



VENDOR BOOTH SPACE INFORMATION

Saturday, August 12, 2017
Fair Hours: 10:00 a.m. - 7:00 p.m.

The Garland Street Fair promotes a day of fun for the whole family showcasing creativity and diversity through Art and entertainment.

The 15th Annual Garland Street Fair will encompass nine blocks of the Garland Business District, from Howard Street to Monroe. There will be an assortment of musicians, food vendors, arts activities and involvement from the Garland businesses. This year we are focusing on creative arts. **We are looking for vendors who create their own products or provide artistic services.** We will be reviewing all applications and selecting the vendors that will provide a variety of interests and talent. We would love to have vendors who allow the attendees to have a “hands-on” experience.

The Garland Street Fair Committee (here on out called Committee) will provide: a 10X10 space for your booth. **If you require more space than designated, you will be charged accordingly for your booth.** You will receive information on booth location and set-up/take down via email unless one is not available.

YOU will provide: Tent, table, chair(s), merchandise and signage. Sun screen and a lot of water are advisable. You must have your own business license and collect sales tax.

Event Promotion & Advertising: We will promote the Street Fair through various forms of media, including billboards, newspaper, radio and social media. Full color pre-festival flyers and posters are distributed throughout Spokane. The event will be posted on community calendars, Facebook and other social media sites. . We also have a designated website: www.garlandstreetfair.com In past years we have had an average of 10,000 visitors throughout the day.

Electricity: Access to electrical outlets is limited for vendor booths. We cannot guarantee that we will have power available for you. If you need power you may consider a silent generator. The only exception is for food vendors. Any and ALL cording must be secured across all walkways and booth areas. Please contact us regarding this.

Parking: is free in the Garland neighborhoods. We will provide information on parking with your final confirmation. Please abide by all “No Parking” signs and be courteous to our neighbors. **NO parking is allowed inside street barricades except food trailers in their designated space.**

Restrooms: There will be portable restroom facilities available on the day of the street fair. They will be placed in central locations throughout the Fair.

Booth Applications: The Committee reserves the right to accept or reject applications at any time. All requests must comply with the Garland Street Fair Mission Statement. Payment for your booth must be paid in full by July 1st. After that date an extra fee of \$25 will be required.

All vendors: arts, crafts, food, small businesses, distributors will be juried by committee. We hope to have a nice cross section of moderate to mid-range, services and items for sale and promotion. No political campaign booths for political parties or individual candidates will be accepted.

We will do our best to accommodate your needs for placement of your booth. However, it is first come – first serve.

Booth Sharing: Subletting or sharing of the booth space not specifically authorized by the Committee is prohibited. Use other than what is submitted on your application is prohibited unless reviewed and approved by the Committee. Block Captains do inspect at set up.

Soliciting, Samples, Souvenirs: Soliciting of business and/or distribution of samples and souvenirs will not be permitted within the boundaries of the street fair; it must remain within your assigned vendor booth.

Set up and Take Down of Booths: You will receive your info via email, unless one is not available, in which case it will be sent to you around July 20th with detailed information on where your booth will be, unloading and the name of your block captain who can assist you with any questions. Set up will begin no earlier than 8:00 a.m. unless prior authorization is given. Take down will be completed within 1 hour after closing. Vehicles are not permitted on Garland Avenue, at any time, unless prior arrangements were made, in order to keep all participants safe. All participants in the Garland Street Fair must remain open for business from 10:00am until 7:00 p.m.

Trash: We will have garbage cans available for the public and will have a clean up team available. However, you are responsible for hauling out your own garbage.

Insurance: The Garland Business District and the Committee will not be responsible for injury to persons, loss or damage of merchandise, equipment or decorations by fire, accident, theft or any other cause while on the Garland Street grounds. The Committee suggests that all vendors and nonprofits carry appropriate insurance coverage for their booth, stock and contingency liabilities. **Please provide a copy of your liability insurance showing the Garland Business District as a lien holder.**

Security: Vendors are responsible for security in their own booth for the duration of the street fair. During set up and take down, please have a staff member in your booth at all times. The Committee cannot assume any responsibility for losses incurred from pilfering or any other causes. The Garland Business District has hired City of Spokane Police for traffic control throughout the entire street fair.

Food and Food Sampling: Food and food sampling is allowed with the proper permits obtained from the Health District. **You are required to obtain your own permit from the Health District.** If you have questions, please contact SRHD at (509) 324-1560 ext 2. The Health District will be confirming with the Committee whether all vendors have proper permitting. If you are using propane – you must also contact the Fire Department for approval.

Refunds: Because of the growing demand to participate in the Garland Street Fair, pay now to reserve your booth space. Cancellations after August 1st will not be refunded.

No Shows: If you have been approved to participate in the street fair and pay your fees but do not show up on the day of, you will not receive a refund and you will not be accepted for a booth space the following year.

Garland Business District Members Only: If we have not heard from you by July 1st, the street space in front of your business may be given to an outside vendor. Remember it's the fullness of vendors and activities that bring in many visitors to our neighborhood. Thank you in advance for understanding.

Questions: The Street Fair committee is a volunteer-staffed committee. If you have questions, it is best to email; garlandddistrict@gmail.com. You can also leave a message at 509-939-8970.