

## ADDENDUM G

### Vendor/Supplier List Instructions

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

Vendors related to a special event fall into two main categories - vendors/suppliers who are servicing the event as contractors and vendors who are participating in the event. See the end of this document for examples.

Information about your vendors/suppliers 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/Supplier List spreadsheet template (in Microsoft Excel format). Download the template file from the Special Events Handbook Addendums page. **PLEASE SEND IN A FORMAT THAT CAN BE EDITED** - .xls or a table. Not a PDF or image.

Your vendor/supplier list will be reviewed by the Special Events Committee to:

- Insure each vendor/supplier meets City business licensing requirements.
- Insure each vendor/supplier meets Fire Department permitting requirements for cooking with propane, erecting canopies, etc.
- Insure each vendor/supplier 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/supplier. All vendors/suppliers 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.

- **Business/Organization Name** : Legal name of the vendor/supplier
- **Contact Name**: Contact name for business
- **Phone #**
- **E-mail Address**
- **Address**: Address for Business
- **City**
- **State**
- **Zip**
- **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 SUPPLIER (*providing a service to the event organizers, such as tent rental, pyrotechnics, fencing, restrooms, security, sound system, etc.*)
  - OTHER (*enter type in NOTES column*)
- **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*)
- **Seattle Business License #** : Current Seattle Business License Number.
  - Please remind vendors that a federal EIN or state UBI number (ex. 601000111) is not the same as the Seattle business license customer number. FAS no longer has the resources to look up Seattle business license numbers for event organizers/promoters. Participants who have a current Seattle business license can easily provide you their Seattle license number, shown as “customer number” on the actual document, or using the links provided here will allow you to look up Seattle business license customer numbers:
    - <https://seattle.gov/city-finance/business-taxes-and-licenses/find-a-licensed-business> (do not use punctuation).
    - Government agencies such as City, County, State and Federal are exempt. Organizations or businesses claiming non-profit status can be searched here: <https://www.irs.gov/charities-and-nonprofits>
- **Food Permit**: If vendor/supplier is selling and/or serving food, enter their food service business permit number issued by Public Health – Seattle & King County.
- **Propane Permit**: If vendor/supplier is using propane, charcoal, or open flame to cook or heat, enter their permit number issued by Seattle Fire Department.
- **Notes**: Use this field to indicate vendor/supplier 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/supplier list.

### **Examples of Vendor Types**

Examples of vendors/suppliers servicing an event may include:

- Companies renting items to the event such as tents, canopies, portable restrooms, generators, etc.
- Sound system management
- Private security
- Waste management
- Fireworks technicians
- Caterer serving food or alcohol (but not selling)

Vendors who are participating in the event are present at the event for commercial activity and/or to share information. Examples of vendors participating in an event for commercial activity may include companies and individuals who:

- Sell merchandise such as t-shirts, posters, souvenirs
- Sell handicrafts
- Sell food and/or beverages
- Sell services on-site such as massages or face painting
- Accept orders for merchandise or services
- Promote services or merchandise to be purchased later
- Promoting a commercial brand
- Solicit donations for an organization or cause

Examples of vendors participating in an event for information only include:

- Non-profit organizations offering literature, demonstrations, or other information free of charge (often called "tabling")
- Government entities giving information about free government services
- Political campaigning
- Soliciting signatures on petitions