



## Castle Rock Festival of Lights Vendor Information December 9th 2023

### Rules for the Vendors:

- o All applications must be accompanied with payment. Space is limited.
- o All applications must be pre-approved to avoid duplicate vendors – checks will be returned if you are not accepted as a vendor.
- o Food vendors are required to have a Cowlitz County Health Permit.
- o Food vendors must be licensed and possess a permit from the WA. Dept. of Revenue
- o Food Vendors are required to show proof of insurance w/CRCDA or City of Castle Rock as additionally insured.
- o All vendors to be set up morning of event, from 10:00 am to 1:30 pm and will be assigned booth space the morning of the event. Special arrangements can be made for larger setups.
- o All booth space is outside, you must provide cover from weather.
- o Vendors will provide own table(s), chair(s), displays, table cloths/skirts.
- o Booth must be completely set up and vehicles removed by 2 pm.
- o No vendor shall assign/sub-lease any part of their space or vendor will forfeit right to their area.
- o Vendor agrees to be open for business during festival hours (2 pm to 8 pm). No late setup or early tear down – if doing so, may forfeit the right to future participation.

### Vendor Signature – Rules Agreement:

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Signature Print Name Date

### Indemnification and hold harmless agreement:

- The vendor agrees to accept full responsibility for the quality of any and all goods sold by the vendor and/or the vendors organization at the Castle Rock Festival of Lights
- Hold Harmless – Applicant shall defend, indemnify and hold harmless the City of Castle Rock and the CRCDA, their officers, officials, employees and volunteers from and against any and all claims, suites, actions or liabilities for injury or death of any person, or for loss or damage of property, which arises out of acts of omissions of the applicant, its employees, volunteers, representatives or vendor, or member of the public, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sold negligence of the City of Castle Rock and/or the CRCDA.

### Vendor signature – indemnification and hold harmless agreement

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Signature Print Name Date



# Castle Rock Festival of Lights Vendor Application Crafters Marketplace & Food Vendors



Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Website/Facebook: \_\_\_\_\_

Describe what you are selling - including price range/Food Vendors: Include a menu

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Spaces Needed (10 x 10) _____ Electricity Needed: Yes ____ No ____ Size of Food Trailer or Truck _____	Food Vendors Only  Include a photo of your electrical plug
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Food Vendors - Secured licenses and permits: Yes \_\_\_\_ No \_\_\_\_

Food Vendors - secured insurance w/City of Castle Rock/CRCDA Added: Yes \_\_\_\_ No \_\_\_\_

Signature: \_\_\_\_\_

Castle Rock Festival of Lights  
 Vendor Spaces are \$50 per 10 x 10 space  
 Food Vendor Spaces are \$75 per 10 x 10 space  
 Please return application and payment:  
 Make checks payable to: Castle Rock Festival of Lights  
 Mail to:  
 Castle Rock Festival of Lights  
 c/o CRCDA  
 PO Box 931, Castle Rock, WA 98611