



# CITY OF EAST WENATCHEE

## Wings & Wheels Festival

### October 7, 2017

### Vendor Rules & Regulations

**CHECK-IN:** Check-in time for the event is between 9:00 am and 4:00 pm on Friday, Oct. 6th, 2017. Event officials will be available to help vendors locate their space. (Requests for a special check-in time must be approved in advance by the Events Office.) Vendors must be ready to open by 10:00 a.m., Saturday, October 7, 2017.

**VENDOR SPACE:** All booths are outdoors and subject to uneven ground and varying weather conditions. Vendors must provide all partitions, tables, awnings, accessories, etc. for their booth space, and must fit all their merchandise, equipment, etc. within the assigned space. Vendors are responsible for their own set-up and take-down. Vendors requiring power will need to supply their own 100' extension cord and any type of electrical adapter needed. All cords must be protected from traffic areas. Vendors are responsible for charging and claiming Washington State sales tax current percentage.

**HOURS OF OPERATION:** Saturday, October 7, 2017, 10:00 am – 5:00 pm. Vendors are not allowed to close early or leave early.

**SECURITY:** Vendors are responsible for their own areas. The East Wenatchee Events Board, City Eastmont Metropolitan Park District, Wings & Wheels Festival nor the City of East Wenatchee assumes responsibility for injury to persons, or loss or damage, including theft, to any property of the Vendor.

**CLEAN UP:** Vendors are responsible for any trash in their area. No oil, water, grease, coals, or ashes will be dumped on any open area or any part of the property, into the gutters or planters. Vendors who fail to comply will be billed for clean up.

**RESTRICTIONS:**

1. The Wings & Wheels Festival reserves the right to remove any merchandise that is not considered suitable for a general audience; to remove any Vendor who does not comply with Vendor Rules and Regulations, and/or cooperate with Festival officials.
2. Vendors are responsible for the behavior of their associates, assistants, and children.
3. No alcoholic beverages, pets, loud music or television, or “hawking” will be allowed in the vicinity of your booth.
4. Vendors are not allowed to “wander” with their merchandise at any time.

For more information contact the East Wenatchee Events Office  
at 509-886-6108 or [events@east-wenatchee.com](mailto:events@east-wenatchee.com)