WINE & CHOCOLATE FESTIVAL 2027

Vendor Guide — Rules & Regulations

Thank you for your interest in the Wine & Chocolate Festival. We are excited to welcome you to another great event at Enumclaw Expo Center.

This Vendor Guide contains the Rules & Regulations governing your participation in the event. **By participating in the event, the vendor agrees to understand and comply with these Rules & Regulations for the duration of the vendor's contract with Enumclaw Expo & Events Association (EEEA), DBA Enumclaw Expo Center (EEC).**

Please review this guide carefully. Failure to comply may result in removal from the event, forfeiture of fees, termination of the vendor agreement, and/or loss of future participation opportunities.

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1. CONTRACT TERMS

1.1 Force Majeure

Should circumstances beyond the reasonable control of EEEA or the vendor occur, including but not limited to:

- Acts of God
- War or armed conflict
- Strikes or labor disputes
- Disease at EEEA or affecting the event
- Government regulations, restrictions, or advisories, including travel advisories
- Civil disturbance at EEEA or in the surrounding area
- Terrorism or credible threats of terrorism supported by governmental warnings or advisories
- Disaster, fire, earthquake, tornado, volcanic eruption, or similar event
- Unseasonable or extreme weather
- Shortage or disruption of electrical power or other essential utilities
- Any other cause reasonably beyond the parties' control

and such occurrence makes the event commercially impracticable, impracticable to perform, illegal, or impossible to fully perform as originally contracted, either party may terminate the agreement without liability upon written notification.

1.2 Hold Harmless / Indemnification

EEEA cannot be responsible for accidents, injury, or loss of property.

Vendor shall defend, indemnify, and hold harmless EEEA, its officers, officials, employees, agents, and volunteers from and against any and all claims, suits, actions, liabilities, or expenses,

including attorney fees, for injury or death of any person or loss or damage to property arising out of the vendor's use of Enumclaw Expo Center property or from any activity, work, or thing done, permitted, or suffered by the vendor in or about the property, except only such injury or damage as is caused by the sole negligence of EEEA.

Vendor assumes all risks and hazards incidental to vendor participation in the event.

1.3 Insurance Requirements

Vendor shall procure and maintain commercial general liability insurance for the duration of participation in the event, from arrival for load-in through departure following the event.

Minimum required coverage:

- **$1,000,000 per occurrence** for bodily injury and property damage
- **$2,000,000 aggregate**
- Coverage must be **primary and non-contributory**
- If alcohol service or sales are approved, **Liquor Liability insurance is required**

A current **Certificate of Insurance (COI) and applicable Policy Endorsement** must be provided to EEEA no later than **10 days prior to the event**.

The following must be listed as additional insured:

Enumclaw Expo & Events Association
45224 284th Ave SE
Enumclaw, WA 98022

The required insurance shall not be suspended, voided, canceled, or reduced in coverage or limits except after **45 days' prior written notice to EEEA**, as required by the agreement.

1.4 Payment

Full payment must be received by EEEA **no later than 30 days prior to the event** to reserve vendor space.

A signed copy of the Vendor Guide: Rules & Regulations is also required.

Payment options:

- Cash
- Check or money order mailed or delivered to:

  Enumclaw Expo Center
  Attn: Vendor Coordinator
  45224 284th Ave SE
  Enumclaw, WA 98022

- Credit card through the EEC website Payment Portal

An invoice is required for all payments.

1.5 Cancellation Policy

EEEA charges a **25% cancellation fee**.

No refunds will be issued after January 15, 2027, except as otherwise provided under the Force Majeure provision of this agreement.

1.6 Breach of Contract

Violation of this Vendor Guide or any other terms of the vendor agreement constitutes a breach.

EEEA reserves the right to terminate the vendor agreement and revoke any rights or privileges granted to the vendor. When a breach occurs, EEEA may require the vendor, its employees, agents, and/or volunteers to immediately vacate the property.

EEEA management will determine the appropriate procedure for closing the booth and loading out.

No refund will be issued due to breach of contract.

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2. SAFETY, COMPLIANCE & CONDUCT

2.1 Food Vendors

EEEA collects **20% on food concession sales**. Based on gross sales, excludes sales tax.

The initial **booth deposit** will be applied toward the balance owed by the vendor at the conclusion of the event.

Food vendors must use a trackable sales system capable of producing daily reports showing both cash and credit card transactions.

Daily sales reports must be provided to the Vendor Coordinator **before the vendor departs the event**.

