



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

SPECIAL EVENT VENDOR APPLICATION (fill in form)

Special Event(s): _____

Booth Name: _____

Authorized
Representative(s): _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Vendor Space Rental Rates - Please Check One:

- Enrolled Swinomish (\$100)
- Non-Swinomish (\$150)
- Other (List Event and Rate, if any) _____

Note: Swinomish Tribal Members must include a copy of enrollment/status card.

Type of Vendor:

- Clothing
- Art
- Information
- Food Service Establishment
- Other (please list):

Product(s) to be sold, traded or given away:

If you will sell, trade, or give food to the general public (i.e., people that you are not related to by blood, marriage, or Canoe Journey family), you must apply for a temporary food service establishment permit.



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For temporary food service establishment permit, please answer the following questions:

- 1) Who will be responsible for operating or managing food service in your booth?

- 2) Does the person responsible for operating or managing food service in your booth have a valid food handler's permit? _____ If yes, please attach a copy.
- 3) Does anyone else who will work at your booth have a valid food handler's permit? _____ If yes, please attach copies.
- 4) What food will your booth serve and how will it be prepared? Please complete and attach the "Proposed Menu Form."
- 5) Do you agree to follow the Swinomish Indian Tribal Community Health & Sanitation Policy for Special Events? _____
- 6) Do you agree to allow Indian Health Board inspectors to inspect your booth and your workers' food handlers' permits upon request? _____
- 8) Attach a copy of your certificate of liability insurance.

Vendor Application Guidelines

Application Submission

- Mail To: Special Event Organizer or Sponsor
- We accept Credit Cards, Cashiers Check, Money Order, or cash. ***NO personal checks accepted.***
- Please make payments payable to: **Swinomish Indian Tribal Community.**

Conditions

- Enrolled Swinomish Members will be given first priority.
- All applications must be completed with signature, photocopy of Swinomish enrollment/status card if any, and payment.
- Applicant agrees to abide by all rules, regulations, and codes established by the Swinomish Indian Tribal Community and other applicable entities.
- Applicants are responsible for providing their own tents, canopies, tables, chairs, skirting, power, water, etc.
- No selling of: play ink, invisible ink, spray string, "fart spray", confetti popper, candy cigars/cigarettes, play lighters or "pop it bags".
- Review of temporary food service establishment Vendor applications is based on the proposed menu, proposed method of food preparation, and compliance with the most current FDA Food Code. **Food preparation procedures must be in compliance with the Swinomish Indian Tribal Community Health and Sanitation Policy for Special Events.** If your application is approved, a temporary food service permit will be issued. The permit is specific to the menu and facility on your application. It is important that you serve only foods



that are specified on your permit. **All menu changes must be approved by the Indian Health Board before the event begins.** The risk of food poisoning is always present, but can be reduced or eliminated by following the Swinomish Indian Tribal Community Health and Sanitation Policy for Special Events. Our primary goal is to help you provide safe food to those attending your event. If you have any questions relating to food safety, please contact the Indian Health Board at (360) 647-9480 x202, or email them to Stephanie@IndianHealthBoard.org.

Vendor Spaces

- **Space size will be 10'x10' with fees as noted above for the entire week.**
- If you require more than the provided space, you will need to pay an additional matching fee for each additional 10'x10' space.
- Electricity, running water & lights will not be provided.
- Any attempt to connect to Tribal facilities will result in forfeiture of space and all fees paid.
- Generators are permitted but not provided.

Security

- The Swinomish Indian Tribal Community will not be responsible for any lost, stolen or damaged property of the Vendor.
- Swinomish Public Safety will be present during the event. If there is a need to contact the Swinomish PD, you may contact them at 360-466-7244.



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VENDOR AGREEMENT AND RELEASE

In return for approval of my vendor application, I agree to the following:

1) I will comply with the above Guidelines, the Swinomish Indian Tribal Community Health and Sanitation Policy for Special Events, all applicable laws, rules and regulations of the Swinomish Indian Tribal Community ("Tribe"), and the rules and directives of the special event organizer or sponsor. I understand that failure to comply may result in the forfeiture of my vendor status and space and of any fees already paid.

2) I agree to assume all responsibility for my activities as a vendor, including the activities of my employees and agents, and to assume all risk of loss or injury to myself, my property, my employees and agents, and any other person or property that result in whole or in part from my activities as a vendor.

3) I release and agree to hold harmless and indemnify the Tribe and the officers, agents, employees, and volunteers of the Tribe, from all suits, claims or liability of any nature on account of injuries or damages sustained by any person or property resulting in whole or in part from my activities as a vendor.

4) I intend and agree that this Vendor Agreement and Release is legally binding on me, my heirs, assigns, successors, personal representatives and executors.

Signature

Date

Signature

Date

If you have any questions or concerns, please contact the special event organizer or sponsor.

FOR OFFICE USE ONLY

Application Complete on: _____

Fee Paid

Copy of Cashiers Check/Money Order

Copy of Food Handlers' Cards, Proposed Menu, and Certificate of Liability Insurance (*if applicable*)

Space # _____

Food Court

Signature

Date