



August 27 – September 7, 2020

## CONTRACT PAPERWORK CHECK LIST

COMPLETE AND RETURN WITH CONTRACT AND PAYMENT

**CONTRACT & PAYMENT DUE DATE: MAY 1, 2020**

**COMPANY:** \_\_\_\_\_

**CONTACTS:** At Times, contract contact is not the same as the on-site manager. Completing the following lets us know who we are dealing with on-site as well as emergency contact.

(Please print clearly)	Contract Contact	On-Site Manager
<b>Name &amp; Title:</b>		
Day time Phone #		
Weekend Phone #		
<b>Emergency information only</b> – In-House Emergency contact information only, will not be distributed.		
Emergency Contacts	(1)	(2)
& Phone #s		

### TICKET RELEASE

If different from "On-Site Manager", enter name and cell phone number of person authorized to pick up tickets & passes for this company – If no name is indicated below, then tickets/passes will only be released to the person listed on the contract.

Name & Title:		Cell Phone Number:
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### **RETURN BY ABOVE DATE**

1. Signed contract Originals.
2. Boothspace payment (*amount indicated on contract – check, cashiers check, money order – do not mail cash*).
3. Insurance certificate with required Additional Insured Endorsement; **OR**
4. General insurance liability coverage buy-in application with payment (*\$100 per space*).
5. WA ST UBI Number (*if not recorded or correct on License Agreement, write WA ST UBI # here*): \_\_\_\_\_

**IF APPLICABLE** (*forms located: [www.evergreenfair.org](http://www.evergreenfair.org)*)

1. Insurance Application (*if you do not have general liability insurance*)
2. Giveaways, Drawings, Raffles, PA System Application
3. Admission and Parking Pass Change Form.
4. RV Space Reservation Form with Separate Check (*first come first served basis*)