

Emerald Spiral Events, LLC
15731 NE 8th Street #6146, Bellevue, WA 98008
425-445-8789/Astara@EmeraldSpiralEvents.com

Emerald Spiral Events Vendor Application

KEEP THIS INFORMATION FOR YOUR RECORDS, SIGN AND RETURN PAGES 3 & 4

What is a Vendor? Exhibitors, Vendors, Healers and Readers and anyone that has an approved booth. One Person/Business per booth

Location Date and Time: Kent Commons ,525 Fourth Avenue N, Kent, WA , the fourth Saturday in March and September. Doors open to the public at 10:00am and close at 4:00pm. (7:00am loading dock doors open to vendors for set-up and close at 8:00pm.)

Registration: Application form must be read, completed and signed with payment attached. Incomplete applications will not be accepted or approved. Applications will not be accepted without payment. Signed Release and Indemnity Agreement is acknowledgment that you have read all the rules and regulations regarding this event. **One person/business per booth.**

Release & Indemnity Agreement: This form must be signed prior to set up. All persons in your booth must sign a Release and Indemnity Agreement. All applications are subject to approval by Emerald Spiral and become a legal contract.

Registration Fee: You can send payment by paypal (Astara@EmeraldSpiralEvents.com), credit card via telephone or mail a check to 15731 NE 8th Street #6146, Bellevue, WA 98008.

Facility Entrance/Set Up/Tear Down: Load and unload through loading dock at the SW back side of the building and then please move your vehicle to RJC Garage. **DO NOT USE THE MAIN LOBBY OF THE KENT COMMONS.**

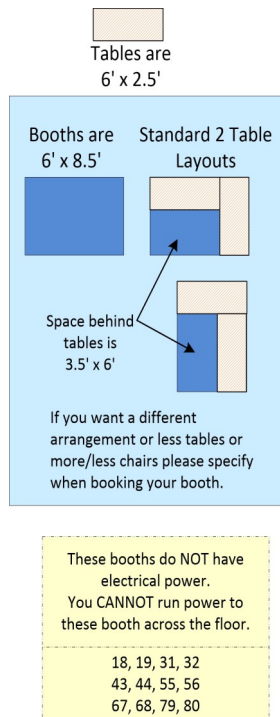
Parking: After unloading, move your vehicle to the RJC Courthouse parking garage west of the Kent Commons. **DO NOT park in the Kent Commons parking lot** - that is for your customers! For loading at the end of the expo, remember everyone else is doing the same thing so it is important to only bring your vehicle back to load after you have packed up your booth space.

Booth Set Up: Loading Dock doors open at 7:00 AM on Saturday. Please inspect your floor area before setting up. If there is ANY damage to your booth area, immediately notify Emerald Spiral/Kent Commons. You must be in your booth by 10:00 AM. We do opening circle at 9:30AM to 9:45 AM. Set up must be complete by 10:00am. Doors open at 10:00am.

Booth Tear Down: The Expo doors close at 4:00 PM. Tear down begins at 4:00 PM. **NO EARLY TEAR DOWNS.** Please ensure your floor area is cleaned up at the end of the Expo. You will be responsible for any damage to chairs, tables, and floor area in your booth. Booths must be dismantled by 5:30PM. The building closes at 6:00 PM.

Lighting and Power: The room has adequate lighting. It is not necessary to bring extra lighting but you may if you desire. NOTE: **All booths (except 7, 8, 12, 13, 18, 19, 25, 26, 31, 32, 43, 44, 55, 56, 61, 62, 67, 68, 79, 80) have access to power.** Bring your own extension cord and painters tape to keep the cord in place and prevent anyone from tripping over the cord. **NO DUCT TAPE.**

Booth Space: Booth space will consist of two 6 ft X 2.5 ft tables and 2 chairs. Due to the number participants, space restriction will be enforced. Notify us if you want different layout or more/less tables or chairs. NOTE: **Only Kent Commons tables and chairs will be allowed. Bring your own table covers.**



Safety: To ensure a safe (by fire regulation) and healthy (allergies, etc) Expo for everyone, burning of incense, candles or other related items is prohibited. No exceptions! We appreciate your cooperation.

Door Prize and Volunteer Appreciation donations: We are no longer collecting donations for drawings. If You can hold a drawing at your booth.

Cancellations: Call or email at least 30 days before the expo. Cancellations must be by email or phone call. There are **no refunds**. Booth spaces belong to Emerald Spiral and CANNOT be resold by vendor. If you are delayed, please call 425-445-8789. **NO SHOWS WILL NOT BE INVITED BACK TO THE EMERALD SPIRAL EXPO. NO EXCUSES!!!**

Wait List: If you are notified that you are on the wait list, we will notify you at least 24 hours before the event but sooner if you are needed. Please make sure that we have your contact info/cell phone number or email and check your email daily. If you are notified, please confirm that you are available and will be there. Thank you!

Office Use Only: Date: _____
Booth Assigned _____
Payment Form _____
Payment Amount: _____
Excel _____ CC _____ VD _____ Other _____

EMERALD SPIRAL EXPO VENDOR APPLICATION

EMERALD SPIRAL EXPO _____ Date of Expo
(Please Print clearly & concisely)

Business Name _____

Applicants Name _____

Business/Cell/Home Phone _____

Website: _____

Email Address _____

Mailing Address _____

Three Booth choices in order of preference: _____

Number of people in your booth (maximum 2) _____

One business/person per booth

Name(s) of additional helpers/person(s) in your booth _____

Please note any special needs: (no guarantees we can provide them) _____

Two 6ft tables and 2 chairs are provided.

Please ask Emerald Spiral Representative prior to set up if you need more or less chair(s)/tables.

Indicate type of business, service or product(s) No more than 3 words.

Short Description of your business, service and or products:

EMERALD SPIRAL EXPO

RELEASE & INDEMNITY AGREEMENT

I state that I wish to participant in the Emerald Spiral Expo, on _____ offered by Emerald Spiral Event, LLC. In consideration for your right to participant in this Emerald Spiral Expo, I hereby release Emerald Spiral Events and it's representatives from any and all liability claims and causes of actions arising out of or in any way connected with my participation in the Emerald Spiral Expo. I personally assume all risks in connection with this event and further agree to indemnify and hold harmless, Emerald Spiral and it's representatives from all liability, claims and causes of action which may have arisen from my participation this event.

The terms of this agreement will serve as a release and indemnity agreement for my heirs, personal representative, and for all members of my family, including any minors. I further state that I am eighteen (18) years of age or older and legally competent to sign this release and that I understand these terms are contractual and not a mere recital, and that I have signed this document as my own free act.

I have fully informed myself and understand the contents of this release and indemnity by reading it before I signed it. I am responsible for the contents of this application. I understand that I am responsible for any floor damage, or damage to chairs, or to tables in the booth that I am occupying.

All Booth Participants must sign this agreement.

Print Name _____

Business Name _____

Booth # _____ Special Instructions for Booth Set-up _____

Date/Signature(s) _____

Signing this Indemnity Agreement signifies that you read it and agree with it.

Emerald Spiral Contact Information: Emerald Spiral Events, 15731 NE 8th Street #6146, Bellevue, WA 98008 Phone: 425-445-8789, Email Astara@EmeraldSpiralEvents.com or go to the website <http://www.emeraldspiral.com>.