

OLYMPIA TOY RUN

VENDOR INFORMATION AND GUIDELINES

The Olympia Toy Run is a family-oriented motorcycle charity event. All proceeds benefit the Salvation Army "Toy n' Joy" Shop. This program assists local low income families with Christmas gifts for their children. As such, the following guidelines have been established by the Coalition:

- All vendors must be approved by the Coalition in advance of the event (see Vendor Application).
- All units must be self-contained as there is no on-site power.
- All vendors who are selling food must check with the Health Department and display any required permits while on-site.
- Vendor fees based on size: 10ft X 10 ft = \$50 10ft X 15ft = \$75 10ft x 20ft = \$100
- All tarps, awnings, or pop up booths must be weighted down.
- Vendor set up time is 8am-9:45am. Vendors must stay until 1:15pm.
- All vendors will be assigned a space and must check in with the Vendor Coordinator on the day of the event.
- Vendors are required to pay their vendor fee in advance no later than November 25th in order to reserve a space. Checks are made payable to The Olympia Toy Run Coalition and mailed to PO Box 7129 Olympia, WA 98507. Cash can be accepted the day of the event on a case by case basis.
- There are to be no more than 2 vendors who provide the same services.
- The following activities are not allowed and will result in an application being denied:
 - Soliciting donations for another event, charity, etc.
 - Selling adult only content that would be inappropriate for a family oriented event.

Vendor Application Process:

- Complete the Vendor Application and submit it to olytoyrunvendors@hotmail.com.
- The Coalition will review all applications and the Vendor Coordinator will inform you of the status of your application.

For any questions, please email olytoyrunvendors@hotmail.com.