

2007 OLYMPIA DOWNTOWN NEIGHBORHOOD ASSOCIATION

S T R E E T F A I R

VENDOR INFORMATION AND APPLICATION FORM

APPLICATION DEADLINE: June 8, 2007

Please print and send it your application

MAIL APPLICATION TO:

The Olympia DNA
505 Washington Street SE No.14
Olympia, WA 98501

OR

DEPOSIT APPLICATIONS IN
THE CLEARLY MARKED BOX AT:

De Colores Bookstore
507 Washington Street SE

Welcome to the 7th annual DNA Street Fair. In addition to sponsoring this event, the DNA is a non-profit City of Olympia recognized neighborhood association run by volunteer downtown residents. Information about the DNA is available on the DNA web site (www.olydna.com). If you'd like to donate money or stuff for the DNA to sell at the Street Fair please email us at olydna@olydna.com or visit us at the main table during the Street Fair.

The Street Fair is run by volunteers, the vendors. In other words, **YOU** are the "staff" so please read this application carefully. You only turn in the third and fourth page, the ones you fill out. **KEEP THIS PAGE AS A REFERENCE.** After reading the application if you have questions email us at olydna@olydna.com.

The Street Fair isn't free. Vendors have the option to join a work team instead of paying a \$60 fee. At minimum a vendor has satisfied his or her work requirement when their work team has completed its task. Vendors are required to join at least one of the four work teams. When you get to the section where you circle the team(s) you'd like to be on, please make a note of when and where that team meets. If you prefer to pay the \$60 payment option please include a check with your application made out to "The Olympia DNA".

Each year the street fair gets overbooked and spaces are limited. For this reason **all vendors are required to confirm** that they are coming in person at the Confirmation Meeting. On the night before the Street Fair, **Saturday, June 16, we meet at 7 p.m. in the middle of 5th Ave. between Capitol and Washington.** Like last year the Street Crew will have the vending spaces already chalked out before the Confirmation Meeting and vendors will write their names in their space before they leave.

There's another reason all vendors attend the Confirmation Meeting in person. In the past when we allowed proxies we created situations where vendors were confused and even became a liability. **This is a do-it-yourself event.** There's no staff that we've paid to coordinate confused vendors. We're counting on you the vendors to take care of that. In this regard, the Confirmation Meeting serves as our one-time orientation. **Think about it: how many major events in Olympia get organized at a single planning meeting?** Please don't ask for an exception; please adjust your schedule and we'll try to get the meeting over as fast as possible.

At the Confirmation Meeting, after a brief orientation vendors will be asked to locate a space on the street that suits their needs in the same way that one might board an open seating airplane. In the event that no one else wants the space you've chosen, you'll write your name and phone number on the street in the space in chalk. In the event that there is a space where two or more vendors want the space, our Administrative Crew will help negotiate a compromise, being sensitive to issues of accessibility. To help with this process we ask all vendors to arrive with a cooperative attitude and remember that there are no "bad spaces" given that ALL spaces have access to the midways.

We allow groups of people to share a single space. **If you are sharing a space have each member fill out and sign a separate application,** each member attends the Confirmation Meeting and each member joins at least one work team.

The tentative schedule is as follows: Saturday, 6/16 at 5 p.m. 5th Ave closes and the Street Crew meets to draw chalk lines of the vending spaces and set up some of the street fair stuff. At 7 p.m. the Confirmation Meeting starts on 5th Ave. At 8 p.m. the meeting is over. On Sunday, 6/18 at 6 a.m. the Early Morning Crew sets up the main table. At 7 a.m. vendor set up starts. At 8 a.m. The Fair opens. At 4 p.m. The Fair closes and the Clean Up Crew meets at the main table to clean up the area. At 5 p.m. we meet for a ceremonial closure and at 5:30 p.m. 5th Ave re-opens.

It's impossible to have the Street Fair if there's even a small amount of rain and we have to give notice to our vendors well in advance. For this reason, if on Thursday, June 14, the forecast is predicting any rain for Sunday then the street fair will be moved one week to Sunday, June 24. The event schedule will remain the same. All vendors still come the Saturday evening before the rescheduled street fair. A rain date change will be posted on our web site and on the recording of the voice mail line (352-8946).

