2020 MOBILE FOOD TRUCK VENDOR GUIDELINES

The Vancouver Fireworks Spectacular is a patriotic community event with an emphasis on history and family. Commercial Vendors at Independence Day will contribute to the vitality of the event through the diversity of products offered, providing quality items for the 35,000 annual attendees. We hope to attract a wide variety of vendors that will offer our attendees a unique and quality shopping experience.

INFORMATION FOR PARTICIPATION IN THE 2020 VANCOUVER FIREWORKS SPECTACULAR

- Application deadline is March 30, 2020
- Electricity is not available for Commercial Vendors
  - If you choose to bring a generator, it must be quiet, in good working condition, and a low emission model
- Vendors are responsible for keeping their areas clean throughout the event
- We will give priority to self-contained, roll in/roll out operations
- Cost for participation in the 2020 Vancouver Fireworks Spectacular is $650.00 for 20’ x 10’ space and $350.00 for each additional 10’ of space
  - 50% deposit due upfront, final 50% due 2 weeks prior to July 4, 2020
- All vendors must be setup by 7pm on Friday, July 3, 2020
  - Load-in / setup time will be July 3 from 12pm – 7pm
- Inspection by the Health and Fire Departments will take place the morning of July 4, 2020
- Vendors can begin selling at 11am on Saturday, July 4, 2020 or when the vendor has passed all inspections

Each applicant must submit one (1) photo of their operation and three (3) photos of products to be sold
We are looking for the overall presentation and street appeal. Please note that any submitted photographs will not be returned. Please place your name on all submitted items. Photos must be representative of the look of the venue you would create for the Vancouver event.

Sales tax and Washington State business registration are the vendor’s responsibility
Unless you have a current Washington business license, you must obtain a temporary certificate of registration. This temporary certificate is free and requires you to charge, keep records and report applicable Washington State sales tax. Additional info and tax cards can be requested by contacting the Washington State Department of Revenue, 360-260-6176 or www.dor.wa.gov (Remember! Sales Tax in Vancouver is 8.4%).

Insurance required for all vendors
A certificate of liability insurance must be provided on a standard ACORD form or an equivalent. The General Liability must be at least $1 Million per occurrence and $2 Million General Aggregate Limit. The certificate must provide that coverage shall not be canceled or modified without thirty (30) days prior written notice to the Fort Vancouver National Trust. Policy must be issued by an insurance company licensed to do business in the State of Washington. The Fort Vancouver National Trust, the National Park Service, and the City of Vancouver must be listed as Additional insured and the Fort Vancouver National Trust must be listed as “certificate holder.” Please have your insurance company fax or mail the certificate directly to the Trust (Fax: 360-992-1810).
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Vendors are responsible for all equipment relative to their space
This includes, but is not limited to: canopy, leg weights, sidewalls, tables, extension cords, and chairs. You will be expected to keep within the footprint of the space you have rented. If you elect to sell after dark, remember to supply adequate overhead lighting for the evening hours. Tent spikes are not allowed; all tents must be weighted.

A vendor vehicle permit is required to enter the site
This permit is mailed to all approved vendors, along with space assignments and general information. Each approved vendor application is entitled to one (1) vehicle.

Set-up can begin as early as 12pm on July 3
Vendors may begin setting up July 3 at 12pm and must be complete by 7pm. Off-loading is to be completed by 7pm on July 3, at which time all vehicles must be moved to the reserved parking area. Please contact Vendor Manager for earlier set-up time.

Vendors are required to stay open until 9pm and may not strike down until after the firework show
DO NOT strike down until after the firework show. No vehicles to be operated onsite until 10:30pm after the fireworks have ended and the crowd has cleared.

- No RV’s, 5th wheels, oversized vehicles or oversized trailers are allowed into event site
- No overnight camping is allowed at the site

Resources:
- WA State Business License or temporary permit is required. A temporary license application may be obtained by contacting: WA State Dept. of Revenue: www.dor.wa.gov
- Vancouver Business License OR exemption may be obtained online from the City of Vancouver: www.cityofvancouver.us/businesslicense
- Insurance: Vendors may opt to purchase insurance for the event through The Historic Trust. Call Shelly Knight at 360-992-1807