Cash drawer(s) must be closed following each transaction. Open cash drawers and the use of a separate cash box are prohibited.

2.2 Service Animals

EEEA complies with applicable laws regarding service animals.

Under Washington law, a service animal is a dog or miniature horse individually trained to perform work or tasks directly related to an individual’s disability. Animals whose sole purpose

is to provide comfort, companionship, or emotional support are not service animals under this definition.

Pets are not permitted at Enumclaw Expo Center.

Service animals must remain under the control of their handler. A harness, leash, tether, voice command, signal, or other effective means of control may be used as permitted by law.

EEEA staff and vendors should not request documentation or ask about the nature or extent of a person's disability. When it is not readily apparent that an animal is a service animal, only the questions permitted by applicable law may be asked. Questions regarding service animals should be directed to EEEA management.

2.3 Inspections & Regulatory Compliance

All vendors must be fully set up and ready for inspection **one hour before doors open**.

The Fire Marshal and Public Health — Seattle & King County may conduct inspections at their discretion. Inspection timing is subject to change without notice.

It is the vendor's responsibility to understand and comply with all applicable Local, State, and Federal regulations.

Depending on the vendor's operation, requirements may include, but are not limited to:

- Approved fire extinguisher
- No open flames unless specifically approved
- Required food-service permits
- Hand-washing station
- Required ground covering for food vendors located on grass or gravel
- Any additional requirements established by the Fire Marshal or Public Health

2.4 Department of Labor & Industries

Vendors are responsible for understanding and complying with all applicable Washington State Department of Labor & Industries requirements.

Requirements may apply if you:

- Employ workers, including minors
- Operate a stand, booth, or amusement ride
- Hire entertainers who live in Washington
- Operate a food establishment or mobile/rolling vendor vehicle

For information regarding workplace requirements, contact Washington State Department of Labor & Industries.

2.5 Sexual Harassment

EEEA is committed to maintaining an enjoyable and safe workplace.

Unacceptable conduct includes:

- Unwelcome sexual advances
- Requests for sexual favors
- Offensive verbal or physical conduct of a sexual nature, including sexual jokes, cartoons, comments, or similar behavior

If you experience or witness inappropriate conduct involving anyone affiliated with EEEA, report it to EEEA management.

Vendor Coordinator: Shannon Campbell / (253) 335-3609
General Manager: Rene Popke / (253) 405-7179

EEEA will investigate complaints and take appropriate action when a complaint is found to have merit.

2.6 Restricted / Defensive Products

Vendors selling defensive products such as knives, pepper spray, mace, or similar items must provide secure packaging that does not allow customers to open or use the product while on EEC property.

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3. BOOTH & EXHIBIT SPACE

3.1 Booth Assignments

EEEA understands that vendors have preferences regarding booth location and will make reasonable efforts to accommodate requests.

Booth assignments are based on multiple factors, including:

- Power requirements
- Water access
- Overall event layout
- Balanced distribution of merchandise, food, and services
- Event logistics and operational needs

Vendor location is only one factor in event success. Product quality, booth presentation, and customer service are also important.

Vendors may not reassign, transfer, or sublet their assigned booth space.

Contact the Vendor Coordinator if an unexpected situation affects your assigned space.

3.2 Exhibit Space

EEEA reserves the right to allocate, limit, and designate all vendor spaces and locations.

No person may remain in a booth or exhibit space overnight.

Vendors may leave booth contents, merchandise, and equipment onsite overnight; however, **EEEA is not responsible for loss of or damage to vendor property.**

All decorations and materials used in the construction of the booth must comply with applicable fire-safety requirements.

The vendor will be responsible for the cost of repairing or restoring EEEA property damaged by the vendor.

3.3 Booth Specifications

Unless otherwise approved in advance:

- Minimum booth size is **10' x 10'**
- Booths may be increased in **10' increments**
- Each booth includes access to **one 110V electrical outlet**
- Additional power must be requested and approved prior to the event
- Vendors are responsible for providing appropriate extension cords based on electrical load, cord gauge, and length
- **50–100 feet of extension cord is recommended**
- EEEA does not rent or sell extension cords
- Water access is available only by advance request and approval
- Vendors must provide an appropriate hose for approved water use

3.4 Booth Fees

Cost per 10' x 10' booth

Vendor Type		Fee
Chocolatier	with Sampling	$185
Chocolatier	Without sampling	$275
Packaged & Specialty Foods		$275
Retail Vendor		$275
Food Concession	20% of applicable sales; $250 deposit	

Add-ons

Item	Fee
Corner Booth	$75 per corner

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4. EVENT OPERATIONS

4.1 Load-In & Setup

Load-In / Setup:
Thursday: **2:00 PM – 7:00 PM**
Friday: **9:00 AM – 3:00 PM**

Vendor check-in is located inside **Les Schwab Hall**.

