



2023 Vendor Application

Vendors set up for ONE DAY ONLY: Saturday June 3

IMPORTANT: You must turn in your insurance within 2 WEEKS of your application approval or your spot will be forfeited.

Vendor Sign Ups will close Friday, May 19th at 5 p.m.

Thank you for your interest in our 63rd Annual Duvall Days Festival on June 3rd, 2023! Prior to submitting your application, please read over the following to ensure you can comply with all our requirements.

Vendor Booth Costs:

Main Street (8AM - 4PM - 8 hrs)	
Vendor Option	Booth Fee
Non Profit	\$100
Business/Commercial	\$225
Food	\$325
Duvall Police Department Lot (9AM - 8PM - 11 hrs)	
Vendor Option	Booth Fee
Artists Cove	\$100
Non Profit Artist Organization	\$100
McCormick Park (11AM - 10PM - 11 hrs)	
Vendor Option	Booth Fee
Food	\$375

Application Process:

Once you have completed your online application you will receive notification of your approved/denied status within 14 business days. If you are approved, you **MUST** submit your Certificate of Insurance (COI) within 14 business days. **If you do not submit within 14 business days, you are subject to losing your booth space.**

Available Booth Options:

Duvall Days is a 2-day festival however, our vendors are only allowed to sell on day 1 of the festival (June 3rd ONLY) – **NO EXCEPTIONS**. Here are the locations and hours of operation that will be available for this year's 10x10 booth spaces:

- **Main Street - Highway 203: 8am to 4pm**
 - Main part of our festival, *we shut down a state highway for this!*
 - All vendor booths, including food vendors, will be considered for Main Street locations.

- **Duvall Police Department Lot: Artists' Cove - 9am to 8pm**
 - We are keeping this lot open later this year. This area bridges Main Street and McCormick Park.
 - Only Artists are eligible for this location

- **McCormick Park: 11am to 10pm**
 - This is our evening festivities area including a beer garden, evening entertainment and fireworks show.
 - Only 5 food booths will be allowed in McCormick Park

Food Vendors:

All food vendors will require approval by the Health Department. If you fail to get this approval you will lose your booth space at our festival with no refund (unless it's prior to the required cancellation date).

UBI/Tax ID #:

In order to be a Duvall Days Festival Vendor a UBI or Tax ID # is required. If you do not have one of these for your day-to-day business use, you can obtain a temporary one in one of the following ways:

- Website:
http://dor.wa.gov/content/doingbusiness/BusinessTypes/Doingbus_tempreg.aspx
- Call (800) 647-7706 to apply via phone.

Certificate of Insurance Requirements (COI):

Vendor General Liability Insurance is a requirement from the City of Duvall and we are unable to grant any waivers for this requirement. Having insurance protects you, the City of Duvall and Duvall Days Festival from liability or litigious events caused by unforeseen accidents should they occur at your booth.

Please submit your certificates for the 2023 Duvall Days festival within **two weeks** of completing your application. Certificates provided last year are NOT valid. Please email your certificates to vendors@duvalldays.org along with any questions that you may have.

Contact your agent and ask for two Certificates of Insurance from your provider. Request that the Duvall Days Festival and City of Duvall be named as Additional Insureds under your **General Liability** coverage on the Certificates.

You will need to provide **TWO separate certificates**; one for the City of Duvall and another for the Duvall Days Festival. The following wording must be present on the certificates in order to fulfill the insurance requirements. See explicit instructions below that **MUST** be followed.

1. **COI #1.** The City of Duvall, its agents, officials, elected, or employees are named as additional insured in regard to the named insured's usual operations in regards to Duvall Days, June 3, 2023. Certificate Holder reads: City of Duvall, PO Box 1300, Duvall, WA 98019.

