



Pop Up Shop

The Outlet Collection | Seattle
1101 Outlet Collection Way, Auburn WA
VENDOR / EXHIBITOR APPLICATION

Washington Prime Group properties offer great opportunities for new businesses, online businesses looking to establish a physical presence or retail concepts looking for flexibility. Short-term leases, carts, kiosks and storefronts are available at most centers and can provide entrepreneurs and experienced retailers alike, a captive audience ready to engage with your brand.

RMU	Starting at \$250/per weekend OR \$450/per week*
Inline	Starting at \$450/per weekend OR \$650/per week*

Please read **2020 Guidelines** before applying. Guidelines are subject to change without notice.

TO APPLY, PROVIDE:

1. Photos of the products that you plan to sell or services/products that you are promoting
2. 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
3. Category and Brief description of your business / products.

CATEGORIES:

1. GOODS: Scarves, Jewelry, Clothing, Fragrances, Oils, Accessories
2. SERVICES: Hair Braiding, Massages, Makeup Application
3. FOOD (Pre-Packaged)

VENDOR INFORMATION & RULES

Items in your booth must conform to our 2020 Guidelines.

1. EXHIBIT SPACES are inside The Outlet Collection | Seattle (TOCS). **BRING YOUR OWN: linen, chairs, display equipment, battery-operated lighting, and change.** (Unless otherwise arranged)
2. A representative must be present throughout the event excepting short breaks.
3. CLEAN UP AFTER YOURSELF! Do not leave anything behind: chairs, boxes, food, bottles, trash, etc. Leave your space as clean or cleaner than you found it.
4. PARKING: Parking outside TOCS is available for free parking for our vendors / exhibitors.
5. 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 APPLICATION FORM

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 _____

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/List of Items Sold / Services Offered or Promoted With Prices:

BUSINESS SOCIAL MEDIA

Facebook Page : _____

Instagram: _____

Twitter: _____



PAST EXPERIENCE

Show: _____

Show: _____

Location: _____

Location: _____

Date(s): _____

Date(s): _____

SPACE OPTIONS

Size: ___ RMU _____ Inline

Category: ___ Goods ___ Services ___ Food

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 (Once application is accepted/vendor is confirmed)

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 Kimberly Chapman, Kimberly.Chapman@washingtonprime.com or faxed to 253.833.9006 or mailed to 1101 Outlet Collection Way, Suite 1268, Auburn, WA 98001.**

FOR TOCS OFFICE USE ONLY

Date Received _____ By _____

Fee Received _____ Date _____ Receipt provided Y or N