Keep all doorways, entrances, and access routes clear while loading in.

After delivering products and equipment to your booth, **move your vehicle immediately** so other vendors can access the loading area. Vehicles should not remain in loading areas while vendors are setting up booth space.

4.2 Load-Out

Teardown begins only after the event has closed to the public and EEEA staff have cleared the grounds of patrons.

Vendor vehicles will not be permitted into loading areas until EEEA staff has authorized vehicle access.

All vendor-generated garbage must be placed in trash receptacles. If a receptacle is full, bagged garbage may be left beside the receptacle.

Do not leave garbage in your booth space.

Vendors leaving garbage behind are subject to a **$45 cleanup fee**.

4.3 Vendor Access & Passes

Vendor passes may be used only by personnel required to operate the vendor's booth.

Vendor passes may not be transferred to unrelated individuals, copied, duplicated, or reproduced.

Misuse of vendor passes constitutes non-compliance with this Vendor Guide and may result in:

- Removal from the event
- Forfeiture of booth fees
- Loss of future participation opportunities at Enumclaw Expo Center

This is a **21+ event. Proper identification is required for everyone entering the event, including vendors, volunteers, and staff.**

4.4 Vendor Parking

During the event, vendors must park in the designated general parking areas.

A limited number of ADA and general parking spaces may be available behind Les Schwab Hall. Make request in the "Additional Booth Details" section of application.

ADA spaces may only be used by vehicles displaying an official Washington State Disability Placard or ADA license plate.

4.5 Supply Truck / Trailer Parking

Supply vehicle parking is limited and should be requested at the time of application.

Approved supply vehicle parking is located at the south end of the grounds.

Parking passes will be issued at vendor check-in.

Vehicles, trucks, and/or trailers parked in the designated supply vehicle area without the required parking pass are subject to towing at the owner's expense.

4.6 Internet Service

Wi-Fi may be available at the Expo Center, but service is **not guaranteed**.

Vendors who rely on internet connectivity for sales or business operations are encouraged to provide their own hotspot or other backup connection.

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5. VENDOR CODE OF CONDUCT

Vendors are expected to conduct business in a professional and respectful manner and to comply with all EEEA rules and management direction.

Vendors must:

- Keep all sales, solicitation, signage, and marketing activities within the boundaries of their assigned booth space
- Remain in their assigned booth during event hours for the duration of the event
- Comply with all Local, State, and Federal tax requirements and report sales as required by law
- Follow all EEEA rules, regulations, policies, and reasonable verbal or written directions from EEEA management
- Keep booth operations, merchandise, displays, and activities safe and appropriate for the event

The following are prohibited:

- Aggressive or inappropriate solicitation of patrons or other vendors
- Sales or marketing activities extending beyond the vendor's assigned area
- Subletting, transferring, or apportioning booth space
- Conduct that creates a safety hazard or interferes with another vendor's operation
- Any activity that violates EEEA rules or requirements established by Public Health — Seattle & King County or the local Fire Marshal

EEEA management may require a vendor to modify or stop any activity that violates event rules, creates a safety concern, or is otherwise deemed inappropriate for the event.

EEEA management may close a booth and/or remove a vendor from the event for violations of this Vendor Guide, applicable health or fire requirements, or other event rules.

Vendors removed from the event due to a violation will forfeit all fees paid and may be denied future participation at Enumclaw Expo Center.

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6. IMPORTANT 2027 EVENT DETAILS

Event Dates: February 5 & 6, 2027
Vendor Load-In: Thursday 2:00pm – 7:00pm & Friday 9:00am – 3:00pm
Event Hours: Friday 4pm – 9:30pm & Saturday 2pm – 9:30pm
Cancellation Deadline: January 15, 2027
Final Payment Due: January 5, 20207
COI Due: January 26, 2027

Vendor Coordinator

Shannon Campbell
(253) 335-3609
ShannonC@EnumclawExpo.com

VENDOR ACKNOWLEDGMENT

I have read and understand the Wine & Chocolate Festival Vendor Guide — Rules & Regulations and agree to comply with all terms, conditions, rules, and requirements contained herein for the duration of my participation in the event.

Vendor / Business Name: _____

Authorized Representative: _____

Signature: _____

Date: _____