

# VENDORS AT SPECIAL EVENTS

## Instructions for Event Organizers

### EVENT ORGANIZER INSTRUCTIONS

Event Organizer,

Please forward the City's Vendor Application form to each vendor that will conduct sales of merchandise, food or services at your event. If you plan to conduct sales yourself, you must also complete the application.

Your invited vendors must return their completed applications **to you with enough advance in order for you to forward all applications to Burlington Parks and Recreation at least 30 days prior to your event start date.**

Please note that a Vendor Application must be approved by the City's Fire Marshal before a vendor can be considered confirmed for your event.

### VENDOR FEES

Event Organizers are responsible for payment of applicable fees associated with the vendors invited to participate in your event. Your event invoice will reflect fees for the confirmed vendors.

#### Vendor Fees:

- Standard Vendor Permit \$80.00 per vendor (Retail vendors)
- Non-Profit Vendor Permit \$40.00 per vendor (Offered to vendors with State/Federal non-profit status)
- Host Organization Permit \$20.00 per vendor (Offered to event organizers when they conduct the sales)
- Use of City Power/Water +\$30 per day

### ACCEPTED FORMS OF PAYMENT

- Checks payable to City of Burlington;
- Cash;
- Visa, MasterCard or Discover cards.

### SUBMITTAL OF VENDOR APPLICATIONS

Vendor Applications must be received by Burlington Parks and Recreation **at least 30 days prior** to the start of your event. Applications can be mailed or delivered using any of the following points of contact:

1. Burlington Parks & Recreation  
900 E. Fairhaven Avenue  
Burlington, WA 98233
2. Email: [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov)
3. Fax: (360) 755-1017