

Vendor Guide ~ Wine & Chocolate Festival 2026

Thank you for your interest in this year's Wine & Chocolate Festival. We are excited to make this year a successful, fun-filled event for all. In the pages that follow you will find detailed information about the event for your review. It is your responsibility to understand and abide by the following Rules and Regulations for the duration of your contract with Enumclaw Expo & Events Association (EEEE), DBA Enumclaw Expo Center (EEC).

1 FORCE MAJEURE/COVID-19 CLAUSE: Should events beyond the reasonable control of EEEA and vendor, including but not limited to (1) acts of God, (2) war, including armed conflict, (3) strikes or labor disputes, (4) disease at EEEA (examples of disease: SARS, Legionnaires, COVID-19), (5) government regulation or advisory (including travel advisory warnings), (6) civil disturbance at EEEA or in local and nearby areas, (7) terrorism or threats of terrorism in the United States as substantiated by governmental warnings or advisory notices, (8) disaster, fire, earthquakes, hurricanes, tornados, mountain eruption, (9) unseasonable extreme inclement weather, (10) shortages or disruption of the electrical power supply causing blackouts or rolling blackouts or other essential utilities, (11) any other cause reasonably beyond the parties' control (collectively referred to as "occurrences"), making the event commercially impracticable, impracticable to perform, illegal, or impossible to fully perform under this Agreement as the Parties originally contracted. In such a case the affected Party may terminate this Agreement, without liability, upon written notification.

2 HOLD HARMLESS: EEEA cannot be responsible for accidents, injury, or loss of property. Vendor shall defend, indemnify and hold EEEA, its officers, officials, employees, agents and volunteers harmless from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or loss or damage to property, including attorney fees, which arise out of the use of Enumclaw Expo Center property or from any activity, work or thing done, permitted, or suffered by vendor in or about the property, except only such injury or damage as shall have been occasioned by the sole negligence of the EEEA. Vendor assumes all risks and hazards incidental to such participation by vendor and/or event participants.

3 INSURANCE REQUIREMENTS: Vendor shall procure and maintain for the duration of the event (from arrival of load-in to departure of all participants) commercial general liability insurance against claims for injuries to persons or damages to property, which may arise from, or in connection with, vendor use of space at the Enumclaw Expo Center. If alcohol is approved for the event, Liquor Liability insurance must be included. A copy of the

Certificate of Insurance (COI) and Policy Endorsement must be provided to EEEA no later than 10 days prior to the event. Such insurance shall be no less than \$1,000,000 per occurrence for bodily injury and property damage and \$2,000,000 in the aggregate and be primary and non-contributory. Enumclaw Expo and Events Association, its officers, officials, employees, and agents located at 45224 284th Ave SE, Enumclaw, WA 98022 are to be listed as additional insured and shall not be suspended, voided, canceled, reduced in coverage or limits except after 45 days prior written notice to the EEEA.

4 PAYMENT: To reserve your space FULL payment must be received by EEEA no later than 30 days prior to the event, along with a signed copy of the Vendor Guide: Rules & Regulations. Payment options include cash, check or money order delivered or mailed to Enumclaw Expo Center, Attn: Vendor Coordinator, 45224 284th Ave SE, Enumclaw, WA 98022. Bank transfer through QuickBooks invoice. Credit card payments are processed through the Payment Portal on our website. Invoice required.

5 BREACH OF CONTRACT: If the vendor violates the terms of the Vendor Guide: Rules and Regulations, EEEA reserves the right to declare this contract void without further notice to the vendor and shall revoke such rights and privilege as may have been granted. In the event of such cancelation, the vendor along with any employees, agents and/or volunteers will immediately vacate the grounds. Management will assess and advise of the best procedure for closing the booth and loading out. No refund due to breach of contract.

