

WALLA WALLA DIVERSITY COALITION

Dear Friend of Diversity:

You are invited to be a vendor at the **18th annual** Diversity Day Multicultural Arts Festival in Walla Walla. The festival will be at Pioneer Park in Walla Walla on **June 19, 2011** (Father's Day). It opens at 11 a.m. and continues until 6 p.m.

High quality entertainment is planned throughout the day, including music and dance performances reflecting the traditions and artistic influences of diverse cultures and nationalities. A wide array of games and activities for youngsters and young adults make the festival an enjoyable experience for the entire family. The festival's upbeat and joyous atmosphere increases respect and appreciation while encouraging spontaneous, friendly interaction between people of all races and all cultures.

Vendor space is available to all those interested in furthering the goal of the Diversity Coalition: promoting communication, respect and understanding among the diverse groups in this area. See the enclosed application for more information.

We would like to have your application by May 25th so that your business or organization can be included in our publicity. Or, to avoid a late fee, postmark your application by June 1st.

The final deadline for ALL applications is Sunday, June 12th.

- Please remember to sign the waiver on the back of your application before sending it to us.
- Also, please save the important vendor information (**including health department information**) on the back of this letter.

Please let the Diversity Coalition know how you would like to participate in the success of this year's festival. We look forward to your participation in an event that is great fun, and makes our community a more welcoming and interesting place.

We look forward to seeing you in June!

DIVERSITY DAY COMMITTEE

KEEP THIS INFORMATION!!

- For more information about being a vendor and getting a booth, call Annie at 525-8602. Regarding entertainment, contact Dan Clark, 522-0399. (**Los dos hablan español.**)
- Pioneer Park is located at the corner of Alder and Division streets in Walla Walla; approximately half a mile east of downtown.
- Do not delay in applying for your booth or you may not get a spot. In the past we have **sold out**. Vendors whose applications are post-marked **before May 25** will get mentioned in our promotional materials and advertising. Or, applications received after June 1 must pay a **\$5 late fee**. **FINAL DEADLINE (FOR ALL BOOTHS): Sunday, June 12** (1 week before event).
- If you would like *confirmation* that your application was received and accepted, please send a self-addressed, stamped envelope with your application.
- Full refunds are available if you cancel at least 2 weeks before the event, otherwise you'll get a 50 percent refund. No refunds will be given within 48 hours of the event.
- You will get your booth assignment between 8 a.m. and 11 a.m. on Sunday, June 20. Look for Annie and her red flag in the half-circle on the east side of the bandstand at Pioneer Park.
- You must be set up and have your personal vehicles removed from the festival area by 11 a.m. (You can temporarily park on the grass behind your booth while unloading.) **NO PARKING** in the circular road that goes through the park; it is a fire lane.
 - **HEALTH DEPT. INFO:** *All food vendors **must** contact the health department at 524-2662 AT LEAST TWO WEEKS IN ADVANCE regarding food handler's cards and food service permits. (If you have a permit for the Farmer's Market you still need another permit for Diversity Day.) Each food booth needs at least one person with a food handler's card (two are recommended). Baked goods may have different rules; call and ask. Hazardous food (such as meat, eggs, beans) require more expensive food service permits. The health department will make inspections the day of the event (but will not issue permits.) BE PREPARED. PLAN AHEAD.*
- If your booth distributes disposable items (paper plates, cups, etc.) you **must** provide your own **trash cans**. You may also provide seating and tables. We suggest that instead of using disposable food containers, you use edible, reusable or recyclable containers. (Recycling bins will be available for bottles and aluminum cans.)
- Remember to bring your own L-O-N-G extension cords and water hoses, if necessary. Also, you are responsible for your own tables, tarps, chairs, etc.
- Religious literature should be appropriate to the festival's theme of diversity, respect & inclusion. **No** proselytizing.
- It is highly recommended that you provide your own *liability insurance*. Our insurance does not cover individual vendors.

WAIVER AND INDEMNITY AGREEMENT

The undersigned, in consideration of the privilege of participating in the 2011 Diversity Day Multicultural Arts Festival, hereby waives any claim for damages for negligence or other wrongful act or omission of the Arts Festival Committee, or the Walla Walla Diversity Coalition, the City of Walla Walla, or any of the individual, commercial, or organizational sponsors, supporters, or organizers of the June 19, 2011 event, and any officer, employee, agent or volunteer of said sponsors, in connection with said event.

The undersigned further agrees to indemnify and hold harmless said organization and persons from any and all damages or expenses relating to claims made by or on behalf of the undersigned, or any minor child, ward or other family member of the undersigned, or if the undersigned is an organization, from claims made by or on behalf of members, agents, or volunteers of the undersigned, and from any claim arising from the acts or omissions of the undersigned, or if the undersigned is an organization, from such acts or omissions of any member, agent or volunteer of such organization, relating to said event.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.

Dated: _____

Authorized signature

Name (Please print.)

Name of Organization, if any

Address

City/State/Zip

Phone number

Email

Diversity Day Multicultural Arts Festival at Pioneer Park
Sunday, June 19, 2011, 11 a.m. to 6 p.m. (Father's Day)

Please complete this form (front & back) and return it to:

Walla Walla Diversity Coalition
 1333 Alvarado, Walla Walla, WA 99362

Questions? Contact Annie at (509) 525-8602 or cabeckstany@bmi.net
(Preguntas? *Se habla español.*)

If the application is postmarked before May 25 the vendor's name *will* be included in all promotional materials or advertisements. After June 1 a \$5 late fee is assessed.

FINAL DEADLINE for ALL booths: June 12 (1 week before event)

Name of Business/Organization _____

Contact person _____ Phone _____

Mailing Address _____

City _____ State _____ ZIP _____

Email _____

Type of Booth:

Social services _____ Merchandise _____ Information _____ Education _____ Food _____

Ethnic products _____ Arts/Crafts _____ Religious _____ Other _____

What, *if anything*, will you be *selling* at the festival? _____

Do you need electric power? **No** **Yes** 110 _____ 220 _____

You must bring your own extension cord.

Do you need water? **No** **Yes** ***You must bring your own hoses.***

BOOTH SPACE FEES

Non-profit groups, government agencies & churches get a 10 x 10-foot space for \$10 (100 sq ft) for an *information-only* booth. Additional space costs **\$1 per 10 sq. feet**

_____ ft. wide X _____ ft. deep

total sq. ft. _____

Non-profit fundraising OR *political booths* get a 10 x 10-foot space (100 sq. ft.) for \$25. Additional space costs **\$2.50 per 10 sq feet**

_____ ft. wide X _____ ft. deep

total sq. ft. _____

Commercial booths (for-profit) get a 10 x 10-foot space (100 sq. ft.) for \$30. Additional space costs **\$3.00 per 10 sq feet**

_____ ft. wide X _____ ft. deep

total sq. ft. _____

If you are mailing your application after June 1, include an additional \$5 late fee

Total fee: \$ _____

Total fee: \$ _____

Total fee: \$ _____

Please sign the waiver and indemnity agreement printed on the back of this form. (Submission of application implies acceptance of all waiver and indemnity agreement conditions.)

Send your check (**made out to the Diversity Coalition**) to the address above.