



Slay! Teen Expo  
Saturday, May 4, 2019 | 11am – 8pm  
The Outlet Collection | Seattle

## VENDOR / EXHIBITOR / FOOD POP-UP APPLICATION

The 2019 Slay! Teen Expo at The Outlet Collection | Seattle will be held Saturday, May 4, 2019. In its 1<sup>st</sup> year, we are striving for our 1<sup>st</sup> Slay! Teen Expo for the where everything you need to Slay! at your Prom, Sweet 16, Debutante, Tolo, Quinceanera or Cotillion is at arm’s reach! AND, we want you to Slay! at life so organizations, guest speakers and professionals will be on deck to share resources to help teens pursue their passions. PLUS, we will invite exceptional teens to share their incredible experiences in community service, fashion, music, sports, arts and more.

Live Fashion Show | Dress Giveaways | Live Makeovers | Live Nail Art Exhibition | Free Dance Lessons | Volunteer Opportunities | Job Fair | Teen Resources

Don’t miss out on all our Vendor giveaways! Special discounts offered if you book or buy during Slay!

### 2019 KEY APPLICATION DATES

- April 12: Exhibitor / Vendor / Food Pop-Up Application Deadline
- April 17: Notices of Acceptance/Denial Emailed to Applicants
- April 24: Deadline to pay Vendor / Exhibitor Food Pop-Up Fee (See booth fees below)
- April 24: Load-In/Set-Up Information emailed to accepted vendors and posted on website

### FEES due by April 24, 2019:

	<b>10' x 10' Space</b> w/ 1 8ft Table & 2 Black Folding Chairs	<b>10' x 20' Space</b> w/ 2 8ft Table & 4 Black Folding Chairs
<b>Business Entity</b>	<b>\$100</b> <i>After April 24, 2019 \$150</i>	<b>\$125</b> <i>After April 24, 2019 \$175</i>
<b>Auburn Area Chamber of Commerce Member or Media Partner Advertiser</b>	<b>\$75</b> <i>After April 24, 2019 \$125</i>	<b>\$100</b> <i>After April 24, 2019 \$150</i>
<b>The Outlet Collection   Seattle Tenant or 501c3 Community Organization</b>	<b>\$50</b> <i>After April 24, 2019 \$100</i>	<b>\$75</b> <i>After April 24, 2019 \$125</i>
<b>Food Pop-Up</b>	<b>\$100</b>	

For Event Sponsorship or Advertising Opportunities, please email Lara Mae Chollette at [laramae.chollette@washingttonprime.com](mailto:laramae.chollette@washingttonprime.com)



Please read **2019 Slay! Teen Expo Guidelines** before applying. Guidelines may change from year to year.

### WHAT YOU NEED TO APPLY:

1. Photo of your booth set-up
2. Photos of the products that you plan to sell or services/products that you are promoting
3. State of WA / City of Auburn Sales Tax & Use Permit. Vendors are responsible for collecting and remitting sales tax. Your permit number is requested in the application and must be displayed in your booth.

[https://www.auburnwa.gov/doing\\_business/economic\\_development/conducting\\_business/business\\_licenses.htm](https://www.auburnwa.gov/doing_business/economic_development/conducting_business/business_licenses.htm)

4. Category and Brief description of your business / products.

### CATEGORIES:

1. ENTERTAINMENT: DJ, Performer, Singer
2. DECORATIONS: Centerpieces, Balloon Arches, Florist, Party Favors, Invitations
3. PHOTOGRAPHER/VIDEOGRAPHER: Photo booth, etc
4. ATTIRE: Custom Gown, Tux, Alterations
5. EVENT CONSULTANT: Planner, Producer
6. FOOD & BEVERAGE: Caterer, Bartender
7. TRANSPORTATION: Limo, Party Bus, Rideshare
8. EVENT VENUE: Halls, Hotel, Community Center
9. BEAUTY: Hair, Nails, MakeUp
10. Non-Profit / 501c3 Community Organization

