



CITY OF EVERETT
Parks & Facilities

802 E. Mukilteo Blvd. | Everett, WA 98203 | 425.257.8300 ext. 2

Short-term Vendor Application 2024

A short-term vendor shall be defined as vending no more than 10 times per calendar year.

Vendor _____ Date _____
Contact Info _____ Phone _____ Cell _____
Address _____ Email Address: _____
City, State, Zip _____
Product Sold or Service Provided _____

Dates and times requested

*Dates _____ Time _____ Park Category # _____
Concession Type _____ Park Name _____ Location within park _____

*Returning vendors may put "2024 Vending" in the date section if planning to vend more than once in 2024. Each event, however, must be pre-approved.

Fees to be paid to City of Everett

- 1. Per day fees range from \$15/day to \$25/day for every designated space. See Vendor Guidelines "Parks Categories & Fees" (Fees may be adjusted as necessary).
2. No refunds.
3. TOTAL FEE DUE: _____ Use additional sheets if necessary.

Terms and Conditions (See Park Vendor Guidelines)

- 1. All products will be approved by Everett Parks & Facilities prior to space assignment.
2. Vendor will keep products contained in the rented space.
3. Vendor is responsible for cleaning up the area.
4. All products must be removed from the park by closing time.
5. The City of Everett is not responsible for any damage and/or loss of any product at any time.
6. All vendors must pay all necessary business licenses and permit fees and all applicable taxes.
7. Everett Parks & Facilities will be in charge of assigning all spaces. The space assignment will be on a first-come-first-serve basis.
8. For vendors requesting electricity, a request must be received 3 business days prior to requested date of vending (Wetmore Theatre Plaza only).
9. All vendors serving food or drinks must provide a copy of their certificate of insurance evidencing Commercial General liability insurance with limits no less than \$1,000,000 combined single limit per occurrence noting City of Everett, its officers, agents and employees, 2930 Wetmore Ave, Everett WA 98201 as additional insured.
10. All vendors serving food or drinks must provide a copy of their food handler's permit and proof of contract with the Snohomish County Health Department (their phone number is 425-339-5250).
11. Applicant must be the same person as the vendor.
12. A City of Everett business license is required.

Vendor shall defend, indemnify, release, and hold harmless the City, its officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney's fees arising out of or in connection with the performance of this agreement, except for injuries and damages caused by the sole negligence of the City.

I have read and understood the guidelines and application:

Authorized Vendor Signature _____ Date _____

Name (print) _____

For Office Use Only	
Staff Signature: _____	Date: _____

