

123RD SEQUIM IRRIGATION FESTIVAL INNOVATIVE ARTS AND CRAFTS FAIR FOOD VENDOR APPLICATION

MAY 4-6, 2018

Greetings!

You are invited to submit an application for the 123rd Sequim Irrigation Festival Innovative Arts and Crafts Fair. The fair will be held on May 5-7, 2018, on the Civic Center Plaza (located at the corner of Sequim Avenue and Cedar Street) and on Cedar Street. The hours of the fair will be Saturday May 5th, 9:00 a.m. to 5 p.m., and Sunday May 6, 10:00 a.m. to 4 p.m., with continuous entertainment.

The theme for the 123rd Sequim Irrigation Festival is “123 Come to Sequim with Me”.

Our arts and crafts fair reflects high quality, artisan wares. This is a juried show, and all submissions are judged by overall quality. Additionally, we work to make the food and entertainment offerings a draw to our community and others interested in this show.

If you would like to be a part of our festival, please complete the application. Applications will be accepted until April 6, 2018. The booth fee and deposit are due with your application and the booth fee will be cashed once you have been accepted to the fair. After your application is accepted, you will receive notification of acceptance or be advised if your name has been added to our waiting list.

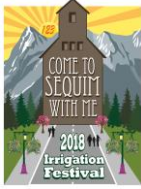
We look forward to meeting you personally at the 2018 123rd Sequim Irrigation Festival Innovative Arts & Crafts Fair. Additional information about the Irrigation Festival can be found at www.irrigationfestival.com. If you have any questions, please email Jean at wytatj@nikola.com or call 360-477-3750.

Sincerely,

Jean Wyatt and Renne Brock
Committee Co-Directors
Sequim Irrigation Festival Innovative Arts & Crafts Fair



Sequim Irrigation Festival - P.O. Box 3201 - Sequim, WA 98382 -
www.IrrigationFestival.com - Email: info@irrigationfestival.com



**123RD SEQUIM IRRIGATION FESTIVAL
INNOVATIVE ARTS AND CRAFTS FAIR
FOOD VENDOR APPLICATION**

MAY 4-6, 2018

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: _____

Please list and describe all products to be sold:

Washington State UBI#: _____ If you do not have a number, please attach a statement explaining why not. You must be registered with the State of Washington.

Booth size desired (specify the size that most clearly fits the space required):

10' x 10' \$100.00 10' x 20' \$200.00 10' x 30' \$300.00

If you have a trailer, please specify trailer size including hitch: _____

Power Requirements – Note limited area available, First come First Serve

120 Power Required? Yes No
 One Outlet \$25.00 Two Outlets \$50.00

220 Power Required? Yes No
 One Outlet \$45.00 Two Outlets \$80.00

1st 220 Outlet - Specify receptacle type: _____

2nd 220 Outlet - Specify receptacle type: _____

Return the following items with your completed application: (Required)

- Completed Application Photos of products and booth
- Check for Booth/Electricity Check for \$25 Deposit
- Hold Harmless Waiver and Good Faith Pledge (see reverse)
- Certificate of Liability Insurance

If from out of the area, please let us know the type of accommodations you will use:

RV Hotel Friends Other

Please send form and payment by mail to:

Sequim Irrigation Festival Arts and Crafts Committee, P.O. Box 3201, 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 5-6, 2018.

I, the Undersigned certify that I will only sell the type of items presented in this application.

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 understand that I am solely responsible for collecting and paying sales taxes on my goods and services for any and all business licenses necessary for doing business in the City of Sequim and the State of Washington.

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.

_____ Signature _____ Date
Artisan Name (please print)

Business Name: _____





123RD SEQUIM IRRIGATION FESTIVAL INNOVATIVE ARTS AND CRAFTS FAIR FOOD VENDOR GUIDELINES

MAY 4-6, 2018

The following is a summary of the guidelines associated with participating in the Sequim Irrigation Festival Innovative Arts and Crafts Fair. Please review these guidelines prior to applying for the Fair.

Application Deadline: Applications will be accepted until April 6, 2018. All applications must be complete and the Good Faith Pledge and Hold Harmless Waiver signed.

Food Vendor Selection Process: The Sequim Irrigation Festival makes an effort to offer a variety of foods and beverages. While there may be some overlap in offerings by food vendors, every attempt is made to minimize this. Vendors are accepted to the Innovative Arts and Crafts Fair based on how well the food items meet this criteria and the quality of the food.

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 Sunday. 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. If you cancel within two weeks of the fair, your deposit will not be refunded.

Booth Fee: Please send a check or money order with this application for the booth fee. If you have requested electricity, please include that amount as well. The booth fee will be held and cashed after you have been accepted to the Arts and Crafts Fair. Please note that this is an outdoor event. We provide the space only; you must provide the materials that you require for your booth. Two weeks prior to the show, there will be NO REFUNDS. NO REFUNDS will be issued due to acts of nature.

Hours of Operation: All booths must be open for business Saturday, 9 am to 5 pm and Sunday, 10 am to 4 pm. If you choose to break down early, you will not be accepted to the show again. If you arrive late, you will not be permitted to participate that day and you will not be issued a refund. Innovative Arts and Crafts Fair load-in will be available starting at 8pm Friday and early Saturday morning. Note there is another event in the area on Friday evening and load-in cannot begin until 8pm.

Food and Booth Photos: Submit at least three print photos of your food items and a photo of your booth. Photos will be kept on file at the festival and will not be returned. Number and label your photos with your name and the item prices. If a menu is available, please include that as well.

Health Permit: You will need to obtain a temporary health permit from Clallam County for the show. Clallam County charges a fee for the permit processing.

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. This must be received by the festival by April 27th.

Booth Security: Booths must be covered and able to withstand wind and rain. Booths may be left up overnight as there is a security patrol, but any merchandise should be secured and the festival is not responsible for loss or damage. "Blue tarps" are not allowed as booth shelters, but can be used to secure the booth at night.



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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.

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.

Additional Fire Department Requirements for tents:

- 1) Each cooking structure that produces grease-laden vapors shall have a type "K" fire extinguisher for immediate access. Extinguishers shall be mounted in a stable manner, in plain view, and with unobstructed access.
- 2) LP-gas containers shall remain **OUTSIDE**, at the back (rear), of the tent/canopy at **ALL** times. Small cylinders can be set in a milk crate and large cylinders can be secured to a post. The safety release valve shall be pointed away from the structures.
- 3) Vending stands for cooking food that produce grease-laden vapors or use oils for cooking shall be separated by a minimum of 20 feet from other tents/canopies/buildings.
- 4) Fire extinguishers with a rating of "2A-10BC" shall be provided within 30 feet of travel distance to cooking food vendors. If a fire extinguisher meets this requirement with a fire extinguisher already installed for the regular booths (75 foot travel requirement) then an additional fire extinguisher is not required. **Extinguishers shall be mounted on a red 4 x 4 stand-alone post. The stand shall be four (4) feet tall and placed in a visible and accessible location with signage attached pursuant to Fire Codes.**

If your food vending unit is a mobile cooking vehicle, the following applies:

Conversion Vending Units (mobile cooking vehicles) that produce grease-laden vapors shall have been inspected and passed the **Washington State Labor & Industries** requirements under **RCW 43.22** and **WAC 296-150V**. The **L & I Insignia**, designating that the Conversion Vending Unit has passed the Washington State requirements, shall be affixed on the vehicle in accordance with RCW 43.22 and WAC 296-150V.

Acceptance Notification: Vendor notifications of acceptance will be sent as soon as your application has been reviewed beginning in early March. You will receive additional information and booth location assignment in mid-April.



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