



Vendor Application

Deadline: August 5, 2016

Join the Rachel Corrie Foundation and Olympia Arab Festival, October 8, 2016, at The Olympia Center, 11 am to 5 pm, as we celebrate and experience the food, culture, traditions, lifestyles, and peoples of the Arab world in a peaceful, joyous and authentic manner. We strive for lasting appreciation and respect for our own and other cultures, and for the ability to understand and accept our differences so that we may acknowledge our similarities and enrich each other's lives.

VENDOR APPLICATIONS

Application deadline is August 5, 2016. Applications will be reviewed as they are received, within the context of festival guidelines, and on a space available basis. Applicants will be notified as soon as possible about placement in the festival.

PAYMENT

Any fees for single tables and business licenses are due with the application and payable by check to the Rachel Corrie Foundation, with Olympia Arab Festival noted in the subject line.

NAME OF INDIVIDUAL, BUSINESS, OR ORGANIZATION APPLYING FOR TABLE SPACE: (Please Print) _____

NAME AS IT IS TO APPEAR IN FESTIVAL PROGRAM: (Please print.) _____

COUNTRY/CULTURE/ REGION REPRESENTED: _____

CONTACT PERSON: _____

PHONE : DAY (____) _____

EVE (____) _____

FAX (____) _____

EMAIL: _____

STREET ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP CODE:** _____

WEBSITE: _____

TYPE OF COUNTRY TABLE, ORGANIZATION OR BUSINESS (Please Check One. Note that table size is 6'X2'.)

____ Country Table – with no sales (FREE)

- ____ Country Table – with sales (\$20 table fee)
____ Non-profit Organization – with no sales; information or display only (\$15 table fee)
____ Non-profit Organization – with sales (\$20 table fee)
____ Retail Vendor; (\$30 table fee)

____ **Second Table Request – Please contact me if a second table should become available. (See guidelines for additional fees.)**

Note that those making sales at the Olympia Arab Festival agree to pay an additional 10% of gross receipts from the event to the Olympia Arab Festival to support festival expenses. This amount will be paid in full at the close of the event October 8, 2016.

TOTAL FEE ENCLOSED WITH APPLICATION: _____

REFUNDS

If Olympia Arab Festival is unable to place an applicant in the festival, the application fee will be refunded. Application fees are not refundable for other reasons.

What is your primary interest in applying for a table at Olympia Arab Festival and how will your table contribute to the mission of the festival?

Please provide a detailed description of any merchandise, information, displays, and/or activities you are able to provide. Feel free to add an additional sheet if needed.

How many people will staff your booth? All booths must be staffed during all hours of the festival. _____

Have you participated in Arab Festivals in the past? Yes__ No__

In any other kinds of festivals? Yes____No____

Please describe:

Do you need electricity? Yes____No____

For what

purpose? _____

Do you have any special logistical considerations?

SUPPORT FOR EVENT ACTIVITIES

The Olympia Arab Festival envisions a rich, interactive event. We ask vendor participants to assist us by creating or supporting an appropriate children's and youth activity connected to their tables. We also ask vendors to consider participating in related festival events – conversations about specific countries, panels, etc. Further information will be provided to those who apply for tables.

Briefly describe any ideas for a children's/youth activity relating to your table or Arab heritage:

Briefly describe any areas of expertise related to your table and Arab heritage and ideas for how you might contribute these to the festival:

The undersigned has read and understands the attached vendor application and the festival background and guidelines. The undersigned agrees to hold harmless the Rachel Corrie Foundation, the Olympia Arab Festival, and the City of Olympia against all liability which may accrue to the undersigned as a result of participation in the Olympia Arab Festival. A check is enclosed for any vendor fees due payable to the Rachel Corrie Foundation with “Olympia Arab Festival” in the memo line.

SIGNED _____

DATE _____

VENDOR APPLICATION CHECKLIST

- _____ Complete and sign Application Form.
- _____ Enclose a check payable to the Rachel Corrie Foundation to cover single table fee.
- _____ If possible, enclose 2-3 photos of your merchandise or display. (These will not be returned.)

**Mail completed applications to: Rachel Corrie Foundation for Peace and Justice
203 East 4th Ave, Suite 402, Olympia, WA 98501**

Questions? Email: jessica@rachelcorriefoundation.org or call 360-754-3998.