



MERCHANT REGULATIONS

Rules

- Bay Days Foundation is a Green Event – the Vendor agrees not to use Styrofoam cups and plates. Vendor agrees to use disposable products that are bio-based, paper or recyclables.
- Please note that space is limited and Bay Days Foundation reserves the right to select participating vendors.
- Vendors violating the rules will be ineligible for future festivals.
- Vendors must be at least 18 years of age.
- All fees must be included with application and each vendor must collect and report sales taxes in accordance with State Laws.
- Applications must be postmarked no later than July 15th. Applicants will be notified of acceptance by email. Those not accepted will be refunded all fees. An accepted application is a commitment to participate. No refunds will be made for cancellation after application has been accepted.
- Three (3) pictures representative of items intended for display at the festival must be submitted before final approval can be given. You can only display and sell what you have submitted on your application. Please label each photograph with your name. Photographs will not be returned.
- If you desire to sell balloons, novelties or other items for which you desire an exclusive, submit a typed proposal with this application.
- Vendors may not set-up their operational layout differently from that shown in the photographs(s).
- Vendors must display for the duration of the festival and must preside over their own exhibit. Vendors must provide their own display. If vendor withdrawals prior to the conclusion of the festival they will be ineligible for future festivals.
- Bay Days Foundation, Inc. is intended to be a rain or shine event. No refunds will be granted due to inclement weather conditions. In the event of a major catastrophe that causes the cancellation of the entire two (2) days of the event the vendor shall be refunded seventy-five percent (75%) of the previously paid vendor fees.
- I and my representatives expressly release and hold harmless **Bay Days Foundation, Inc.** and **Larry King Law's Langley Speedway** and its directors, employees, agents or volunteers from any and all liability for injury, sickness or death, including personal injury and property damage or loss (including defense costs) which may arise in connection with vendor participation in the Bay Days Foundation Festival associated with the negligence of the vendor, and its employees or volunteers.



MERCHANT REGULATIONS (continued)

Insurance

- An insurance certificate and endorsement is required. If so, the certificate must contain a sentence stating “Bay Days Foundation , Inc.” and “Larry King Law’s Langley Speedway” are additionally insured for \$1,000,000 (\$1 million)

Fees

- The Space fee is \$300.00 (Including Electricity) for a 10’ x 10’ (maximum of two spaces per vendor). Make checks payable to Bay Days Foundation, Inc. The space fee will be returned if not accepted.
- Notification: Notification will be sent via email when email is submitted with application. Please submit a self-addressed stamped envelope of standard business size with your application.

Exclusives

- Bay Days Foundation, Inc. reserves the right to provide sales of particular products to selected suppliers. Upon acceptance, you will be informed of any product exclusives and who to contact for further information. Vendors shall use all festival suppliers and will be notified of any additional arrangements.
- The festival logo and the words “Bay Days Foundation” are trademarked. Permission to use either the logo or the festival name must be obtained by contacting the festival office.
- Hats, caps, visors, novelty items, glow products and t-shirts are Bay Days Foundation exclusives and may not be sold or distributed by exhibitors.

Display Space

- Spaces are pre-assigned and Bay Days Foundation reserves the right to select participating vendors.
- Only one vendor per space.
- Each vendor may reserve a maximum of two spaces.
- Vendors may not move from their pre-assigned space.
- No vendor may swap or resell a space to another vendor.
- Booth spaces measure 10’ x 10’. Layout may not extend beyond the boundary of assigned space(s).
- Each Vendor Space must have a minimum of a 2A 10-BC portable fire extinguisher on-site.
- Each vendor must provide own tent, tables, chairs, etc. Tables must be skirted to the ground on all exposed sides.

MERCHANT REGULATIONS (continued)

Display Space (cont'd)

- Tents must be self-supporting; tent pegs or stakes not permitted. No stakes or poles may be driven into a paved surface.
- The festival will not have a rain date. Vendors are encouraged to have suitable material to protect their work. Bay Days Foundation closes each night at 10 pm and in order to keep our city and festival clean, crews may be sweeping and/or leaf blowing on Friday and Saturday night. It is up to each exhibitor to cover up and close his or her booths/tent and cover merchandise inside.
- Keep your display area neat and maintain a professional image.
- **NO ONE ALLOWED IN HIS OR HER BOOTH AFTER ELEVIN**

Set up and Parking

- Upon acceptance, information will be mailed concerning space number and location. Moving into the correct space will be your responsibility. Committee members will have check-in location to help you locate your space.
- Tents may be set up after 9 a.m. on Friday and installation completed by 4 p.m. on Friday. No set up can begin before Friday, NO exceptions!
- Displays must be set up on Friday by 4 p.m.
- Vendors must be ready for operation no later than: 9:00 a.m. on Saturday, and 9:00 a.m. on Sunday.
- Bay Days Foundation, Inc. reserves the right to reassign your space if you are not ready for operation at 9:30 a.m. on Saturday and Sunday.
- Each vendor will receive one (1) vendor parking pass required for admission into the festival area. You must supply your own transport of equipment/merchandise. Parking or driving is prohibited in all vendor space areas once set up is complete.
- The use of coffee makers and microwaves are prohibited.
- Tents and displays must be removed Sunday night. **NO ACCEPTIONS**

Facilities

- Electricity is required for nighttime operation.
- Vendors must supply a 14-gauge 100-foot heavy duty UL approved extension cord because the outlet will be in the area of 100 feet of your tent. A vendor cannot increase the number of outlets by using extension cords, surge protectors, or multi-plugs.
- All lights are not to exceed 200 watts.
- All electricity is limited to 20-amps/single phase.
- Portable toilet facilities will be available. Water supply is not available.