Vendors are asked NOT to come before 7 a.m. on Sunday when we are doing set-up and need the street empty. The vendor unload time is from 7-8 a.m. Trying to unload after 8 a.m. is nearly impossible given the historically large crowds. **Do not drive onto the street fair.** Vendors located near Washington may unload from Washington St. between 4th & 5th or on Washington between Legion and 5th. Vendors located near Capitol may unload from the crosswalk at Capitol at 5th. Vendors located near Franklin may unload from the crosswalk at Franklin and 5th. On weekends parking is free on the streets and in all state government lots.

Vendors provide their own tables, racks, shelves, etc. Spaces are 8 feet wide and range from 8 to 14 feet long. If you need to extend into your neighboring space(s) (as with a tent) please negotiate with your neighbors when you meet them the night before the street fair. It's recommended to bring: water, sun block, an umbrella or canopy tent, comfortable shoes, a chair, \$20 in small change (especially \$1 and quarters), and food to eat. We don't allow professional vendors selling factory packaged merchandise. We don't allow vendors selling hot food without a permit (contact the Thurston County Health Dept. for details). We don't allow the sale of weapons, drugs, drug paraphernalia, or alcohol.

Vendor applications are subject to review by the DNA Administrative Crew, **applicants will not be contacted unless there is a problem.** Vendors may be asked to remove items from their table at the discretion of the Event Organizer. Please leave your dog(s) at home and don't smoke in the street fair. You may want to arrange for childcare if you have young ones.

VENDOR APPLICATION

Send in the next two pages, keep the first pages

Applications can be mailed to:

The DNA
505 Washington Street SE #14
Olympia, WA 98501

Or dropped in the clearly marked box at:

De Colores Bookstore
507 Washington Street SE

YOUR NAME:

(If you are sharing a vending space as a group, have each member fill out a separate application)

PHONE NUMBER:

E-MAIL ADDRESS (**WRITE IT VERY, VERY CLEARLY**):

DESCRIBE WHAT YOU'RE SELLING:

COMMENTS:

***CIRCLE* what you would like to do:**

1. “AD CREW”(ADMINISTRATION): This team meets on Saturday, June 16 at 11 a.m. at 505 Washington Street #14. This group gets lunch. We will go over logistics, process applications and we lead the Confirmation Meeting later that evening. Members of this team get first pick of vending space.
2. STREET CREW: This team will meet Saturday evening **BEFORE** the Confirmation Meeting at 5 p.m. chalk out the vending spaces, stage materials and hang flagging.
3. EARLY MORNING CREW: this team meets at 6 a.m. on Sunday to hang signs, help set up the DNA main table, P.A. system and other last minute things.
4. CLEAN UP CREW: this team will meet at 4 p.m. at the DNA main table and breaks down the main table and returns the area to a condition cleaner than it was found.
5. SIXTY CREW: if you would rather make a donation of \$60 to the DNA instead of being on a work crew, please attach your check to this application made out to “The Olympia DNA”.

***INITIAL* each point:**

_____ I will tell people about the Street Fair, especially other vendors. There’s a stack of brightly colored flyers for you to hand out and hang up at De Colores located at 507 Washington St. SE You’ll also find extra copies of the application there.

_____ I understand that in order to sell stuff at the street fair I must confirm my space by being at the Confirmation Meeting held on 5th Avenue between Capitol and Washington on Saturday, June 17 at 7 p.m.

_____ I understand that if I don’t show up at the Confirmation Meeting at 7 p.m. I won’t be able to sell stuff at the Street Fair.

_____ I understand that I am responsible for removing everything of mine from the Street Fair after the Street Fair closes.

_____ I agree that if I fail to remove everything of mine from the Street Fair I will be responsible for hauling and dumping fees.

I UNDERSTAND AND AGREE TO ALL FIVE POINTS LISTED ABOVE

Signed _____ date _____