6 FOOD VENDORS: EEEA collects 15% on all food concessions. The initial upfront booth deposit will be applied towards the balance owed by the end of the event. Vendors are required to use a trackable system that is capable of printing or emailing daily reports that include both Cash and Credit Card transactions. These reports are due to the Vendor Coordinator prior to departure of the event. Cash drawer(s) must be closed following each transaction. Open cash drawers or the use of a separate cash box is prohibited.

7 SERVICE ANIMALS: The Washington Law Against Discrimination (WLAD) includes provisions prohibiting discrimination against people with disabilities who use a service animal to assist them with their specific disability. RCW 49.60.040 defines service animal as “any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual’s disability.” Service animals must be on a leash or lead, and a member of your party must always remain with the animal. Currently, the Americans with Disabilities Act (ADA) provides no definition of therapy, comfort, or

emotional support service animals and as such are not considered service animals and are not permitted at Enumclaw Expo Center. No pets allowed.

8 BOOTH & PERSONAL ITEMS: Vendors are encouraged to secure their booth to the best of their ability at the end of each day. Buildings will be cleared of guests and locked overnight. You are welcome to leave all booth contents on site overnight, please be aware that the EEEA is not responsible for any loss or damage to your booth and/or your belongings.

9 SECURITIES FOR KNIFE/PEPPER SPRAY/MACE SALES: Any vendor selling defensive products to the public is required to provide secure packaging that does not allow the customer to open or use the product while on the grounds at EEC.

10 DEPARTMENT OF LABOR AND INDUSTRIES: Take time to know your legal responsibilities for operating a safe and healthy workplace. You have specific requirements to follow IF you:

- o Employ workers (adult and/or minors).
- o Own and/or operate stand, booth, or amusement rides.
- o Hire entertainers who live in Washington.
- o Own and/or operate food establishments or rolling vendor vehicles.

Specific concerns and questions can be addressed by Dept. of Labor & Industry (253) 596-3800.

11 SEXUAL HARASSMENT: EEEA is committed to creating and maintaining an enjoyable and safe workplace. EEEA does not expect any person to tolerate:

- Unwelcome sexual advances
- Request for sexual favors
- Offensive verbal or physical conduct of a sexual nature (including sexual jokes, cartoons, comments, etc.)

Should you encounter such behavior from anyone affiliated with EEEA, make use of our open-door policy by contacting the Vendor Coordinator, Jaclyn VanHoof 253-740-4153 or the General Manager, Rene Popke 253-405-7179. We will investigate the circumstances in which the incident allegedly occurred. If the complaint is found to have merit, immediate action will be taken to resolve the situation.

12 BOOTH ASSIGNMENTS: EEEA is aware you want the best location possible, and we strive to accommodate all logistic requests. Placement is based on a lot of variables, such as power needs, water access and balanced disbursement of merchandise, food and services

offered. Location is important; however, it is ultimately product quality, booth set up and your customer service that will ensure your success. It is understood and agreed that the vendor will not reassign or sublet their assigned booth space. Should a situation arise, contact the Vendor Coordinator for a solution.

13 EXHIBIT SPACE: EEEA reserves the right to allocate, limit and designate all vendor spaces and locations. Under no circumstance will any person(s) be allowed to remain in the booth space overnight. All decoration used in the construction of your space shall be fireproof material. Should damage occur to EEEA property, the vendor will be invoiced to restore it to its original condition.

14 BOOTH DESCRIPTION:

- Booth minimum is 10' x 10' and can be increased by 10' increments. (Unless other arrangements have been agreed upon)
- Each booth comes with access to ONE electrical outlet (110v). Additional access to power is available upon request prior to the event. Vendors are responsible for providing appropriate extension cord(s) based on amps to be used, gauge, and length of run. 50-100' of cord recommended. Electrical cords are not available through EEEA to rent or purchase.
- Water Access is available upon request with approval prior to the event. Vendor to provide appropriate hose based on intended use.