### VENDOR INFORMATION & RULES

1. Items in your booth must conform to our Event Guidelines.
2. EXHIBIT SPACES are inside The Outlet Collection | Seattle (TOCS). Single Spaces are 10'x10'; Double Spaces are 10'x20'. **BRING YOUR OWN: tables (if more are needed), chairs (if more are needed), display equipment, battery-operated lighting, tent / tent weights, and change.**
3. BEHAVIOR: Be respectful to event volunteers, shoppers and TOCS staff. We are here to help and want you to have a good experience. Vendors who are disrespectful will not be invited back to the Slay! Teen Expo.
4. A representative must be present throughout the event excepting short breaks.
5. Electricity may be offered for an additional \$25 fee/ \$50 fee for FOOD POP-UP and can be elected at the time that you pay your booth fee.
7. LOCATION: Booth location is assigned and determined by TOCS according to the items you are selling / exhibiting.
8. SET UP TIME: Details and schedule for setup will be emailed to vendors 2 weeks before the event.
9. BOOTH BREAKDOWN may begin at 8:00pm but will be encouraged to stay open until 9:00pm.
10. CLEAN UP AFTER YOURSELF! Do not leave anything behind: tables, chairs, boxes, food, bottles, trash, etc. Leave your space as clean or cleaner than you found it.
11. PARKING: Parking outside TOCS is available for free parking for our vendors / exhibitors.
12. BREAKING RULES: Vendors who violate or ignore the above rules will not be invited back to TOCS Slay! Teen Expo.
13. SPREAD THE WORD! We encourage participating vendors / exhibitors to invite their patrons and customers and share event social media posts.





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**VENDOR / EXHIBITOR / FOOD POP-UP APPLICATION**

*All application blanks must be filled out in order to be considered a complete application*

Date: \_\_\_\_\_

**BUSINESS INFORMATION**

Business (Legal) Name: \_\_\_\_\_

Entity Type: Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ LLC \_\_\_\_\_

Entity State / State of Incorporation \_\_\_\_\_

D/B/A Name: \_\_\_\_\_

Owner/President Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Fed I.D. #: \_\_\_\_\_ SS#: \_\_\_\_\_

**BUSINESS DESCRIPTION**

Name of Business: \_\_\_\_\_

Type of Items Sold / Services Offered or Promoted:

\_\_\_\_\_  
\_\_\_\_\_

List Items: (Attach as many possible items and include prices for all items)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS SOCIAL MEDIA**

Facebook Page : \_\_\_\_\_

Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_

## BUSINESS REFERENCES

Name: _____	Name: _____
Title: _____	Title: _____
Type of Business: _____	Type of Business: _____
Address: _____	Address: _____
_____	_____
_____	_____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____

## BOOTH OPTIONS

**Size:** \_\_\_ 10 x 10      \_\_\_\_\_ 10 x 20      \_\_\_\_\_ FOOD POP-UP (type \_\_\_\_\_)

### Category:

- |  |  |
|--|--|
| <input type="checkbox"/> ENTERTAINMENT: DJ, Performer, Singer  | <input type="checkbox"/> EVENT CONSULTANT: Planner, Producer         |
| <input type="checkbox"/> DECORATIONS: Centerpieces, Balloon Arches, Florist, Party Favors, Invitations | <input type="checkbox"/> FOOD & BEVERAGE: Caterer, Bartender         |
| <input type="checkbox"/> PHOTOGRAPHER/VIDEOGRAPHER: Photo booth, etc                                   | <input type="checkbox"/> TRANSPORTATION: Limo, Party Bus, Rideshare  |
| <input type="checkbox"/> ATTIRE: Custom Gown, Tux, Alterations   | <input type="checkbox"/> EVENT VENUE: Halls, Hotel, Community Center |
|  | <input type="checkbox"/> BEAUTY: Hair, Nails, MakeUp                 |
|  | <input type="checkbox"/> Non-Profit / 501c3 Community Organization   |

## ATTACH

- Photo of your booth set-up
- Photos of the products that you plan to sell or services/products that you are promoting.
- Applicable Fee in the form of Cashier's Order or Money Order
- Certificate of Insurance

## ADDITIONAL INFORMATION:

- Upon receipt of a completed application, your information will be reviewed for compatibility with our tenant merchandise mix and, if approved, will be subject to space availability.
- Tax returns and/or financial statements may be required.
- **Please note, the completed application does not constitute an offer or promise to rent, and is subject to approval by WASHINGTON PRIME GROUP and its affiliated companies. It is also not a promise to hold a space or a commitment to finalize or negotiate a lease agreement.**

*I hereby convey that everything listed within this application is true to the best of my knowledge. I hereby grant WASHINGTON PRIME GROUP and its affiliated companies the right to confirm the information by contacting all parties listed and utilize any and all types of confirmation services.*

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Must be 18 Years or Older to Submit Form. COMPLETED forms may be emailed to Lara Mae D. Chollette, [laramae.chollette@washingtonprime.com](mailto:laramae.chollette@washingtonprime.com) or faxed to 253.833.9006 or mailed to 1001 Outlet Collection Way, Suite 1268, Auburn, WA 98001 no later than April 19, 2019.**

FOR TOCS OFFICE USE ONLY Date Received _____ By _____ Fee Received _____ Date _____ Receipt provided Y or N
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