

# WALLA WALLA DIVERSITY COALITION

---

www.promotediversity.org

August 20, 2017

Dear Friend of Diversity:

We are happy to invite you to have a booth at the **24<sup>rd</sup> annual** Diversity Day Multicultural Arts Festival in Walla Walla. This year's festival will be at Land Title Plaza at First and Main in downtown Walla Walla on **Sunday, September 24, 2017** from 12 p.m. - 5 p.m. The location change will allow greater visibility and foot traffic. Booth spaces, however, will be limited to a maximum of 15, and will vary in size.

We therefore urge you to submit your application as soon as possible to assure your inclusion in the festival. Our normal high quality entertainment is planned throughout the afternoon, including music and dance performances reflecting the traditions and artistic influences of diverse cultures and nationalities. The festival's upbeat and joyous atmosphere increases respect and appreciation among people of all races and cultures.

Booth space is open to all those interested in furthering the Diversity Coalition's goals of promoting communication, respect and understanding among the diverse groups living in our area and beyond. See the enclosed application for more information.

***We request that the attached application be returned by August 31 so that the booths approved can be included in our publicity.***

***The final deadline for all applications is Saturday, September 16.***

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

We look forward to your participation in an event that has been great fun over the years, and has helped make our community a more welcoming and interesting place for all of us.

Best wishes,

DIVERSITY DAY COMMITTEE

# Diversity Day Multicultural Arts Festival at First and Main

Sunday, September 24, 2017, 12 pm. to 5 p.m.

Please send your application to:  
WW Diversity Coalition  
PO Box 1222, Walla Walla, WA 99362

Questions: Dan Clark, [clarkdn@charter.net](mailto:clarkdn@charter.net), or  
text or call 509-629-2791

Applications must be postmarked by **August 31** for inclusion in promotional materials. Spaces are limited, so please send in your application as soon as possible.

***The final deadline for receipt of all applications is September 16.***

Name of business /organization \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Please describe your proposed booth, including (1) your purpose, (2) your minimum space needs, (3) any power or water required, and (4) anything you will be selling at the festival. For example, will an information table be adequate, or will you need more space for displays and/or food preparation, etc? If you will need power, specify 110 or 220 service, and note that you will need to bring your own *long* extension cord. If you need water, you will need to bring your own *long* hoses. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **BOOTH SPACE FEES**

Non-profit groups, govt agencies & churches: **\$10** for an *information only* table space. Additional space costs: **\$1 per 10 sq feet**

\_\_\_\_\_ ft wide X \_\_\_\_\_ ft deep

total sq. ft \_\_\_\_\_

**Total fee: \$ \_\_\_\_\_**

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

\_\_\_\_\_ ft wide X \_\_\_\_\_ ft deep

total sq. ft \_\_\_\_\_

**Total fee: \$ \_\_\_\_\_**

Commercial booths (for profit) get a 10 X 10 foot space (100 sq feet) for \$30. Additional space costs **\$3 per 10 sq feet**

\_\_\_\_\_ ft wide X \_\_\_\_\_ ft deep

total sq. ft \_\_\_\_\_

**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.

## WAIVER AND INDEMNITY AGREEMENT

The undersigned, in consideration of the privilege of participating in the 2017 Diversity Day Multicultural Arts Festival, hereby waives any claim for damages for negligence or other wrongful act or omission of the Walla Walla Diversity Coalition, the City of Walla Walla, or any of the individual, commercial, or organizational sponsors, supporters, or organizers of the September 24, 2017 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

## KEEP THIS INFORMATION!!

- For more information about booth space or entertainment at the 2017 Diversity Day Festival, contact Dan Clark at [clarkdn@charter.net](mailto:clarkdn@charter.net), or text or call 509-629-1791.
- This year's festival is at Land Title Plaza at First and Main Street in downtown Walla Walla;
- Do not delay in applying for your booth space or you may not get a spot. Applications post-marked by **August 31<sup>st</sup>** will be mentioned in our promotional materials. **FINAL DEADLINE (FOR receipt of All applications, including hand-delivered): Saturday, September 16.**
- If you would like *confirmation* that your application was received and accepted, be sure to provide an email address and/or 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 at Land Title Plaza between 10 a.m. and 11 a.m. on Sunday, September 24<sup>th</sup>. You must be set up by 11:30 a.m.

• **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.) Even if your food is store-bought you need to contact the health department. If you are preparing food on site your 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. If you get your permit the day of the event it will cost 50 percent more. SAVE MONEY. PLAN AHEAD.*

- If your booth distributes disposable items (paper plates, cups, etc.) you **must** provide your own **trash cans**. We suggest that instead of using disposable food containers, you use edible, reusable or recyclable containers. (Recycling bins will be available for plastic 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, and not include proselytizing.
- It is highly recommended that you provide your own *liability insurance*. Our insurance does not cover individual vendors.

For more information on the Walla Walla Diversity Coalition, sponsor of the Diversity Day Multicultural Arts Festival, go to [www.promotediversity.org](http://www.promotediversity.org).