



**129TH SEQUIM IRRIGATION FESTIVAL  
INNOVATIVE ARTS AND CRAFTS FAIR  
FOOD VENDOR APPLICATION GUIDELINES  
MAY 4-5, 2024  
DEADLINE: MARCH 23, 2024**



de 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 7 pm and Sunday, 10 am to 4 pm. You are invited and encouraged to remain open until 9PM on Saturday, during our Community Dance Party & Concert event. 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.

**Booth Setup:** Set up may begin on Friday, May 3<sup>rd</sup>, between 1 and 5 PM. If you will arrive on Saturday, your booth/truck/tent must be set up no later than 8:30 AM. There is overnight security onsite Friday and Saturday night, provided by the Festival. You may not move your booth/truck/tent between the hours of 8:30 AM Saturday, May 4<sup>th</sup> and 4:30 PM Sunday, May 5<sup>th</sup>. Maps and directions for North Carrie Blake Park, as well as set up guidelines, will be sent to participating vendors no later than April 26<sup>th</sup>, 2023.

**Product and Booth Photos:** Submit at least three but not more than 6 print photos or digital images of your products and a photo of your booth. Photos will be kept on file by the festival and will not be returned. Items submitted to the jury must represent the different prices in your overall price range. Number and label your photos with your name and the item prices. The photos submitted by accepted vendors may be used by the Innovative Arts & Crafts Fair and/or Sequim Irrigation Festival for marketing purposes. Digital photos are encouraged so that we can use them in our marketing efforts (i.e., facebook, etc.). Please include your name in the image name, such as prattbooth.jpg or prattmenuoption.jpg . Photos must be included regardless of prior year acceptance.

The photos will be required to be uploaded in order to submit your application online. If you are submitting your application via mail, you may email your photos to [innovativeac@irrigationfestival.com](mailto:innovativeac@irrigationfestival.com). This will allow us to use them for marketing and social media.

**Product and Booth Photos:** Please provide a menu, with pricing, of your offerings for the weekend. We encourage you to consider:

1. Include item(s) that are friendly to a “breakfast for dinner” theme.



Sequim Irrigation Festival P.O. Box 2073 Sequim, WA 98382  
[www.IrrigationFestival.com](http://www.IrrigationFestival.com) - Email: [info@irrigationfestival.com](mailto:info@irrigationfestival.com)

2. Naming a menu item in theme with our Festival. '2024 Mountains to Shore, Whatever You're Looking For' is the slogan, and the whole festival is themed around the irrigation system and farming in Sequim.

We also ask that you provide images of your logo and photos of your primary offerings for promotional use.

**Good Faith Pledge and Hold Harmless Waiver:** The Good Faith Pledge and Hold Harmless Waiver is required when you submit your application (whether online or via mail). It is **NOT** the same as the Certificate of Liability Insurance (discussed below) and does not take its place.

**Certificate of Liability Insurance:** A copy of your Certificate of Insurance that names the Sequim Irrigation Festival as additional insured is required. This must be received by the festival by April 26<sup>th</sup>. If you do not have insurance, we encourage you to check out ACT insurance ([www.actinsurance.com](http://www.actinsurance.com)) for a one time show insurance.

**Food Service Permit:** You must possess a current Clallam County Health Food Permit at the time of the festival.

**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.

**Booth Weights and Safety:** (Applies if you will be using a booth instead of food truck or trailer set-up) 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 30-40 lbs. minimum weights attached. These weights must be attached by a rope or other means tethered to all 4 booth legs.

**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. Tent structures will be examined by the Fire Marshall prior to the show opening to ensure they meet these standards.

**Additional Fire Department Requirements for tents:**



Sequim Irrigation Festival P.O. Box 2073 Sequim, WA 98382  
[www.IrrigationFestival.com](http://www.IrrigationFestival.com) - Email: [info@irrigationfestival.com](mailto:info@irrigationfestival.com)

- 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.

**Booth Take Down:** No Early Takedowns. Take down starts at 4:31 PM on Sunday. Your booth space must be left clean when you leave or you will not be invited back to future shows.

**Acceptance Notification:** Vendor notifications of acceptance will be sent as soon as your application has been through the jury/application review process. If you submitted your application online, an invoice will be emailed to you with a link for you to pay your booth fee. If you submitted your application via mail, your booth fee check will be cashed at this time. You will receive additional information and booth location assignment after April 26th.



Sequim Irrigation Festival P.O. Box 2073 Sequim, WA 98382  
[www.IrrigationFestival.com](http://www.IrrigationFestival.com) - Email: [info@irrigationfestival.com](mailto:info@irrigationfestival.com)