

WALL STREET VENDOR REGISTRATION (WSVR)

For participation in events sponsored by the Downtown Spokane Partnership on Wall Street, located between Main Ave and Spokane Falls Blvd.

The Wall Street Vendor Registration (WSVR) was created to ensure event organizers and vendors understand and adhere to Downtown Spokane Partnerships' Terms and Conditions for Public and Private Events, hold an active City of Spokane business license and associated health permits where applicable, and possess the required insurance.

All vendors wishing to operate in Downtown Spokane on Wall Street must be a registered vendor. Once approved, the vendor will be placed on our "Registered Vendor List" which will be reviewed on an annual basis. Vendors will be removed from the program due to failure to abide by the criteria described in this document. Vendors are responsible for using Wall Street facilities in accordance with the criteria described in this document.

WSVR applications are only needed once. Please do not send in an application for each individual event you are participating in.

BUSINESS REGISTRATION - SPOKANE MUNICIPAL CODE SECTION 08.01.070

No person may engage in business in the City or with the City without first obtaining a business license. Annual business licenses shall be issued and registered through the Washington State Department of Revenue's Business Licensing Service (BLS). Any temporary registrations, to include itinerant vendor registrations, shall be issued and registered by the City of Spokane taxes and licenses department. Persons whose activities fall within the definition of SMC 10.40.010 must obtain an "itinerant vendor" permit as provided in SMC 10.40.010, in addition to a business registration.

Temporary and annual Business Licenses are available through the City of Spokane. For more information on the business registration process and to register your business, visit <https://my.spokanecity.org/business/doing-business/licenses/>

VENDOR GENERAL RULES OF CONDUCT

The following rules apply to all vendors regardless of the category of service or product delivered, including but not limited to: entertainment, equipment rentals, services, informational, market and food.

1. In the event that Wall Street property is jeopardized or damaged, or any other potential problems arise, vendors are expected to contact an DSP representative, Downtown Ambassador, or the Event Coordinator immediately.
2. Glass (bottles, glassware, etc.) shall NOT be distributed to the public or guests at Wall Street for on-site consumption of food or drink.

3. Vendor is responsible for providing their own pop-up tent/booth and weights. Each tent must be weighted immediately upon set up with sufficient weight (25 lbs.) on each leg to prevent movement by a weather event. Vendors attempting to operate without the appropriate weights will be asked to collapse their tent or booth.
4. Vendor is required to post adequate signage with business name clearly displayed. Vendors will post the prices of their products. All vendors are required to collect, report, and pay all applicable sales tax.
5. Signs, flyers, posters, etc. are not allowed to be nailed, stapled, bungee corded, or otherwise attached to any structure natural or man-made.
6. Limited electricity (110 AC) is available at Wall Street, often resulting in an electrical contractor providing the necessary power for events. Vendors utilizing electricity must bring their own extension cords, black cord covers, and follow directions of Wall Street staff during set up.
7. Vendor agrees to behave in a professional manner or may be dismissed from Wall Street grounds without a refund. Vendors shall refrain from use of profanity and derogatory language. Vendor staff must be professional in both appearance and attitude. Vendors shall not consume alcoholic beverages while operating on Wall Street. Consuming alcoholic beverages by vendors while serving the public or outside of a designated alcohol service area is strictly forbidden. In addition, the City of Spokane's Tobacco-Free Park Zones policy establishes tobacco free zones at large events and bans smoking/vaping in the public, outdoor-seating areas.
8. Vendor solely assumes all risk and liability associated with an outdoor event, including theft and inclement weather. In the event of extreme weather, the DSP has the authority to cancel the event.
9. Upon leaving, vendor is required to remove all trash or be disposed of in a prearranged event receptacle. Vendor trash may not be disposed of in the public trash cans. At the conclusion of the event during break-down and cleanup, but before leaving, the vendor may be required to perform a walk-through of the site with a Wall Street event representative.
10. Vendor is required to follow the instruction of Wall Street staff during booth set up and removal; including load in/out times, site location, and assigned vehicle routes. Booth locations must be approved and fees are non-transferable and nonrefundable.
11. Vendors must operate all hours of the event and may not leave prior to closure of the event. Vendors must remain at their assigned location.
12. Parking fees are not covered by DSP. Please encourage all staff to carpool whenever possible. There are a variety of surface lots in the area, as well as on-street parking.
13. Vehicles are permitted on a limited basis only. Vendors accessing the Wall Street must adhere to the following VEHICLE ACCESS GUIDELINES to ensure safety of all patrons, guests, and property.
 - a. Vendors must inform the event organizer if a vehicle is necessary for load in and load out. Only vehicles on the vendor check-in list will be granted access.
 - b. Load in and load out must take place in accordance to the pre-arranged schedule, routes, and procedures provided in advance by DSP/Licensee. Failure to arrive at the appointed time may result in a loss of vehicular access. Please note special permission must be granted for any use of the service alley or loading/unloading from the surrounding city streets.
 - c. Vehicles must promptly leave Wall Street once a delivery or pick-up has been made. The exception will be those vehicles that have written approval to remain on-site for the

event. Vehicles which remain on site without approval will be subject to parking citations and/or civil infractions.

- d. Operators are responsible for vehicles and all personal belongings. DSP is not responsible for any vehicles or their contents while in DSP.
- e. Pedestrians always have the right-of-way.

Vendors must keep all insurance information up to date and submit current certificates to DSP. If an event is produced and managed by Downtown Spokane, vendors are required to provide a certificate of insurance that includes General Liability and Automobile Liability.

Worker's Compensation Insurance may also be required depending on the event. Downtown Spokane aims to increase its annual events from 45 to 150. Acquiring the necessary insurance will greatly increase your future participation in DSP events.

