



**122ND SEQUIM IRRIGATION FESTIVAL
FAMILY FUN DAY
VENDOR APPLICATION**

MAY 6, 2017

Greetings!

This year's Family Fun Day will be held on May 6, 2017, on Washington Street between 2nd Ave and Sequim Avenue in Sequim. The hours of the fair will be Saturday May 6th, 9:00 a.m. to 4 p.m. The Arts & Crafts Fair will be held during this same time, on Cedar Street. Additionally, the Arts & Crafts Fair will also be held on Sunday, May 7, 2017.

Family Fun Day was such a huge success last year. We are looking forward to making it even better this year. Many of the events include family favorites, such as Touch a Truck, and will also include many new events for families. This is a great opportunity to market your business or non-profit as well as give to the community. Each vendor involved in a booth will have a banner for their business/non-profit displayed in the booth.

All of the booths on Washington Street will provide an activity/event for kids and/or families. The cost of each booth will be \$50. However, we have many options for how the funding of the booth and the event can take place. More details are included in the application and rules, but briefly they include a vendor (business or non-profit) having a booth and sponsoring an activity, or a vendor paying for the booth and another business/non-profit sponsoring an activity in that booth, etc. Any items for sale must be pre-approved by the Family Fun Day committee and cannot compete with items being sold at the Arts & Crafts Fair.

We anticipate having 500 children participating in the activities during Family Fun Day.

While final city approval for the closure of Washington Street and the Family Fun Day is still pending, we are confident that we will be able to proceed. A commitment by the merchants will enable us to show the City the enthusiasm for this event and the benefit it will provide to the City. Those businesses that have participated in past years have found it to be a great opportunity to let the local community know more about who they are. We are asking for a commitment by April 15th but would be willing to take applications up until April 29th. Attached is a form that includes the commitment statement as well as the Hold Harmless Waiver.

We have space for 34 booths. Details regarding the Family Fun Day are included in the attached Guidelines and Information. Please review this information, and if you have any questions contact **Stephen Rosales**

Stephen Rosales
Phone: 360-461-6038
Email: kfish1113@aol.com

Mail Application to:
Sequim Chamber of Commerce
P.O.Box 907
Sequim Wa 98382

We are looking forward to another successful Family Fun Day. Additional information about the Irrigation Festival can be found at www.irrigationfestival.com.



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Your application fees and photos must be submitted to be considered. See rules and guidelines and the accompanying letter.

Business Name: _____

Contact Name: _____

Address: _____

City: _____ St: _____ Postal Code: _____

Best Contact Phone: _____ Other Phone: _____

Email: _____ Website: _____

Check the category that best describes your business

BUSINESS NON-PROFIT INDIVIDUAL
 OTHER

If you plan to sell items, please contact the Family Fun Day Committee for approval.

Booth size desired: Each booth space is 10'x10'.

The festival will have 6 tents available for rent at an additional cost of \$25. Do you want to rent a tent? [] Yes

Activity/Event:

[] I want a booth and will sponsor the following event: _____ . Cost is \$50

[] I will sponsor an activity but need someone to sponsor the booth fee. The activity planned is:

[] I will sponsor an event for \$250 but need the festival to supply the booth and activity supplies and volunteers to work at the booth

[] I want to participate but need to discuss the options more

Banner:

[] I have my own banner to be displayed in the booth. Size: _____

[] I do not have a banner for display.

Location:

[] Washington Street: Please note there is no power source/water.

Return the following items with your completed application:

[] **Completed Application**

[] **Check for Booth and/or sponsorship fee as indicated above**

[] **Check for \$25 Refundable Deposit (non-refundable for no-shows, early departures, or sites not left tidy at the end of the event)**

[] **Hold Harmless Waiver and Good Faith Pledge (see reverse)**

[] **Certificate of Insurance naming the Sequim-Dungeness Valley Chamber of Commerce and the Irrigation Festival additional insured**

Please send form and payment by mail to:

Sequim Irrigation Festival, Family Fun Day, P.O. Box 907, Sequim, WA 98382



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Good Faith Pledge and Hold Harmless Waiver

I, the Undersigned agree to adhere at all times to all rules, regulations and policies of the Sequim Irrigation Festival and to follow all directions and instructions of its officials, including its Security Personnel. The undersigned hereby releases the Sequim Irrigation Festival Committee of any care, custody or control against loss, theft, vandalism and/or fire during this event on May 6, 2017.

I, the Undersigned do hereby agree to release, relieve, discharge, indemnify, defend and hold harmless the Sequim Irrigation Festival staff, all Sequim Irrigation Festival participants, the City of Sequim and the Sequim Dungeness Valley Chamber of Commerce, and their officers, agents, volunteers and employees, from all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind, including court costs and attorney's fees, resulting from its occupancy of the space herein under contract by reason of personal injuries, death or property damages. The undersigned further agrees to indemnify, defend and hold harmless the Sequim Irrigation Festival staff, all Sequim Irrigation Festival participants, the City of Sequim and the Sequim Dungeness Valley Chamber of Commerce, and their officers, agents, volunteers and employees, from any claims and for all damages, costs and expenses, including without limitation, court costs and attorney's fees and amounts paid in settlement incurred in connection with such claims arising out of acts of negligence of undersigned, his agents or employees. This paragraph shall survive termination of this Agreement.

I, the Undersigned fully understand that the terms of the Full Release shall serve as a Full Release and Full Assumption of risks for myself, my heirs, executors and administrators and for all persons authorized by me accompanying me to the Event.

I, the undersigned have read the Full Release form, understand its terms and acknowledge that without my acceptance, I will not be permitted to participate in the Event.

