



## Key Pen Parks – Event Vendor Application

Key Pen Parks Event: All Hallows Eve and Harvest Festival – October 23, 2021, 12:00 PM to 4:00 PM

At Gateway Park – 10405 SR 302, Gig Harbor, WA 98329

**Application deadline for this event: October 11, 2021**

*\*This will be a carefully curated process, as we hope to have a wonderful mix of talent and interest.*

### Required Information:

Company or Business Name: \_\_\_\_\_

Contact Info:

First: \_\_\_\_\_ Last: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business License#/EIN/or Resale #: \_\_\_\_\_

Insurance Company used for Certificate of Insurance: \_\_\_\_\_

Description of contact's role in company or business: \_\_\_\_\_

### Nature or Category of Business:

1. Art/Crafts
  - DIY & Craft
  - Art & Illustration
  - Jewelry
  - Services
  - Clothing & Accessories
  - Other
2.  Kids Toys
3.  Candles
4.  Local Food (e.g., honey, jams, etc.)
5.  Yarn/Fiber Arts
6.  Pottery
7.  Glass work
8.  Food/Beverage (non-alcoholic)
9.  Information/Promotional Items
10.  Physical Activity – Games, or Exercise for prizes

Website or Social Media Site link to online gallery of your work: \_\_\_\_\_

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Please list the items you intend to sell or distribute at the Harvest Festival: \_\_\_\_\_

If you are a business intending to market/promote, what activity will you be providing at your booth? (Example: if you would like to provide a fun game for prizes, or free give-away items, etc.):

How large of a canopy/tent do you intend to use at this event?

10 x10     10 x 20

Will you need electricity for your booth?

Yes     No

Event Description and Specifics:

1. Event Name: Harvest Festival
  - a. A fun community event featuring food trucks, vendor booths, games, live music, and a haunted barn starting at 4pm.
  - b. Estimated attendance: 400 – 600 people.
  
2. Location: Gateway Park, 10405 SR 302, Gig Harbor, WA 98329
3. Date of Event: October 23, 2021: 12-4 pm
4. Set Up Time: 10:00 am – 11:45 am
5. Take Down Time: 4:00 pm
6. Event Fee: **\$60** for Vendor tents (non-food)    **\$75** for Food trucks
  - a. Businesses willing to provide an appropriate and approved game w/prizes may have their fee waived. (Request details)

If you are selected to participate in the All Hallows Eve & Harvest Festival, you will be sent an Agreement to sign.

1. Payment will be due after signing of the Agreement, no later than Friday, October 15, 2021.
2. No refund will be provided in the event of a “no show” by vendors.

Vendors must obtain the required permits from the following entities and provide copies within 10 business days prior to event if serving food. Get food permits through Tacoma Pierce County Health Department <https://www.tpchd.org/healthy-places/food-safety/temporary-events> or email/call Amanda Peters: [apeters@tpchd.org](mailto:apeters@tpchd.org) phone: 253-7987677

Please email this application to [veronica@keypenparks.com](mailto:veronica@keypenparks.com) or mail it to Key Pen Parks, ATTN: Veronica Grandt, P.O. Box 70, Lakebay, WA 98349. *\*(If you are mailing your application, please mail it early. Applications received after the October 11<sup>th</sup> deadline will not be considered.)*