVAL FROM THE PARK ALONG WITH CLOSURE OF BOOTH**, vendor will not be allowed to return to participate in the Othello 4th of July Celebration. **ABSOLUTELY NO EXCEPTIONS.**

I agree to the terms set forth by the Greater Othello Chamber of Commerce and agree to comply with all rules and regulations regarding the sale of the above mentioned items. I understand that sale of any of the above mentioned items will result in immediate removal from the park and I will not be allowed to return as a vendor for the 4th of July Celebration.

VENDOR NAME (PLEASE PRINT)

SIGNATURE

DATE

FOR OFFICIAL USE ONLY							
VENDOR FEE PAID \$ _____	BY: _____	DATE: _____	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK # _____	RECEIPT # _____		
CITY BL FEE PAID \$ _____	BY: _____	DATE: _____	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK # _____	RECEIPT # _____		
APPROVAL LETTER SENT:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	BY: _____	DATE: _____			
ACHD PERMIT/RECEIPT REC'D:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	BY: _____	DATE: _____	FH CARD #:	_____	



SPECIAL EVENTS/FESTIVALS BUSINESS LICENSE

Othello City Hall • 500 E Main St. • Othello, WA 99344 • (509) 488-5686

Date Rec'd: _____

Rec'd By: _____

Application **MUST** be turned in to Othello City Hall **2 weeks** prior to scheduled event or festival.

Please complete the form to its entirety, if question is not applicable then insert N/A as an incomplete application may be DENIED.

NAME: _____ PHONE #: _____

MAILING: _____

PHYSICAL ADDRESS: _____

OWNER/CONTACT: _____ 2ND PHONE #: _____

SECTION 1

1) DESCRIPTION OF BUSINESS: _____

2) DATE(S) OF VENDING (If registered with a festival, attach a copy of your registration): _____

3) DO YOU HAVE A UBI OR MASTER LICENSE? (If no, contact L&I at (509) 764-6900 to acquire one) _____

4) WHERE WILL YOUR VEHICLE BE PARKED WHEN NOT IN USE? _____

5) IS YOUR VEHICLE: PERSONAL BUSINESS BOTH

6) VEHICLE INFO: MAKE _____ MODEL _____ YEAR _____ LIC. # _____

SECTION 2: IF YOU WILL BE COOKING OR SERVING FOOD

7) Attach a copy of Adams County Health Dept. Permit receipt or submitted application, or contact them at (509) 488-2031 to apply.

8) Will there be cooking or smoke or grease? _____

ALL cooking vendors MUST have a 5lb ABC fire extinguisher. Cooking vehicles MUST be equipped with a Tyle 1 Hood & a Class K fire estinguisher.

9) The date your cooking vehicle was last inspected by L&I? _____ Is an L&I sticker posted and current? _____
If no, call L&I for an inspection at (509) 764-6921 prior to returning the application.

10) When was your vehicle's last annual inspection with Adams County Fire District No. 5? _____
If no inspection has been made, please schedule an inspection with them prior to submitting the application at (509) 488-2951.

11) Please attach copies of MSDS sheets for any chemicals to be used that exceed 5 gallons.

12) Estimate the amounts of each chemical to be stored, used, and how it will be disposed of: _____

SECTION 3

13) Explain your method of trash, litter, and grease and/or sewer disposal: _____
O.M.C. 12.12.150 Viscous materials not to be discharged. No person shall discharge or cause to be discharged into the public sewer system any flammable or explosive liquid, solid or gas, any garbage not properly shredded, any ashes, cinders, sand, mud, oil, grease, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage treatment plant; provided, that waste fluids containing minute portions of commercial petroleum oils may be discharged into the public sewer system after the installation of a grease trap inspected and approved by the superintendent. (Ord. 164 502, 1955). PLEASE INITIAL WHEN READ: _____

14) Explain your dust control plan: _____

15) Please list 2 names and phone numbers of people to contact in the event of an emergency.

Name _____ Phone Number _____ Name _____ Phone Number _____

\$80.00 per calendar year or **\$40.00** July 1st through December 31st

NOT TRANSFERABLE OR REFUNDABLE.

Make a CHECK payable to the City of Othello and submit to Othello City Hall 2 weeks prior to scheduled event. Cash may also be used as a form of payment. **NO credit cards or debit cards accepted.**

Signature of person filling out form: _____ Date: _____

FOR OFFICIAL USE ONLY:

PUBLIC WORKS DIRECTOR		ADAMS COUNTY FIRE DISTRICT NO. 5		CITY CLERK/DEPUTY CLERK	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED