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## 2024 VENDOR APPLICATION

**Saturday July 27<sup>th</sup> 2024**  
**Everett Forest Park 802 E. Mukilteo Blvd.**

*Thank you for applying to be a vendor at the SCBHC's 2024 NUBIAN JAM. Please carefully read the entire application before calling with questions. PLEASE INITIAL AS INSTRUCTED:*

### **TO BE CONSIDERED A VENDOR, PLEASE COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS.**

1. \_\_\_\_\_ Nubian Jam Vendor Application SEE BELOW
2. \_\_\_\_\_ Vendor Space Fee SEE AMOUNT BELOW
3. \_\_\_\_\_ Everett Parks Short Term Vendor Application SEE ATTACHMENT
4. \_\_\_\_\_ CITY OF EVERETT BUSINESS LICENSE (*The City of Everett requires all companies or individuals who are based in Everett or who are coming into Everett to conduct business to register with the City. For businesses based outside of Everett with expected revenues here for the calendar year to be \$5,000 or less, we do not charge a license fee. Rather than a business license being issued, we will issue a No-Fee business registration. You may apply online through the File Local tax and license portal at [www.filelocal-wa.gov](http://www.filelocal-wa.gov).)*)

Once the above requirements are met and all required documents are submitted to the Vendor Coordinator, your Vendor Name and information will be submitted to The Everett Parks Department. DO NOT CONTACT PARKS AND RECREATION UNTIL THEY CONTACT YOU! Once you are contacted by the Parks Dept., please be prepared to pay the \$25 Parks Permit Fee to the Parks Department at that time.

**THE DEADLINE FOR ALL FOOD VENDORS IS JUNE 30<sup>TH</sup> 2024. NO EXCEPTIONS.**

**ALL SPACES ARE A FIRST COME FIRST SERVE.**



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## **DAY OF EVENT**

*The Nubian Jam is a one-day event from 10am to 7pm, Saturday July 27<sup>th</sup> 2024.*

- ❖ Set-up can begin as early as 7am. ALL Vendors are expected to be completely set-up by 9am. If for some unforeseen reason, a Vendor is late setting (15 minutes MAX) they must contact the Vendor Coordinator ONLY by calling 425.876.0665, as soon as possible. Remember, **No Refunds will be issued for failure to comply - No Exceptions!**
- ❖ The NUBIAN JAM will provide a 10' x 10' space only. Vendors must provide ALL set-up supplies and items for their booth area, **including source of \*\*\*electricity.**  
  
**\*\*\*If your space requires electricity, please contact The Vendor Coordinator for acceptable Generator suggestions. If you fail to do so and your generator is loud or expels fumes, you will be asked to shut it off\*\*\***
- ❖ We are asking that vendors begin dismantling their space no earlier than 5:30pm. If you need to leave prior, please inform the Vendor Space Coordinator when you arrive that morning. All Vendors are expected to clean their Space. The Parks Department requires ALL FOOD Vendors to dispose of their own oil and grease and any waste. Failure to comply will prevent you from participating in future events – NO EXCEPTION!
- ❖ Vendors shall only sell those items which are listed on their Nubian Jam Application. No Vendor may sell or add items which are not listed on their Nubian Jam Application and Health District Permit the day of event.
- ❖ Food Vendors must have required permits, equipment/ supplies (i.e., floor coverings, fire extinguisher, recycling containers, proof of Liability Insurance and etc.). Refer to Health Departments Temp Food Operating Requirements Checklist as a reference sheet.

**FOR MORE INFORMATION ABOUT SCBHC/NUBIAN JAM, VISIT OUR WEBSITE,**

**[www.scbhcwa.org](http://www.scbhcwa.org)**.



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## 2024 FOOD VENDOR SPACE APPLICATION FORM

*Please complete and return the following two pages with your Fee*

When completing this application, please be **SPECIFIC** about the type of food items and items you are selling.

1. Space/Booth payment must be received with the complete Application to secure a Space.

**Remember, FIRST COME FIRST SERVED**

FOUR (4) Payment options are:

- 1.-CASH APP (\$SCBHC)
- 2.-PAYPAL <https://tinyurl.com/SCBHC>
- 3.- CHECK, or
4. -MONEY ORDER

2. a. Make your payment payable to **SCBHC** or Snohomish County Black Heritage Committee  
b. Mail payments to the following:

**Snohomish County Black Heritage Committee or SCBHC**  
**PO Box 1552**  
**Everett WA 98206**

3. ALL Applications and required additional forms must be submitted for processing on or before **Friday June 15<sup>th</sup>, 2024**.  
**Any Applications received after this date WILL BE REJECTED.**
4. A confirmation by email will be sent once the required paperwork and Fees are confirmed by the Nubian Jam Vendor Coordinator.
5. The Short Term Park Permit will not be issued by the Parks Department until the Nubian Jam Vendor Coordinator submits and approves your application packet– No Exceptions!

COMPANY NAME/ BOOTH NAME: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

### Nubian Jam Vendor Type/Space Pricing (please select all that apply to your booth)

#### FOOD

- 10x10 booth space  
 \$150.00 Registration

#### RETAIL

- 10 x 10 booth space  
 \$75.00 Registration

#### NON-PROFIT

- 10x10 booth space  
 \$25.00 Fee

**Describe the items to be sold or materials to be displayed. (Please be as specific as possible and feel free to attach any additional information)**

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## **MEMORANDUM of UNDERSTANDING**

\_\_\_\_\_ *The SCBHC retains the right to accept or deny vendor applicants based upon the service or product they provide. To ensure our event maintains integrity and a high- quality status, all vendors will be evaluated for their customer service and quality of their product(s) to participate in future events. All sections are required to be initialed, or your application will not be processed – No Exceptions. PLACE N/A IF DOESN'T APPLY.*

\_\_\_\_\_ I understand that items with the words **Nubian Jam** or the **Nubian Jam logo**, may not be used without the written permission of the Snohomish County Black Heritage Committee or SCBHC!

\_\_\_\_\_ I understand that once Vendors submit their list of items to be sold and that list is approved, it is final. This means if items to be sold are brought and not listed nor approved, I understand that I will be asked to not sell the unapproved items and may be asked to close my booth.

\_\_\_\_\_ I understand that if I am selling **NON-FOOD ITEMS**, I am required to submit the following information directly to this email, [fbletson@gmail.com](mailto:fbletson@gmail.com) as soon as possible but no later than Friday June 30, 2024– no exceptions:  
**2024 Nubian Jam Vendor Application and vendor fee, Copy of Parks Permit form, and Proof of Everett Business License or Registration.**  
***Once the above are submitted and confirmed by the Vendor Coordinator, I understand that I will be contacted by the Parks Department to pay a \$25 Permit Fee.***

\_\_\_\_\_ I understand that if I am a **NON-PROFIT**, I am allowed to give information out about my organization or cause. I understand that I am not allowed to sell items. I understand that for me to sell food or non- food items, I must follow the above requirements for food or non-food items. If you have questions about this, please email the Vendor Coordinator at [fbletson@gmail.com](mailto:fbletson@gmail.com) prior to submitting your Nubian Jam Application.  
***Once the application and attachments are submitted and confirmed by the Vendor Coordinator, I understand that I will be contacted by the Parks Department to complete a Parks Permit application – no \$25 Fee will be required.***

\_\_\_\_\_ I understand that SCBHC is only providing a 10x10 space and is not required to provide items or assistance to arrange my space. *It is my responsibility to ensure my booth is completely functional by 9am Saturday July 27<sup>th</sup>, 2024.*

\_\_\_\_\_ I understand that if I require the use of a generator, it **cannot emit hazardous fumes nor smoke and must maintain a minimal noise level.** If there are any complaints regarding the smell, smoke and/or noise of my generator, I understand that I will be asked to turn off my generator and provide another source of electricity.

\_\_\_\_\_ I understand that the SCBHC has a **No Refund Policy**. All financial transactions are final.

PRINT CONTACT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT METHOD: \_\_\_\_\_