



Pista sa Nayon Booth Application 2016

INSTRUCTIONS ON HOW TO PARTICIPATE

Dear Prospective Participant:

Welcome to the 2016 Pista sa Nayon Seafair Filipino American Community Festival. The festival will be held on **Sunday, July 31, 2016** at Seward Park Amphitheater from 9 a.m. to 8 p.m. This year marks Pista's 27th annual festival. It is a milestone event with promises of delicious food, quality entertainment and lots of fun for everyone who gathers to help us celebrate the culture and traditions of being Filipino.

Please read and fill out this application form carefully. Incomplete application forms and those submitted without payment of booth fees will not be processed. Complete applications will be processed on a first-come, first-served basis.

Upon approval of your application by the Pista Committee, you will be responsible for applying for your necessary health and/or fire permits. All food vendors require a health permit from the Seattle/King County Public Health Department. They can be reached at 206-205-4394 or go to: www.kingcounty.gov/health/foodworker. All food vendors operating a grill will also need a fire permit from the Seattle Fire Department. They can be reached at 206-386-1450 or go to: www.seattle.gov/fire. You are encouraged to apply for your permits as soon as your application is approved, as failure to do so in a timely manner will either result in higher permit fees and/or not being able to participate at the event.

The booth application deadline is June 15, 2016. If you need more information or have questions, please contact Cindy Cawaling, at info@pista.org, or 206-484-2274.



FOR FESTIVAL USE ONLY:

Received: _____ Application #: _____ Payment: _____ Check #: _____

SECTION I. APPLICANT INFORMATION

Applicant/Vendor Name:

Contact Name:

Work Phone:

Home Phone:

Cell Phone:

Mailing Address:

E-mail Address:

Seattle Business License Number (A Washington State Business License is NOT accepted for this event.):

If you do not have a Seattle Business License, Pista sa Nayon will apply for a State Trade Show License for you. Application fees will apply. Please see mandatory fees section.

Have you previously participated in Pista sa Nayon?
If YES, what year(s)?

SECTION II. BOOTH FEES, CITY FEES, DAMAGE, AND CLEANUP DEPOSIT

Please make your booth selection below.

Booth selection	Booth type and size	On or before June 15, 2016	After June 15, 2016	Included in booth fees
<input type="checkbox"/>	Food booth Size: 10x10	\$370	\$420	One standard electrical unit, one counter, one work table, two chairs, two 5-gallon containers of potable water, one hot/cold water dispenser to be shared by two food booths. One parking permit. Parks user fee.
<input type="checkbox"/>	Food booth Size: 10x20	\$680	\$780	Two standard electrical units, two counters, two work tables, four chairs, four 5-gallon containers of potable water, one hot/cold water dispenser to be shared by two food booths. Two parking permits. Parks user fee.
<input type="checkbox"/>	Information Booth Size: 10x10	\$320	\$370	One work table, two chairs, one parking permit. Parks user fee.
<input type="checkbox"/>	Information Booth Size: 10x20	\$600	\$700	Two work tables, four chairs, two parking permits. Parks user fee.
<input type="checkbox"/>	Merchandise Booth Size: 10x10	\$320	\$370	One work table, two chairs, one parking permit. Parks user fee.
<input type="checkbox"/>	Merchandise Booth Size: 10x20	\$600	\$700	Two work tables, four chairs, two parking permits. Parks user fee.

ADDITIONAL EQUIPMENT

Description	Quantity	Cost	
Standard Electrical Box 120 volt, 4-plex outlet, 20 amps (Info/Merchandise/Food)		\$70	<p>Please note that there are a limited number of information/merchandise booths available that can support electricity and will be assigned on a first-come, first-serve basis.</p> <p>Additional electricity can be ordered on the day of the festival. Higher cost may be determined by and paid directly to the contractor.</p> <p>Extension cords and surge protectors are prohibited from use in all booths during the festival.</p>
Food Booth Electrical Box 230 volt, 4-plex outlet, 30 amps)		\$140	
Work Table (8 ft. x 30 in.)		\$10	
Chair		\$1	

