



Winterfest Market 2024 *Rules & Regulations*

HDSA is excited to develop the inaugural holiday market of Winterfest 2024. Winterfest is a three day celebration intended to bring families from near and far to downtown Snohomish to celebrate the season and create lasting memories together. We are so excited to partner with amazing vendors to build the foundation for a high quality market to grow year after year.

The following rules and regulations are designed to ensure that this experience is not only successful for our vendors, but also provides a great experience for our customers, keeps everyone safe, and is appreciated by the Snohomish community at large.

It is essential for all participating vendors to read and understand these rules entirely. By submitting an application, you are agreeing to all the rules and regulations therein. Failure to comply may result in the loss of permission to sell at the Winterfest Market.

Registration and Fees

The Winterfest Market will operate on Saturday, December 14th from 2pm-8pm and Sunday December 15th from 12pm-5pm. The fee for both days is \$150 and is due at the time of application. You will be notified via email if your booth has been approved. Any unapproved booths will be refunded. Approved booths are non refundable and there is a no cancellation policy. No exceptions – thank you for understanding.

Payments are accepted online only via the application form. Cash and Checks are not accepted.

Rules and Regulations

Vendors must provide their own booth set up, including tables, chairs and any display items. You MAY NOT attach anything to the walls, floors, or any other fixtures featured inside the building.

Internet service is not provided as part of this market.

You are provided with a 10'x10' footprint for a single stall and a 10'x20' footprint for double stalls. Double stalls require additional payment which you will be invoiced for upon approval. We have (6) 10'x10' and (2) modified (50 sq feet) stalls available indoors. We have (10) 10'x10' and (4) vehicle spaces available outdoors. You may request your preferred placement on the registration form. Indoor stalls are not guaranteed and will be assigned at the discretion of the market coordinator.

No canopies allowed indoors.

Outdoor canopies must fit within a single or double stall footprint. Canopy weights are required, with each leg requiring no less than 25#. Umbrellas require 50# weights.

Vehicles in stall spaces are approved on a case-by-case basis. Photos of your set up must be provided in your application to be considered for approval. Any unapproved vehicles that arrive on the day(s) of the market may be refused.

If you need a power source, you must indicate this on your application form. You are limited to a standard 15amp/120V receptacle. Extension cords are advised. We advise that you use battery operated equipment whenever possible. Power may not be available depending on your stall location.

Absolutely NO HEATERS, propane, generators, or open flames. This applies to indoor and outdoor vendors.

Licenses, Insurance and Taxes

All vendors must provide, with their application, current copies of all applicable licenses and permits required in connection with the sale of their products. Where applicable, these may include but are not limited to state and city licensing, Sno Co Public Health Permit, Washington State Department of Agriculture, and Certification for Organically Grown Produce or Organically Certified Products.

- All vendors must provide a UBI number
- All vendors must provide a certificate of insurance, naming Historic Downtown Snohomish Association as additionally insured. Our information to obtain the COI is as follows:

Historic Downtown Snohomish Association
1024 1st Street, Suite 311
Snohomish, WA 98290

- Insurance Resources
 - [ACT Vendor Insurance](#) is an excellent option for short term
 - [Flip](#) for food vendors
 - [Campbell Risk Management](#) is recommended for repeat vendors
(please note, these are only recommendations. You are responsible to find the best and most appropriate insurance coverage for your business)

You are responsible to collect and report sales tax for your business.

Selling

You are responsible for all necessary equipment to sell your product including POS systems, card readers, and processors that can operate with or without outside provided internet service and/or power. We strongly encourage the ability to accept multiple forms of payment including cash, cards, and e-payment options (Apple Pay, Google Pay, etc).

Set Up/Load In

The market is located inside and in the parking lot adjacent to the Snohomish Carnegie Building at 105 Cedar Avenue in Historic Downtown Snohomish. Set up will take place on Friday, December 13th for all **indoor** vendors. **This is mandatory.** Set up will begin at 2pm and close at 8pm. You may arrive at any time within this window. You will be assigned an entrance according to your stall placement. This information will be in your vendor approval email.

There are stairs required to enter the building. There is 1 lift available and will be operated by an HDSA volunteer. Self-operation of the lift is strictly prohibited. If you require use of the lift, you must notify the market coordinator before December 6th.

On Friday, December 13th, all indoor vendors can enter the parking lot of the Snohomish Carnegie Building through the entrance on Pearl Avenue. Indoor vendors can use any space in the lot to park their vehicle to unload. Please fill the lot from the spaces closest to Cedar Avenue first. Please exit the lot via the exit on Cedar Avenue.

