



Vendor Information

Northwest Powerboat Association is proud to present the Richland Regatta, June 15-16, 2024 at Howard Amon Park in Richland, WA. This event is FREE to the public and highly advertised.

Event:	Richland Regatta Hydroplane Race
Dates:	Saturday & Sunday, June 15 & 16, 2024
Time:	8:00 am – 5:00 pm (both days)
Location:	Lee Blvd, and select locations within Howard Amon Park (vendor spots will be assigned by NWPBA)
Power/Water:	Potable water is available. Limited power is available. Generators must be quiet and follow all L&I laws – 5 KW or above must be grounded and clearly display the state L&I Permit.
Vendor Fee:	\$200 for a 10' x 10' space OR \$300 for a 10' x 20' space
Set Up:	Vendors are expected to participate both days and must be in place and set up by 8 am each day.

For more information, contact Tracy on (509) 539-7368 or tracy@nwpba.com



Return application and required permits with payment by April 12, 2024 to:

NWPBA, P.O. Box 2222, Pasco, WA 99302

or Email: tracy@nwpba.com

1. **Licenses, Insurances & Permits:** All vendors must provide a current copy of their City of Richland Business License, Certificate of Liability Insurance with a minimum of \$1,000,000 coverage and must name NWPBA (Northwest Powerboat Association) **AND** APBA (American Powerboat Association) as additional insured. Also, Labor & Industries worker's comp certificate must be provided if you have employees. Food vendors must provide a copy of their health permit.
2. **Hold Harmless Agreement:** All vendors are required to sign and return the Hold Harmless Agreement.
3. **Products Allowed for Sale:** All products to be displayed or sold must be listed on the entry form. A menu of food items to be sold must be approved by the event coordinator. No products that violate current copyright laws can be sold.
4. **Requirements for Vendor Displays:**
 - a. Vendors must provide their own tables.
 - b. No part of the sales booth will be outside of the vendor's allocated space.
 - c. Vendors will provide their own canopy and/or cover.
 - d. Weights are required to hold canopies in place in case of wind. Canopy weights must not create a trip or fall hazard.
 - e. Vendors must keep their sales spaces attractive and clear of debris during the event.
 - f. Vendors must clean up thoroughly following the event.
5. **Food Sales & Sampling:** Vendors are required to comply with all state and local health code and food demonstration requirements. Food vendors are required to have permits from the Washington State Department of Agriculture, Food and Drug Administration or the Benton County Health Department. Vendors who distribute product samples must follow all health department rules and regulations.
6. **Vendor Conduct:** Vendors will conduct themselves in a courteous manner and interact with customers in an appropriate way that will increase sales and reflect the objectives of the Richland Regatta. Belligent or other inappropriate behavior may be cause for ejection of a vendor. Evicted vendors WILL NOT have fees returned.
7. **Vendor Space Assignments:** Spaces will be assigned based on needs and past participation. Every effort will be made to accommodate vendors with special needs.
8. **Vendors must arrive and be in place by 8:00am Saturday.** Each vendor is responsible for helping maintain a safe environment for customers and other vendors.
9. **Noise Level:** Use of sound amplification devices must be approved by the event coordinator. The event coordinator reserves the right to request that the noise level be lowered.
10. **Electricity and Water:** Water is available. However, you must bring your own container to haul fresh water and dispose of wasted water. Limited power is available and must be requested on application. Generators must be quiet and not create a nuisance to guests, participants and homeowners. They must follow all L&I laws, those 5Kw or above must be grounded and clearly display a current Washington State L&I Permit.
11. **Enforcement of Rules:** Richland Regatta rules will be enforced by the event coordinator who has the ultimate, on-site authority. Richland Regatta reserves the right to prohibit individuals from selling products that do not reflect the objectives of Richland Regatta. There will be no discrimination because of race, color, creed, gender, religion, sexual orientation, age or nationality.
12. **Vendor Parking:** If you have special needs, please make arrangements prior to the event. No overnight camping is permitted.

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INSURANCE INFORMATION FOR VENDORS

Vendors are required to provide a Certificate of Insurance evidencing both general liability and workers compensation coverages (if they have employees).

The general liability Certificate of Insurance should prove evidence of a minimum of \$1,000,000 liability coverage and must name the APBA and NWPBA as additional insureds.

American Power Boat Association

17640 East Nine Mile Road

P.O. Box 377

Eastpointe, MI 48021-0377

Northwest Powerboat Association

P.O. Box 2222

Pasco, WA 99302

General Liability and Worker's Comp Insurance must be current through the date of the event.