I, the Undersigned hereby accept all of the terms of the Full Release of Liability as evidenced by my signature below.

Name (please print)

Signature

Date

Business Name: _____





122ND SEQUIM IRRIGATION FESTIVAL FAMILY FUN DAY VENDOR APPLICATION

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The following is a summary of the guidelines associated with participating in the Sequim Irrigation Festival Family Fun Day. Please review these.

Application Deadline: Applicants are encouraged to submit applications prior to April 15, 2017. Applications will be accepted until all slots have been filled. All applications must be complete and the Good Faith Pledge and Hold Harmless Waiver signed.

Vendor Selection Process: It is the Sequim Irrigation Festival Committee's discretion to accept or reject any applicant.

Deposit: A separate check in the amount of \$25.00 is required as a deposit. This will be held until the end of the show on Saturday. Provided your space is left in a clean manner and you have participated on the dates and at the times specified, your check will be returned to you.

Location of Family Fun Day: The Family Fun Day will take place over 1 block on Washington Street. Washington Street will be closed to traffic between 2nd Avenue and Sequim Avenue.

The sidewalks will remain open and unimpeded to walking traffic. Washington Street will be closed to thru traffic, however, emergency vehicles will be able to get through in the event of an emergency.

Sponsoring an Activity: means organizing the activity, acquiring the supplies required for that activity and the personnel needed to work the booth are included. For planning purposes, we anticipate 500 children and their families will attend the Family Fun Day.

Sales of Items: Any items to be sold at the Family Fun Day must be approved in advance by the Family Fun Day committee. This committee has the right to refuse any items for sale that it feels are not in keeping with a family friendly event or that compete with the arts & crafts fair vendors.

Sponsorship Opportunities and Fees: We recognize that not all businesses or non-profits can or want to pay for an activity during Family Fun Day, but that you may want to participate in some fashion. We have defined the following methods to participate. If you find that one of these does not fit your needs, please contact the Family Fun Day committee to discuss other options.

- Pay for Booth (\$50) and sponsor the activity in that booth. A banner with your business name will be displayed in the booth. If you have your own banner, please indicate on the application.
- Sponsor Activity. I will sponsor an activity to take place in a booth, but need someone else to sponsor the booth fee (\$50). Banners for both the activity and booth sponsors will be displayed in the booth.
- I will provide sponsorship money (\$250) for an activity to take place in a booth. I need someone else to organize the activity and provide the supplies and personnel for that activity. A banner for the sponsor will be displayed in the booth. If you have your own banner, please indicate on the application.

Booths/Tents: Booths/Tents will be placed in the center of the street. There is space for 34 - 10'x10' tents along the street. If we have more sponsors wishing to participate in the fair than we have room for, assignment preference will be given to Sequim-Dungeness Valley Chamber of Commerce members.



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www.IrrigationFestival.com - Email: info@irrigationfestival.com



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Rental of Booths/Tents: The Irrigation Festival has 6 tents available to rent to participants of Family Fun Day. These will be rented on a first come/first serve basis. The cost to rent a 10'x10' tent is \$25.

Booth Fee: Please send a check or money order with this application for the booth fee. The booth fee will be held and cashed once you have been accepted to the Family Fun Day. Please note that this is an outdoor event. **We provide the space only; you must provide the tent and materials that you require for your booth (unless otherwise arranged). There will be NO REFUNDS for cancellations received within the two weeks prior to the Family Fun Day. Sorry but NO REFUNDS will be issued due to acts of nature.**

Booth Assignment: Based on the Commitments for Family Fun Day, booth assignment will be completed and you will be notified of your assigned number and space the day of the event. More information will be provided when the itinerary is mailed.

Hours of Operation: All booths must be open for business Saturday, 9 am to 4 pm. As a courtesy to your fellow vendors and the Irrigation Festival attendees late set up and early break downs are not allowed. If you choose to break down early, you will not be accepted to the show again and your deposit will not be refunded. If you arrive late, you will not be permitted to participate that day and you will not be issued a refund. Family Fun Day load-in will be available starting at 7 am Saturday morning.

Setup Information: Washington Street will be blocked off on Saturday, May 6, 2017 starting at 7:00 am. The Merchant Fair will open at 9:00 a.m and it is expected that all participating businesses/non-profits will have their booth setup and ready to begin by 8:45 am.

Breakdown Information: The Family Fun Day ends at 4:00pm on Saturday, May 6, 2017. The street is scheduled to be re-opened at 5:00 pm. All tents, merchandise, furniture, signs and other items must be removed from the street by 5:00pm.

Certificate of Liability Insurance: Include a copy of your Certificate of Insurance that names the Irrigation Festival and Sequim-Dungeness Valley Chamber of Commerce as additional insured.

Booth Weights and Safety: Sequim has a propensity for strong wind gusts, so in order to increase your safety and the safety of your neighbors, weights must be attached to each leg. Each leg of your canopy/tent must have 30 lbs. minimum weights attached. These weights must be attached by a rope that is stretched tight so that the weight is suspended off the ground. "Blue tarps" are not allowed as booth shelters. Other displays and coverings must also be appropriately and safely anchored to the satisfaction of the site manager.

Booth Fire Certification: All tent/structure membranes, and all combustible decorative materials (sheers, curtains, draperies, flooring, tarps, blinds, etc.), shall be treated or constructed from a material that is flame resistant and has the appropriate label permanently attached to all sections of fabric. NFPA 701, CPAI 84, and California Fire Marshal Title 19 labels are accepted as approved.

Acceptance Notification: Vendor notifications of acceptance will be sent as soon as your application has been processed. You will receive additional information and itinerary via email by the end of April.



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