



### KITTIES SWEETER THAN WINE

The Pacific Northwest Outlaws would like to invite you to participate in our first and upcoming cat show, *Kitties Sweeter Than Wine*, **September 18 & 19, 2010** to be held at the Seattle Center Pavilion. Please join us to celebrate the New Year!

To secure a vendor space, your reservation must be received no later than **July 23<sup>rd</sup>, 2010**. You can reserve a vendor booth by mailing or faxing the enclosed Vendor Agreement which is also available online at <http://www.pnwo.net/vendors.html>. Reservations will be taken on a first come, first served basis. Book early -- we have limited space available!

We hope that you will consider participating in and supporting our first show! If you have any questions, please don't hesitate to contact me.

Sincerely,

Linna Ritch  
Vendor Coordinator  
Pacific Northwest Outlaws  
19664 NE 179<sup>th</sup> Street  
Woodinville, WA 98077  
[dnwpixies@yahoo.com](mailto:dnwpixies@yahoo.com)  
Fax: 425-844-9152  
Cell: 425-503-8360





## VENDOR INFORMATION SHEET

### SHOW LOCATION & TIME

Place: Tukwila Community Center  
12424 42nd Avenue South  
Tukwila, WA 98168

Dates: September 18 & 19, 2010

Show Hours:

10:00 a.m. – 5:00 p.m. Saturday (Congress @9am) &  
9:00 a.m. – 4:00 p.m. on Sunday

Setup: Friday, September 17      Time: TBD

### ABOUT OUR VENDOR SPACES

- Vendor spaces are offered in 10x8 increments; we offer both single and double booth spaces. Booth space is available on a first come, first served basis.
- This show hall is not draped. You will need to bring your own partitions and fixtures if desired.
- The vendor space rental fee includes table(s) or chairs. You may bring up to two 8' tables per 10' x 8' booth.
- If you have any special booth space requirements, please indicate these under "Special Requirements" on the Vendor Agreement. If you need electricity, we will make every effort to find you a working outlet; we strongly suggest that you bring an extension cord.

### RESERVATION TERMS & DEADLINES

- To book a vendor booth, mail the enclosed Vendor Agreement with your payment to our Vendor Coordinator. You can also reserve and pay for your vendor booth online via PayPal (pnwo@comcast.net). Information is available on our website at <http://www.pnwo.net/vendors.html>. To secure your booth reservation, a signed Vendor Agreement and your payment must reach us no later than **July 23, 2010**. All payments are nonrefundable. A fee of \$25.00 plus bank fees will be assessed for any returned checks; such checks must be claimed with cash before the vendor will be allowed to set up.
- *In addition to the rental amounts listed in the Vendor Agreement, each vendor must provide one or more raffle gifts with a total value of \$25 or more by no later than noon on Saturday.*

### BOOTH SETUP & SHOW HOURS

- You can set up your booth space on Friday, September 17th, time to be determined. Confirmed vendors will be notified a week prior to the show of set-up times by email.
- All vendors are required to remain in the show hall, and open for business, during the advertised show hours, which are from 10 a.m. - 5 p.m. Saturday with Congress ring at 9 a.m. and Sunday 9:00 a.m - 4:00 p.m.
- All vendors must confine themselves to the space assigned, unless given specific permission by the Show Manager to relocate or expand. All expansions and most relocations will be subject to additional fees. No relocations, load-in/load-out, or storage

of items will be permitted during advertised show hours (9 AM to 5 PM Saturday & Sunday).

### **SECURITY, INSURANCE & LIABILITY**

Vendors must be self-insured against breakage, lost or stolen items. The show hall will be secured after show hours.

### **BUSINESS LICENSES**

The Washington State Department of Revenue requires that all vendors be registered with the state. This license must be displayed in the vendor booth for both days of the show. If you need a Washington State tax registration, please call (800) 647-7706. You may want to go to the WA website to look for forms for WA State tax identification numbers at the following URL: <http://www.dol.wa.gov/forms/700028.htm>

The City of Tukwila requires that any business doing work within the city limits obtain a Business License. However, if your business will be working LESS than 30 days in the City, you can request an "Application for a No-Fee Temporary License" by calling the City Clerk's office at 206-433-1800.

