



For internal use only:

Employee Contact (date & Time)	Booth #:
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**Vendor Application**  
**JULY 25-27, 2025 (FRIDAY – SUNDAY)**  
**Ocean Shores Convention Center**

*Friday 11am-7pm, Saturday 10am-6pm, Sunday 10am-2pm*

*Booth Fee: \$200/Corner Booth Fee: \$250*

***ALL APPLICATIONS MUST BE POSTMARKED NO LATER THAN***  
***FRIDAY, MAY 30<sup>TH</sup>, 2025***

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact #: \_\_\_\_\_ Alt #: \_\_\_\_\_

E Mail: \_\_\_\_\_

**Description of merchandise to be sold -** \_\_\_\_\_

\_\_\_\_\_

**BOOTH SPACE REQUEST**

- Indoor (10' x 10')
- Outdoor (10' x 10')
- Lobby (8' x 10')

**Table Request**

Tables are available inside. Sizes include \_\_\_\_ 8' X 30", \_\_\_\_ 8' X 18", \_\_\_\_ 6' X 30".

Please let us know how many of each one you'd like in your booth.

**ELECTRICAL** – Electricity is available at all locations inside. There is very limited electricity outside.

- None needed
- Each 110 circuit - How many? \_\_\_\_ (no charge)

**TECHNICAL INFORMATION** - Applicants must provide accurate technical and electrical information.

**WASHINGTON STATE BUSINESS LICENSE WITH A CITY OF OCEAN SHORES ENDORSEMENT** –

Please indicate your UBI # \_\_\_\_\_

**FESTIVAL HOURS OF OPERATION** - All vendors must be open from Friday 11am to 7pm, Saturday 10am to 6pm and Sunday 10am to 2pm. Vendors may not close early.

**LOAD-IN/LOAD-OUT-** Load-in is from 12pm to 5pm on Thursday. Additional setup time 8am to 10am Friday. Vehicles must be off the grounds by 10am Friday and 9am Saturday and Sunday. Load out will be Sunday between 2PM AND 4PM. All vehicles must be off premises by 4PM.

**NO LOAD IN OR OUT OF ANY GLASS DOORS AT ANY TIME.**

**SELECTION** - Festival reserves the right to refuse any application and to withdraw acceptance of any application, under which circumstance the vendor's booth fee will be returned in full.

**CERTIFICATE OF INSURANCE** – Prior to the commencement of the Festival, accepted applicants must provide Festival with a certificate of insurance for \$2,000,000 (TWO million dollars) naming City of Ocean Shores as additional insured.

**You must initial below that you acknowledge that no vendor will be allowed overnight parking.**

\_\_\_\_\_ **Vendor Initials**

**Payment** - Your payment will be processed upon acceptance. The booth fee is non-refundable.

Check # \_\_\_\_\_ enclosed. Make the check payable to Ocean Shores Convention Center.

**E-mail or mail the application and photos to:**

[glee@osgov.com](mailto:glee@osgov.com)

**Ocean Shores Convention Center, P.O. Box 1447, Ocean Shores, WA 98569**

**QUESTIONS: Contact George Lee: 360-986-0032**

#### **RULES & REGULATIONS**

**Media rights:** Vendor agrees to allow Festival to photograph or record Vendor's activities and permits use of such photographs or recordings for promotional purposes.

**Liability:** Vendor agrees to indemnify and hold harmless the City of Ocean Shores for all losses, claims, actions, damages and expenses arising out of its performance or lack of performance under this Contract. Vendor assumes all risk of loss or damage to Vendor's property at any time while on Festival grounds.

**Right to disapprove of merchandise:** Festival reserves the right at its sole discretion to prohibit the sale of any product that is unsafe; that portrays Festival or any aspect thereof in an incorrect or misleading manner; or is inappropriate or unseemly to a family-oriented event such as the festival. The Convention Center shall have sole discretion to reject, eject, or withdraw any vendor from the show at any time. **Per RCW 9.41.250 any instrument or weapon of any kind usually known as slungshot, sand club, metal knuckles, or spring blade knife are not allowed to be sold.**

**Protection of property:** Festival insurance does not cover supplies, equipment or materials related to the activities or services of the Vendor.

**Duplicate product sales:** Festival management reserves the right to allow duplicate product sales if the estimated attendance for the event will support doing so.

**Applications must be postmarked or e-mailed by Friday, May 30, 2025. Late applications will be considered if space is available.**

I have read this contract in its entirety and agree to comply with the rules and regulations of the Festival and the Ocean Shores Convention Center. All applicants must sign below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_