15 BOOTH FEES: Cost per 10' x 10'

Chocolate Vendor Booth \$185

Retail Vendor Booth \$275

Food Concession – 15%/net total (deposit of \$250 due upon approval)

Add-on's

Corner Booth \$75 / per corner

8' Table Rental \$10

Metal Folding Chair Rental \$2

16 INSPECTIONS: To streamline the process ALL vendors are expected to be set up and ready for inspection(s) one hour prior to doors open. The Fire Marshall and Public Health for Seattle & King County will make their rounds at their discretion leaving the arrival time subject to change without notification. It is the vendor's responsibility to understand and comply with Local, State & Federal regulations. For example, but not limited to certified fire extinguisher, no open flames, permits for handling and serving food, hand washing station, ground cover for grass or gravel booths serving food, etc.

17 LOAD-IN/SETUP: Thursday 2 pm – 7 pm & Friday 9 am - 3pm are reserved for setting up. Check-in for vendors will be located inside Les Schwab Hall. Keep doorways and entries clear. Once you have delivered your product to your space, immediately move your vehicle so others can utilize the access, then set up your booth space.

18 LOAD-OUT: Teardown begins after the event closes to the public on Saturday at 9:30pm. EEC staff will clear the grounds of patrons before vehicle access will be granted for loading purposes. Place all garbage in trash receptacles. If full, it is acceptable to leave bagged garbage next to a trash receptacle. Do Not leave garbage in your booth space. If garbage is left behind the vendor will be subject to an additional \$45 clean up fee.

19 VENDOR ACCESS: It is a violation to distribute vendor passes to anyone except the staff needed to operate your booth. Under no circumstances may passes be copied and reproduced. Misuse of any vendor passes will result in non-compliance with the Vendor Guide: Rules and Regulations and the vendor will be asked to leave the premises. Booth fee will not be refunded. No future opportunities will be available for the vendor at the Enumclaw Expo Center. **This is a 21+ event, and everyone must show proper ID, including vendors, volunteers and staff.**

20 VENDOR PARKING: During the events vendors are to park in general parking lots. A limited supply of ADA and general parking is also available behind Les Schwab Hall. The vehicle must have an official Washington State Disability Placard on display or an ADA license plate to access an ADA space.

21 SUPPLY TRUCK PARKING: Spaces for supply vehicles are limited and should be requested at the time of initial application. Supply truck parking is located at the south end of the grounds. Parking passes will issued at check-in. The business name, contact person and phone number are required for parking spaces in this area. Vehicles, trucks and/or trailers parked in this area without a pass will be towed at the owner's expense.

22 INTERNET SERVICE: Although Wi-Fi is offered it cannot be guaranteed. EEEA recommends vendors provide their own hot spot as a back-up.

23 ICE: Bags of ICE will be available for purchase onsite. Cash due upon delivery or pick up. For delivery text 253-335-3609 with the following message: ICE for [Business Name], # of bags & Location.

24 CANCELLATION POLICY: EEEA charges a 25% cancelation fee. No refunds will be

issued after Jan 15th, no exceptions to this policy.

25 VENDOR CODE OF CONDUCT:

- o Keep all sales and soliciting within the parameters of your assigned area. Including signage and other marketing materials.
- o Vendors that are overly aggressive to patrons or other vendors and do not stay within their parameters will be removed from the remainder of the event and will forfeit payment.
- o It is the Vendor's responsibility to have knowledge of Local, State & Federal Tax Laws, along with reporting sales as appropriate.
- o Subletting or apportioning space is prohibited.
- o During event hours vendors will occupy their space for the duration of the event.
- o While on EEC grounds vendors will abide by all conditions, rules, and regulations, written and/or oral, made by EEEA management.
- o EEEA managements may, at their sole discretion, close any booth deemed inappropriate, hazardous, or in violation of event rules and regulations including those established by Public Health of Seattle and King County and/or local Fire Marshall.

Signature: _____

Printed Name: _____

Date: _____