### **SALES TAX**

Regardless of your type of business license, you are reminded that you must collect Washington State Sales Tax on any items sold at our event. The City of Tukwila sales tax rate is **9.5%**.

### **DIRECTIONS TO THE SHOW HALL**

12424 42nd Avenue South  
Tukwila, WA 98168

**If you're coming Southbound on I-5** — Take Exit #156 (Tukwila/Interurban Ave). Turn RIGHT onto Interurban Ave. Proceed NORTH. At stop light at 42nd Ave S., turn RIGHT. Cross river. Community Center is immediately on your RIGHT.

**If you're coming Northbound on I-5** — Take Exit #156 (Tukwila/West Marginal Way). Take the Tukwila Exit; turn LEFT onto Interurban Ave. Move to the RIGHT lane. At stop light at 42nd Ave S., turn RIGHT. Cross river. Community Center is immediately on your RIGHT.

### **ADVERTISING**

We are offering all vendors a **FREE** business card ad in our show catalog. All catalog advertising must be "camera ready" and received no later than **6:00 PM, July 23, 2010**.

**2010  
Kitties Sweeter Than Wine**



**VENDOR AGREEMENT, PAGE 1**

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9:00 a.m. – 4:00 p.m. on Sunday  
Setup: Friday, September 17     Time: TBD

Business Name:
Contact Name:
Mailing Address:
City:
State/Prov:
Zip/Postal Code:
Phone:
Fax:
Email address:
Website URL:
Brief description of your business/products:
Any special booth requirements ( <i>for example, if you need to be against a wall rather than free-standing, if you need electricity, etc</i> ):

SPONSOR SHIPS		PRICE		
<b>Show Sponsorship</b>		\$500		
<b>Ring Sponsorship</b> Judge Preferences: _____		\$75 one judge, 1 day; \$125 one judge, 2 days		
ITEM DESCRIPTION	Early Bird	Regular rate	HOW MANY	TOTAL
Received by: _____	6-30-2010	7-23-2010		
<b>Single Booth Space in Show Hall</b> – 10' X 8' space (Note: one table & two chairs provided)	\$71.25	\$75.00		
<b>Double Booth Space in Show Hall</b> – 10' X 16' space (Note: two tables and two chairs provided.)	\$118.75	\$125.00		
<b>Additional Tables</b>	\$10 each			
<b>TOTAL DUE by Check or PayPal (pnwo@comcast.net):</b>				

**2009  
Kitties Sweeter Than Wine**



**VENDOR AGREEMENT, PAGE 2**

The Pacific Northwest Outlaws will provide vendor booth space, as well as tables/chairs, on a space-available basis and as paid for above. The Club does not assume any other obligations, responsibilities, or liabilities. The Club reserves the right to refuse booth space to, or to eject, any vendor whose behavior has caused problems with exhibitors, spectators, or show management.

The undersigned Vendor agrees to abide by all terms and requirements listed in the included "VENDOR INFORMATION SHEET," as well as all terms set forth on this page. Vendor must provide all equipment, labor and fixtures beyond that stated in this agreement. All fees must be paid before vendor will be allowed to set up.

Additionally, the undersigned Vendor agrees to indemnify and hold the Club, the State of Washington, the City of Seattle, and the County of King, and their respective members, agents, officers, servants and employees harmless from and against any claims relating directly or indirectly to the use by Vendor of the space allocated to Vendor; including, and without limitation, actions of the Vendor in setting up and tearing down Vendor's booth space and/or loss due to theft or breakage.

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Vendor Signature

Date

**Return one signed copy of this Agreement to:**

Linna Ritch, Vendor Coordinator  
The Pacific Northwest Outlaws  
19664 NE 179<sup>th</sup> Street  
Woodinville, WA 98077  
[dnwpixies@yahoo.com](mailto:dnwpixies@yahoo.com)  
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