The City of Spokane is not responsible for any loss or damage of supplies, equipment or any other property, which is under the sole care and control of the vendor.

FOOD VENDORS

Food vendors are defined as a person or company providing food and drink at a social event or other gathering which includes caterers, ready-to-eat food booths, and food trucks.

1. All booths, trucks, or catering setups must have a clean and professional appearance. Folding screens provided by the food vendor or rented from an outside vendor may be required in certain areas to hide food preparation areas from the public. Any banners, tents or canopies, skirting, etc., are required to be clean and free from stains or damage. Vendor staff must be professional in both appearance and attitude.
2. Food vendors are responsible for all materials brought into DSP, food preparation, cleanup during and after the event, and breakdown immediately following event closure. All supplies and equipment must be removed from DSP immediately following the event. The City of Spokane is not responsible for any loss or damage of supplies, equipment or any other property, which is under the sole care and control of the food establishment.
3. Removal of leftover ice, foodstuff, grease or oil, catering trash, etc. is the sole responsibility of the vendor. The vendor must remove all food trash from DSP unless the event coordinator has provided alternative arrangements for a cleanup vendor to bag and cart trash to a prearranged location. DSP does NOT have trash facilities or dumpsters exclusively for food trash disposables. Trash must be doubled bagged, not overloaded, and may not be excessively heavy to prevent tearing and dripping. Trash cans and liners are to be provided by the food vendor, unless otherwise arranged by the event coordinator.
4. All menus must be clearly marked as to price and product description.
5. All city, county and state health regulations must be followed. Food vendors must provide adequate facilities to keep hot and cold foods at prescribed temperatures, as per the Spokane Regional Health District.
6. All food vendors must have a valid permit to operate from Spokane Regional Health District, and recent Health Inspection Reports available if asked.

- a. Caterers and food trucks from other counties or states also need to be permitted by Spokane Regional Health District in order to operate in Spokane County. Caterers and food trucks are required to go through plan review, preoperational inspections, as well as routine inspections. For reference: <https://srhd.org/>
 - b. Temporary food vendors, such as food booths or other food purveyors that participate in park events only, reference: <https://srhd.org/cards-permits-inspections/temporary-food-establishmentpermit-application/step-1>
7. All city, county and state business regulations must be followed. Vendors must provide their business license number in the application in order to conduct sales.

MARKET VENDORS

1. All booths must have a clean and professional appearance. Any banners, tents, canopies, skirting, etc. are required to be clean and free from stains or damage. Vendor staff must be professional in both appearance and attitude.
2. Market vendors are responsible for all materials brought into DSP. Vendors are responsible for cleanup during and after the event, and breakdown their booth immediately following event closure. All supplies and equipment must be removed from DSP immediately following the event. The City of Spokane is not responsible for any loss or damage of supplies, equipment or any other property, which is under the sole care and control of the vendor.
3. Market vendors must provide their own tables, extension cords, cord covers and follow directions of DSP staff during set up and tear down.
4. All city, county and state business regulations must be followed. Vendors must provide their business license number in the application in order to conduct sales.

REGISTRATION DEADLINE

WSVR applications are due 7 business days prior to event day. Any late applications will be subject to a \$50 fee. Applications received the day of the event are subject to a \$100 fee.

THREE STRIKE RULE

In order to create a safe and enjoyable environment, Downtown Spokane enforces a Three Strike Rule for all operating in the park. Vendors and organizers alike will be held accountable to follow park rules, regulations and general rules of conduct. If vendors/ organizers are found breaking any rules or regulations outlined in this document, they will first receive a verbal warning. A second offense will be addressed in written form and a meeting may be required.

For the third offense, a written notice of expulsion will be sent along with instructions for reenrollment for the following year.

RE-ENROLLMENT PROCESS

Those removed from the WSVR must reapply for re-enrollment on an annual basis. Applications for re-enrollment will be accepted beginning in January of each year. In order to be accepted, all balances owed to Wall Street must be paid in full including, but not limited to, food & beverage and vendor booth fees. Applications will be approved on a case-by-case basis. Past removals will be considered in final decision making.

DOWNTOWN SPOKANE EVENT COORDINATION PROCESS

To participate in Weekends on Wall and affiliated activities, DSP staff will undertake the following process.

1. Email invitation sent out to Vendors from Downtown Spokane staff.
2. Vendors must confirm no later than seven days prior to the event.
3. Vendors must have all required submittals and fees before the event. DSP will determine booth fees and charges. Depending upon the event and expected attendance, deposits or fees will range from \$25 to \$100.

Please send fees/deposits to:

Downtown Spokane
10 N Post #400
Spokane, WA 99201

4. Insurance: Vendors will be required to provide a certificate of insurance that includes General Liability and Automobile Liability. Worker's Compensation Insurance may also be required depending on the event.
5. Vendors will receive an Event Information Sheet from Downtown Spokane 2-5 days prior to the Event which will include:
 - a. Site map with assigned booth location
 - b. Load in/load out details and route
 - c. All event specific information, including waste management plan

WAIVER AND ACKNOWLEDGEMENT

Vendor applicants agree to abide by the official rules and regulations of the Downtown Spokane Partnership for use of Wall Street for events and activations. Vendor agrees to indemnify, defend, and hold harmless the Downtown Spokane Partnership, the program manager for the Downtown Spokane Business Improvement District, and the City of Spokane from and against any and all loss, damage, claim for damage, liability, expense or cost, including attorney fees, which arises out of, or is related to, or is in any manner connected with Vendor's participation in the Sunday Art Mart. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Vendor, Vendor's employees, or Vendor's family members.