



VENDOR BOOTH SPACE INFORMATION

Saturday, August 11, 2018

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 local art and entertainment.

The 16th 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 would love to have vendors who allow the attendees to have a “hands-on” experience.

Booth Applications: Deadline submission of your application is May 1st. All vendors - arts, crafts, food, small businesses, and distributors - will be juried by committee. We will be reviewing all applications and selecting vendors that will provide a variety of interests and talent. You will be notified by May 15th if your application has been selected.

We hope to have a nice cross section of moderate to mid-range services and items for sale and promotion. **Applications for political campaign booths, political parties or individual candidates will not be accepted.**

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 15th. After that date an extra fee of \$25 will be required. We will do our best to accommodate your needs for placement of your booth.

The Garland Street Fair 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.

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, 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 and we cannot guarantee that we will have power available for you. There will be a \$25.00 fee for power. If you need power, you may consider a silent generator. Any and ALL cording must be secured across all walkways and booth areas. Please contact us if you have questions about access to electricity or power.

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 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 and will check-in with you throughout the day.

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 information via email to you on or around August 1st with detailed information about your booth location, how to access it, and the name of your block captain who can assist you at the fair. Set-up will begin no earlier than 8:00 a.m. unless prior authorization is given. Take-down must be completed within 1 hour after closing. In order to keep all participants safe, vehicles are not permitted on Garland Avenue, at any time, unless prior arrangements were made. 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. Garbage cans provided for the public are not for vendor use.

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 an additional insured. (There is no extra fee – you just need to ask your agent).**

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 or fire, you must also contact: **Megan Phillips**, Assistant Fire Marshal, Spokane Fire Department. 509-625-7041.

Refunds: Because of the growing demand to participate in the Garland Street Fair, 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 is 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 garlanddistrict@gmail.com. You can also leave a message at 509-939-8970.