VENDOR APPLICATION FORM

Richland Regatta entries are NOT transferable and cannot be sold by anyone other than Northwest Powerboat Association. Cancellations will only be accepted in writing postmarked by April 12, 2024. No refunds will be given after April 12, 2024.

Registration Deadline: April 12, 2024

Late Registration, add \$25 per entry. All applications are subject to NWPBA approval

Please Check:

☐ COMMERCIAL VENDOR

☐ FOOD VENDOR

BUSINESS NAME _____

CONTACT PERSON(S) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BUSINESS PHONE _____ CELL _____ FAX _____

EMAIL _____

UBI # _____ NON-PROFIT: _____ YES _____ NO

PRODUCTS TO BE SOLD/DISPLAYED including MENU for food vendors: Items not listed on this form or illegal merchandise in violation of current copyright laws cannot be sold at the Richland Regatta. Vendors in violation of this rule will be asked to leave.

SPECIAL NEEDS/REQUESTS: _____

DISPLAY SIZE: ☐ 10' x 10' Space - \$200 ☐ 10' x 20' Space - \$300 **DISPLAY TYPE:** ☐ Trailer ☐ Tent ☐ Other

ADDITIONAL INFORMATION:

☐ Potable Water Needed

☐ Power Needed

☐ We will be bringing a generator

APPLICATION CHECK LIST:

☐ Completed Vendor Application Form

☐ Check Enclosed (Make check payable to NWPBA. If paying by credit card, add 3.5% processing fee.)

☐ General Liability Insurance Certificate (Naming NWPBA & APBA as additionally Insured)

☐ Hold Harmless Agreement

☐ City of Richland Business License (If we have to get it on your behalf, add \$40)

☐ Health Permit (If applicable)

☐ Labor & Industries Worker's Comp Certificate (If applicable)

Please send completed form and required permits, licenses and insurance with your check payable to:

NWPBA, P.O. Box 2222, Pasco, WA 99302

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P.O. Box 2222, Pasco, WA 99302

(509) 539-7368

nwpowerboatassoc@gmail.com



HOLD HARMLESS AGREEMENT

**All vendors of Richland Regatta must agree to, sign and date this agreement.
Entries not signed will be returned.**

The undersigned does hereby grant to Northwest Powerboat Association and its agents the right to photograph, record and/or otherwise reproduce my likeness and my name in, and in connection with the exhibition, theatrically, electronically or otherwise, of any photographs, motion pictures, audio recording and television tapes in which the same way may be used or incorporated, and also in the advertising, publicizing or exploitation of any such photographs, motion pictures, or television tapes and in any printed matter connected with the usage of, but not limited to television or theatrical exposure. I hereby certify and represent that I have read the foregoing and fully understand the meaning and effect thereof.

ENTRY AND ADVERTISING RELEASE: In consideration of this entry, participants agree to permit Northwest Powerboat Association the use of their names and pictures for publicity, advertising and commercial purposes (including newspaper, magazines, radio and television) before, during and after the event and do hereby relinquish any rights whatsoever to any photos taken in connections with the event and give permission to publish or sell or other use of said photographs to Northwest Powerboat Association. All publicity and advertising rights are hereby reserved by Northwest Powerboat Association.

OPERATION: Event management reserves the right to restrict vendors to acceptable behavior during all events/activities of Northwest Powerboat Association. Loud sound systems or any other reasons a participant, their appearance or conduct is deemed objectionable by event management, will subject participant to be evicted from the premises. This reservation includes persons, things, conduct, printed matter, or any act or item of poor character which the management considers objectionable to the event's well-being. In the case of any eviction or restriction, Northwest Powerboat Association will NOT refund vendor fees.

LIABILITY: In consideration of the acceptance of the right to participate vendors, entrants, participants, and spectators, by execution of this form, release and discharge Northwest Powerboat Association, the State of Washington, Benton County, the City of Richland, directors, trustees, employees, agents, representatives, volunteers, and servants, and anyone else connected with the management or presentation of the Richland Regatta of and from any and all well-known damages, injuries, losses, judgments, and/or claims from any cause whatsoever that may be suffered by entrant's person or property. Further, each entrant expressly agrees, to the extent permitted by law, to indemnify and hold harmless all the foregoing entities, firm person, and bodies, of and from all liability occasioned by or resulting from the conduct of entrants or any participants under the direction or control of entrants. Entrants agree that participation in any contest, games or activities may be limited.

Entrants must be 18 years of age or have signed parent or legal guardian permission.

NAME _____

SIGNATURE _____ **DATE** _____

LEGAL GUARDIAN (if applicable) _____

SIGNATURE (of legal guardian) _____ **DATE** _____