

## **ADDENDUM G**

### **Vendor List Instructions**

**REQUIRED** for all events that have vendors servicing the event and/or participating in the event.

Information about your vendors is required as part of your Special Event Permit Application. To assist you in organizing and presenting the information, the Special Events Office has developed a Vendor List spreadsheet template (in Microsoft Excel format). Download the template file from the Special Events Handbook Addendums page.

Your vendor lists will be reviewed by the Special Events Committee to:

- Insure each vendor meets City business licensing requirements.
- Insure each vendor meets Fire Department permitting requirements for cooking with propane, erecting canopies, etc.
- Insure each vendor receives information regarding recycling and composting requirements.
- Establish count of commercial vendors on City right-of-way for Special Event Permit fee billing.

### **Instructions**

Below is a description of each column in the template spreadsheet. Use a separate row for each vendor. All vendors must be listed.

If you cannot use the template file, please create your own document that contains the same column heading names and described information. It is acceptable to add additional columns to your document, but the document must contain all the information below.

### **VENDOR NAME**

Legal name of the vendor

### **VENDOR TYPE**

Enter one of these types. If you enter 'Other', make note of the type in the NOTES column. See the Special Events Handbook – Vendors Section for a description of vendors and more examples.

COMMERCIAL – FOOD (*selling and/or serving food*)

COMMERCIAL – NON-FOOD (*selling non-food items or services and/or promoting business*)

INFORMATION ONLY (*tabling with free information not related to commercial business*)

EVENT SERVICE (*providing a service to the event organizers, such as tent rental, pyrotechnics, fencing, restrooms, security, sound system, etc.*)

OTHER (*enter type in NOTES column*)

### **VENDOR LOCATION**

Enter the property type where the vendor will be located at the event.

RIGHT-OF-WAY (*includes public streets, alleys, sidewalks*)

PARK (*on City park property*)

SEATTLE CENTER (*on Seattle Center campus*)

PRIVATE (*on privately-owned property*)

### **BUSINESS LICENSE**

Enter the vendor's *City of Seattle* Business License number. Please note that this number is different from the Washington State UBI.

**FOOD PERMIT**

If vendor is selling and/or serving food, enter their food service business permit number issued by Public Health – Seattle & King County.

**PROPANE PERMIT**

If vendor is using propane, charcoal, or open flame too cook or heat, enter their permit number issued by Seattle Fire Department.

**NOTES**

Use this field to indicate vendor type if listed as “OTHER”; you can also include any notes or information that may be useful to the Special Events Committee in their review of your vendor list.