<small>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</small> The City of Duvall, it's employees, agents, representatives and elected, are named additional insured in regards to the named insured's usual operations for Duvall Days June 1, 2019	
CERTIFICATE HOLDER <div style="border: 1px solid red; padding: 5px; width: fit-content;"> City of Duvall PO Box 1300 Duvall, WA 98019 </div>	CANCELLATION <small>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</small> <small>AUTHORIZED REPRESENTATIVE</small> <div style="text-align: right;"><small>(BAN)</small></div>

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2. **COI #2.** The Duvall Days Festival is named additional insured in regards to the named insured's usual operations as they pertain to Duvall Days, June 3, 2023. Certificate Holder reads: The Duvall Days Festival, PO Box 219 PMB#204, Duvall, WA 98019

<small>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</small> The Duvall Days Festival is named additional insured in regards to the named insured's usual operations for Duvall Days, June 1, 2019	
CERTIFICATE HOLDER <div style="border: 1px solid red; padding: 5px; width: fit-content;"> The Duvall Days Festival PO Box 219, PMB #204 Duvall, WA 98019 </div>	CANCELLATION <small>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</small> <small>AUTHORIZED REPRESENTATIVE</small> <div style="text-align: right;"><small>(BAN)</small></div>

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Ways to Obtain COIs:

Option #1 – Business Insurance

- Contact your agent and ask for two Certificates of Insurance from your provider. You will need to provide TWO separate certificates; one for the City of Duvall and another for the Duvall Days Festival.
- Request that the Duvall Days Festival and City of Duvall be named as Additional Insureds under your General Liability coverage on the Certificates. Provide the following instructions to your agent:
 - Certificate Requirements:
 - Description of Operations: The Duvall Days Festival and The City of Duvall are named additional insured in regard to the name insured's usual operations for Duvall Days, June 3, 2023.
 - Certificate Holder #1: The Duvall Days Festival, PO Box 219 PMB#204, Duvall, WA 98019
 - Certificate Holder #2: City of Duvall, PO Box 1300, Duvall, WA 98019

Option #2 – ACT Insurance

- 1-day insurance certificates as low as \$49.00 -
website: <https://www.actinsurance.com/>
- Add Duvall Days Festival and City of Duvall as additional insureds (certificate holders).
 - Certificate Holder #1: The Duvall Days Festival, PO Box 219 PMB#204, Duvall, WA 98019
 - Certificate Holder #2: City of Duvall, PO Box 1300, Duvall, WA 98019

Option #3 – Event Helper

- If you are participating in other events that require a COI go here:
www.eventhelper.com
- This website allows for 1 day or multiple day event insurance purchase. The steps below will allow you to purchase the insurance for \$104.24. Be sure to select "Event Vendor" under the pull down menu for Event Type.
- Fill out the web form sections 1-9 paying attention to these inputs:
 - Section #1 - # of people at event - use the number 25
 - Section #2 - Under alcohol coverage select NONE
 - Section #4 - Check NO on everything
 - Section #6 - Add Duvall Days Festival and City of Duvall as Additional Insured. Be sure to click the "Add Another" button in the right hand corner to input the second name and address.
 - Additional Insured #1:
 - Name of Certificate Holder: The Duvall Days Festival
 - Address of Certificate Holder: PO Box 219 PMB#204, Duvall WA 98019
 - Contact email: vendors@duvalldays.org
 - Additional Insured #2:
 - Name of Certificate Holder: City of Duvall
 - Address of Certificate Holder: PO Box 1300, Duvall WA 98019
 - Contact email: vendors@duvalldays.org

We hope providing these options will help your Duvall Days festival experience be a positive one. If you have questions, please feel free to contact us at vendors@duvalldays.org.

Power & Water:

Power and Water is not available from the Duvall Days Festival. If you require power, you will have to bring your own generator in and all generators must be 25 ft away from any booth or building. If you need water, please plan to bring your water supply. You will not have access to water so please bring your own water supply.

Wireless Internet (Wi-Fi):

Wi-Fi is not available from Duvall Days Festival. You can use your own hotspot, we do not cover any costs associated with this.

Cancellations:

We understand things happen and things change. We will accept cancellations minus a \$25 administrative fee up until April 21, 2023. After that date, all cancellations will result in loss of your booth fee.

If you have any additional questions, please contact us at the email address below.

Thanks,

Vendor Coordination Team
Duvall Days Festival
vendors@duvalldays.org