MANDATORY FEES

	Description	Cost
<input type="checkbox"/>	SEATTLE TRADE SHOW LICENSE: ***All participants are required to have either a Seattle Business License or a Trade Show License.*** If you do not have a Seattle Business License, Pista will apply for a Seattle Trade Show License for you at the listed cost.	\$5
<input type="checkbox"/>	DAMAGE/CLEANUP/SALES FEE DEPOSIT – 10X10 Booth : Deposits will be returned to participant if no damage and no missing items are reported, if all cleanup standards are met, and financial statement/payment submitted.	\$50
<input type="checkbox"/>	DAMAGE/CLEANUP/SALES FEE DEPOSIT – 10X20 Booth : Deposits will be returned to participant if no damage and no missing items are reported, if all cleanup standards are met, and financial statement/payment submitted.	\$100

SECTION III. BOOTH DESCRIPTION

FOOD BOOTHS: Please give a description of the food items to be sold and anticipated price. We are requesting this information to ensure variety and affordability.

Description of menu items	Price

Implemented in 2011: For the past few years, food vendors participating in the festival have graciously helped Pista in providing meals to the dedicated volunteers who work to ensure a successful event. Pista is grateful for this demonstration of Filipino hospitality. Unless you are a food sponsor for Pista sa Nayon, all food vendors are required to provide Pista sa Nayon committee a total of 2 food trays (20x12x3.5) between 11 a.m. and 3 p.m. at the day of the event: 1 meat entree' and 1 vegetable and/or noodle dish.

/ _____ (Initials): I have read the requirement and agree to provide Pista sa Nayon 2 food trays as described above.

/ _____ (Initials): I want to become a food sponsor for Pista sa Nayon. Please call me for more information.

MERCHANDISE AND INFORMATION BOOTHS: Please give a description of the items to be distributed or sold in your booth, including price if applicable.

Description of Information or Merchandise items	Price

Music and Sound

Check here if you plan to have music or sound in your booth. See Clause #13 on page 5 under Rules and Regulations.

SECTION IV. PARTICIPATION IN OPENING PARADE

During the festival’s opening ceremony, booths and community organizations are invited to participate in the parade to the stage area. If you are interested, please e-mail Pista’s Entertainment Committee at entertainment@pista.org.

SECTION V. OTHER REQUIREMENTS

The Pista sa Nayon event is a registered non-profit activity with Seafair, the Internal Revenue Service and the City of Seattle. All participants are responsible for meeting their own obligations under local, state and federal tax rules and laws.

1. Federal Income Tax Requirements

Pista sa Nayon, as a non-profit 501(c) organization, is required by the Internal Revenue Service to show that the festival is a not for profit community undertaking. Please help us meet this requirement by responding to the following questions: (NOTE: *If you are participating as an information booth during the festival, you do not have to fill out this section.*)

- Is your organization exempt from Federal Income Tax law under section 501(c)(3) of the Internal Revenue Code?

YES, I have included a copy of my IRS letter of determination with this application.

NO, I will partner with a 501(c)(3) non-profit organization. The name of my partner organization is:

I do not have an organization to partner with but would like to partner with Pista sa Nayon as a non-profit organization.

2. City of Seattle Sales Tax Requirements

Because the festival is held at a city park, the City of Seattle will collect 10% of gross revenues from sales at the event. All food and merchandise vendors are required to fill out a City of Seattle financial statement. Pista sa Nayon will act as the collecting agent for the City of Seattle. A week after the festival, you will be required to send to Pista sa Nayon your financial statement with your check payment of **10% of gross sales made payable to the City of Seattle**. If you do not pay this fee to the City of Seattle, you may be disqualified from participating in future Pista sa Nayon events. **Refundable deposits will be withheld until financial statements/payments are submitted.**