On Saturday, December 14th, **outdoor vendors** may arrive to set up beginning at 10am. All outdoor vendors can enter the lot through the entrance on Pearl Avenue and find their assigned marked stall. Any vehicle stalls will be assigned on the South side of the parking lot.

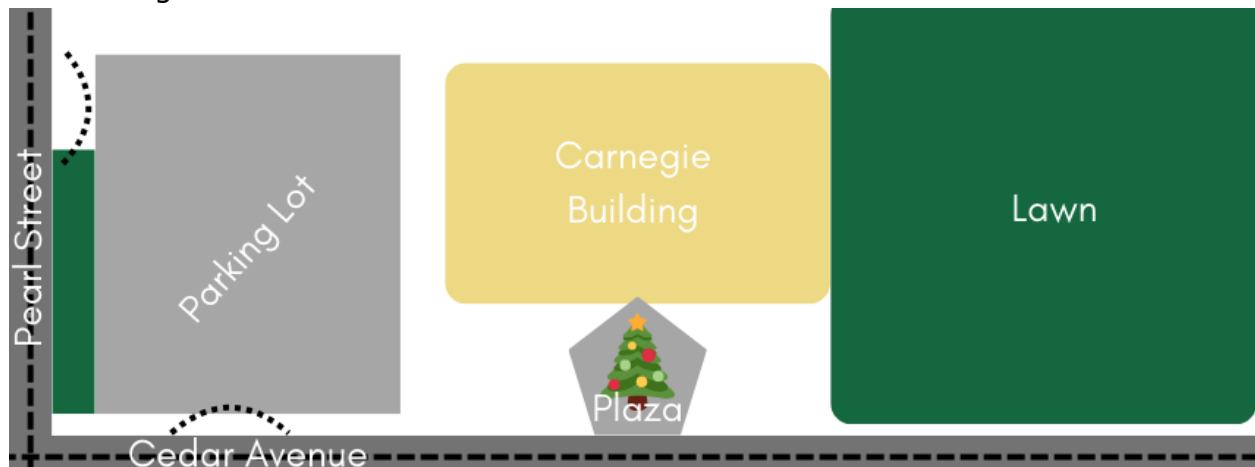
All vendors must be ready to sell by 12pm on Saturday, December 14th and 2pm on Sunday, December 15th.

Tear Down/Load Out

You may not begin tearing down your booth until after 5pm on Sunday, December 15th.

Outdoor vendors must be completely cleared from the lot before indoor vendors can access the parking lot to load items. You will be notified by the market coordinator when the parking lot is cleared.

Please access the lot in the same manner as with set-up, entering on Pearl Street and exiting on Cedar Avenue.



Parking

Vendors are asked to park as far away from the market site as possible, ensuring accessibility for visitors. Please be mindful of resident and business driveways, private parking, and lots meant for customers only. You must park at your own risk in accordance with city laws and regulations. Parking on first street, east of Willow or West of Avenue D is encouraged.

Pets and Children

There are no pets allowed inside the Carnegie Building. Pets are allowed outdoors but we discourage bringing animals to your booth

Children must be attended at all times. HDSA is in no way responsible for injury or damages incurred to or from children. You must supervise your child(ren) at all times.

Damages and/or Theft

There is no security provided during the market. Indoor vendors will have all items secured and the Carnegie building will be locked overnight. You will not be able to gain access to your booth outside of market operating hours. Outdoor booths will not be secured or supervised. HDSA is not responsible for theft or damages for unattended goods or property.

Right to Refuse Service

HDSA holds true to our values of inclusion and community. We ask that all vendors treat one another, guests, the City of Snohomish, volunteers, and staff with respect, kindness, and a welcoming attitude. In the event that vendor behavior is considered offensive or threatening, HDSA reserves the right to refuse your permission to sell temporarily or permanently and may ask you to immediately leave the premises of the market.

Hold Harmless

Vendor assumes all responsibility for their involvement in the Winterfest Market and with the Historic Downtown Snohomish Association, for their participation in the market and agrees to indemnify, defend and hold harmless the Historic Downtown Snohomish Association, the City of Snohomish, and their respective board members, contractors, and agents from any and all claims, demands, suits and liability, for any damage, loss, harm or injury to any person or any property of the vendor or any of its employees or other representatives. In no event will the Historic Downtown Snohomish Association be liable for any direct, indirect, actual, special or consequential damages of any nature whatsoever, including, but not limited to lost profits, business interruptions or other economic loss to the vendor due to the refusal of a vendor application, termination of a vendor relationship by the market coordinator, HDSA Staff, or Board of Directors or due to the cancellation of the market as scheduled.

By applying for the Winterfest Holiday Market, you hereby agree to these terms and conditions and are required to act in adherence to all regulations within. Thank you.