



## West Fargo Street Fair – Vendor Application

10 a.m. – 6 p.m. Saturday, June 13, 2020

Applications accepted beginning: Thursday, Jan. 16, 2020

Application deadline: Friday, March 13, 2020

**COMPLETE ALL INFORMATION –TYPE OR PRINT LEGIBLY.**

### INSTRUCTIONS:

Please read all rules and regulations before completing and submitting your application.

Retain a copy of Sections 1 – 2 for your records.

Return the following to the West Fargo Street Fair Committee by the due date of Friday, March 13, 2020.

1. Completed Section 1 of this application.
2. Photo(s) of the type of items you intend to sell at the West Fargo Street Fair.

### Please return your exhibitor registration along with payment to:

City of West Fargo – West Fargo Street Fair

Attn: Ellen Rossow

800 Fourth Ave. E. Suite 1 West Fargo, ND 58078

or email your completed materials (.pdf format) to [events@westfargond.gov](mailto:events@westfargond.gov).

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Business Website: \_\_\_\_\_

Description of items: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

No. of 10'x10' Booth Spaces \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_  Cash  Check# \_\_\_\_\_

By signing the application, exhibitor acknowledges that they have read the rules and regulations beginning on Page 2 of this application.

Note: City of West Fargo reserves the right to change, alter or revise the rules and regulations, as it deems necessary without notice.

I agree to the rules and regulations: \_\_\_\_\_



**RULES & REGULATIONS**  
**2020 WEST FARGO STREET FAIR**

**Welcome:**

Thank you for your interest in the West Fargo Street Fair. The event will take place along Sheyenne Street in West Fargo, Saturday, June 13, 2020, and will feature arts and crafts vendors, food vendors, activities for the whole family and an evening street dance. The vendor/sales portion of our event will occur from 10 a.m. to 6 p.m. with the street dance event taking place from 7 to 9 p.m. Submission of an application constitutes an agreement to abide by the following rules and regulations.

Thank you,  
 Ellen Rossow, City of West Fargo  
 Communications and Community Services Coordinator  
 Office: 701-433-5312 | events@westfargond.gov

**SECTION 2: WEST FARGO STREET FAIR VENDOR RULES AND REGULATIONS**

All participants must comply with the following rules and regulations.

2.1 – Alcohol and Drugs	No alcohol consumption or drug use is permitted by vendors.
2.2 – Acceptance and Notification	The West Fargo Street Fair team will notify chosen applicants of acceptance into the Street Fair on or before March 30, 2020. Correspondence will be via email. Emails will include location details and other Street Fair specifics. Payment will not be processed until exhibitors are notified of acceptance.
2.3 – Application	<p><b>Application period begins: Thursday, Jan. 16, 2020</b>  <b>Application period ends: 5 p.m. Friday, March 13, 2020</b></p> <p>All entry applications must be completed in their entirety to be considered for participation. There are a limited number of exhibitor booth spaces available for crafters and vendors. All exhibitor applications received will be reviewed for approval by the City of West Fargo. Receipt of application and payment does not guarantee vendor space. To be an eligible application, the completed application must be postmarked no later than the above date or (if hand delivered) reach the City of West Fargo Communications office no later than the above date and time. Submitting this application constitutes an agreement to abide by all West Fargo Street Fair rules. Only exhibitors who have completed the application process, been notified by the City of West Fargo and have paid in full will be eligible to participate in the West Fargo Street Fair.</p>
2.4 – Cleanliness	Each vendor is responsible to keep their booth clean and neat at all times.

2.5 – Compliance	Exhibitors found to be in violation of rules and regulations will be removed from the fair and may be denied subsequent entry at the West Fargo Street Fair or other City of West Fargo events.
2.6 – Family-friendly	The West Fargo Street Fair is a family-friendly event. Please keep this in mind while designing your vendor booth. Booths deemed inappropriate for children may be removed from the fair and denied subsequent entry.
2.7 – Fees	<p>A one-time payment of \$100 for the West Fargo Street Fair is due upon notification of acceptance into the event. Payment must be made in full by May 1, 2020. Late payment will not be accepted and will result in disqualification from the event. All entry fees are nonrefundable, for any reason, after date of acceptance into the street fair. A check return fee will be applied to any check returned by the bank.</p> <p>All cash, checks or money orders, must be made payable to “City of West Fargo” and mailed or hand-delivered to</p> <p><i>City of West Fargo</i>  <i>Attn: Street Fair</i>  <i>800 Fourth Ave. E Suite 1</i>  <i>West Fargo, ND 58078</i></p>
2.8 – Placement	The City of West Fargo cannot guarantee proximity to or exclusion from specific other vendors or kinds of vendors. Exhibit placement is at the discretion of the City of West Fargo.
2.9 - Release and Waiver	<p>To the fullest extent permitted by law, I/we hereby assume all risk of personal injury or death and property damages or loss from whatever causes arising while I/we are involved in connection with West Fargo Street Fair Activities and I/we hereby release the City of West Fargo and the West Fargo Street Fair staff and volunteers, from any and all claims relating to or arising out of activities in which I/we are participants in connection with West Fargo Street Fair Activities, whether known or unknown, foreseen or unforeseen, liquidated, unliquidated, fixed, contingent, material or immaterial, disputed or undisputed, suspected or unsuspected, asserted or unasserted, direct or indirect, at law or in equity and I/we understand and acknowledge the significance of such release and waiver and I/we hereby assumes full responsibility for any injuries, damages or losses that I/we may incur as a result of its execution of this release and waiver.</p>
2.10 – Setup	<p>A schedule of arrival times will be provided to each vendor prior to the event. Vendors who arrive early will not be permitted to begin setup until their schedule time. Exhibitors who arrive late may forfeit their spot and be relocated. Exhibitors will be advised where to park before the event. All booth spaces will be located on Sheyenne Street in West Fargo. Use of stakes is prohibited. Exhibitors shall supply table and chair(s) and a tent/canopy along with necessary tie downs and weights. The City of West Fargo will supply shared portable bathrooms and garbage receptacles as well as defined space for each booth.</p>

2.11 – Tear Down	Exhibitors must remove all materials and decoration from booth space and return space to the same condition it was found in by 7 p.m. Saturday, June 8.
2.12 – Weather	City of West Fargo events are held regardless of weather conditions. In cases of severe weather, a secondary location will be made available and advertised. Participating vendors are responsible for planning for a variety of weather conditions including heat, cold, rain and wind. Please plan accordingly.