SECTION VI. RULES AND REGULATIONS

1. Signed hard copy applications with full payment of all fees must be submitted by mail to address listed below.
2. All selected participants will receive a confirmation letter from Pista sa Nayon. Food vendors will receive the necessary information about securing health and fire permits.
3. All food vendors are responsible for securing, prior to the festival, the proper health, fire and other permits required for food vendor booth operation. Food vendors who do not have the required permits on the day of the festival will not be allowed to operate and booth fees will not be refunded.
4. Fees will be refunded if applicant is not selected. Fees are nonrefundable if selected participant, on their own accord, withdraws at any time or is disqualified by Pista sa Nayon for some cause determined by Pista.
5. To ensure accountability among all booth vendors during the festival, Pista sa Nayon prohibits booth vendors from subletting their assigned booth to other individuals or organizations. The organization/business listed on the booth application and approved by Pista is the only entity allowed to provide a service/sell merchandise in a Pista festival booth.
6. Trash and recycling containers will be placed on site by Pista sa Nayon. Each vendor is responsible for properly disposing of their own waste and clearing the area around their booth(s). Damage and cleanup deposit will be returned if no damage or missing item(s)/equipment is reported and cleanup meets festival requirements.

7. Pista sa Nasyon will provide each food booth 5-gallon containers of potable water (10x10=2; 10x20=4) and the use of a hot/cold water dispenser to be shared amongst two food booths. All food booths are required to supply additional potable/bottled water if a greater amount is needed than what is provided by Pista.
8. All food and merchandise vendors are required to pay 10% of gross revenues from sales at the event to the City of Seattle. Payment of this fee to the city is a requirement for future participation. The refundable deposit will be withheld until financial statement/payment is submitted.
9. Pista sa Nasyon neither warrants nor guarantees booth vendors volume of business or available profit level.
10. **All booths will not be allowed to sell or give away drinking water/bottled water.** Pista sa Nasyon will be the sole distributor of water on the day of the event. Only food booths will be allowed to sell pop and/or juice. All Information and Merchandise vendors are **NOT** allowed to sell or give away food, snacks or drink items in their booth(s). Candy giveaways are acceptable.
11. The Pista Committee is actively soliciting commercial sponsors for our event, therefore, if your participation conflicts with sponsorship products or services, Pista reserves the right to not accept your application (or cancel if already accepted) and your entry fee will be returned in full. Pista also reserves the right to limit and/or refuse the sale of any merchandise products or services conflicting with Pista's contract with any sponsor.
12. Booth decoration is encouraged. All booth vendors are responsible for signage/banners and all other furnishings necessary to operate their booth successfully. However, signage/banners and/or decorations cannot obstruct the view towards the amphitheatre stage and must be placed on the West/East sides of the booth.
13. Music/sound is permitted in booth. However, music/sound must be kept within a reasonable volume range and must not disrupt the other surrounding booths and performances on the main stage. Amplified sound is **NOT** permitted in booth. If there are any complaints of music/sound being too loud or disruptive, Pista sa Nasyon reserves the right to regulate the volume levels or stop music/sound completely. **All music/sound in booths must be turned off during the festival's opening ceremony when the national anthems are performed.**
14. Pista sa Nasyon will provide overnight security the day before the event. All vendors, however, are responsible for the safety of their own equipment. **Pista sa Nasyon is not responsible for any damage or theft at the event site.**
15. **Indemnification:** All vendors shall indemnify and hold harmless Seafair, the City of Seattle and Pista sa Nasyon officers, sponsors, and volunteers from and against any and all claims, demands, actions, causes of action, fines, loses or damages whatsoever and any costs and expenses related, including reasonable attorney fees, arising from the performance of this agreement or otherwise resulting from the work, services, equipment or materials furnished to or on behalf of Pista sa Nasyon.
16. Your signing of the application, or participation as a vendor, or payment of fees, or setting up at Pista sa Nasyon is acceptance of understanding and compliance of all these rules and regulations.

I have read, fully understand and agree to the above rules and regulations. If my work does not conform to the regulations or is misrepresented, and/or if I violate any Pista rules, the Pista Committee has the right to request removal of non-conforming items or to terminate my participation without a refund.

Authorized signature:	Date:
Printed name:	

**Application with total payment deadline: June 15, 2016. Make all checks payable to: Pista sa Nasyon
Please send application and check payment to: Pista sa Nasyon, P.O. Box 1970, Seattle WA 98111**

**If you have any questions, please contact Cindy Cawaling, at info@pista.org, or 206-484-2274.
You may also visit www.pista.org for more information.**

Thank you!

