



129TH SEQUIM IRRIGATION FESTIVAL
FAMILY FUN DAYS
ACTIVITY BOOTH APPLICATION
SATURDAY & SUNDAY, MAY 4-5, 2024



Letter to Activity Booths

Greetings Valued Activity Booth Participants!

Big Changes have been happening the past two years at the Sequim Irrigation Festival. Last year the Sequim Irrigation Festival introduced a new venue, new theme, streamlined application process and an additional day of activities! These are just a few of last year's changes we will continue to improve upon and add to in 2024! To those of you who may be returning participants, thank you for our continued participation and enthusiasm! If you are just learning about the Irrigation Festival and/or it's related events such as Family Fun Days; welcome! Read on and please feel free to contact us with any questions.

If you haven't heard the exciting news already or didn't attend/participate last year, Sequim Irrigation Festival – "Crazy Callen Weekend" events (which include Family Fun Days, Innovative Arts & Crafts Fair, Crazy Daze Breakfast, Fun Run, etc.) are now in the northwest section of Carrie Blake Park, around the band shell, west of the soccer fields. This will provide more space and opportunity to expand activities and offerings to festival attendees, now and in future years.

Family Fun Days activities will be grouped together in the park with some family-focused entertainment to take place on the band shell "Main Stage". We are confident this will continue to be a fantastically fun-filled way to market your business or non-profit, engage with as well as give back to the community!

Traditionally Family Fun Days has consisted of one day (Saturday), the first week in May. As mentioned above, we have added Sunday, making it a full *weekend* of Family Fun! **On Saturday we will provide the same traditional Activity Booths and entertainment for young kids and the entire family, in an exciting new locale;** while the focus for Sunday will be activities that appeal to older kids and teens - with even MORE entertainment, games and activities, taking full advantage of the added space. Also on Sunday, we will invite select organizations to provide educational presentations relevant to our new theme/tagline (see below)! If you are interested in participating on Sunday only, or *both* Saturday and Sunday, please reach out to the Event Director to discuss your options!

As always, Saturday's Activity booths for Family Fun Days provide a "free" activity/game for kids and/or families. What's NEW is that we are carrying over the established "**Reduce-Reuse-Recycle**" theme from the Innovative Arts & Crafts Fair and adding the tagline "**Growing Sustainable Futures**" to Family Fun **Day(s)** as a theme to expand upon in the years to come! We would like your booth activity to be somehow relevant to these themes. To avoid duplication, please describe your planned activity on



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the application. If you need some ideas to brainstorm with, please see our attached list of activity ideas to get you started.

Please remember, no items may be for “sale” at Family Fun Days booths, and we anticipate approximately 1000 kids attending each day of Family Fun Days; please plan accordingly!

Applications must be submitted by April 15th. Spaces are limited, reserve yours now!

The Booth Info / Application Form and related/required documents are now available online; you may submit your application and pay applicable fees at <https://sequimirrigationfestival.enmotive.com/events/family-fun-day>

To submit an application by mail with check/money order payment, please see/print attached required application forms: Booth Info / Application Form & Good Faith Pledge/Hold Harmless Waiver.

We are looking forward to partnering with local businesses and organizations for another wildly successful Family Fun Days! Further details about Family Fun Days are included in the attached Rules and Guidelines and Activity Info/Application. Please review this information and if you have any questions, please contact:

Ceilidh (Kaylee) Duncan, Director – Family Fun Days, 2024

Cell: (360) 912-3571, Email: familyfunday@irrigationfestival.com

Or, find additional information about the Irrigation Festival and Family Fun Days, at: www.irrigationfestival.com/event/family-fun-day/



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Apply online at: <https://sequimirrigationfestival.enmotive.com/events/family-fun-day> OR Print application forms and pay fee(s) by check/money order and mail to: Sequim Irrigation Festival, Family Fun Days, P.O. Box 2073, Sequim, WA 98382

Business Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____ Business/Alternate Phone _____

Email: _____ Website: _____

Check the days you wish to participate at Family Fun Days:

- Saturday: "Free" Activity Booth (\$25) Sunday: Educational Booth (\$25)
- Saturday & Sunday: Business request to participate both days (\$50)

Check the category that best describes your business:

- BUSINESS NON-PROFIT INDIVIDUAL OTHER

BOOTH SPACE: Check box to reserve a booth space for \$25. Each booth space is 10'x10'. Vendors supply their own 10'x10' white tent/canopy.

TENT RENTAL: Check box to rent a tent/canopy for an additional fee of \$25 per day. Be sure to include the rental fee with your booth space/application fee. Please note, we have *limited* booth spaces and tents available!

BOOTH ACTIVITY or EDUCATIONAL SUBJECT/PRESENTATION: (Please describe your "sustainable/RRR" themed activity – see Activity Booth Letter):

If submitting Booth application by mail, include the following completed items:

- Completed Booth Info / Application Form
- Check or money order for total fees - Booth space and tent rental (if applicable)
- Good Faith Pledge and Hold Harmless Waiver (see attached)



Please check (3) boxes and sign below to acknowledge the following:

Certificate of Liability Insurance naming Sequim Irrigation Festival as additional insured must be provided to Family Fun Days event Director no later than April 15, 2023.

Set up of booths starts at 7am and must be completed by 8:45am, for festival to begin at 9am sharp. All participant vehicles must be out of the set-up area by 8:00am (see Participant Parking Pass).

There will be NO option to break-down/leave before 5PM on Saturday or 4:30pm on Sunday. If you are not attending the event, please ensure your attending staff/volunteers are aware of this rule.

NO REFUNDS for no-show, acts of nature, late arrival, or early departure.

Signature

Date

Application Page 2 of 3





129TH SEQUIM IRRIGATION FESTIVAL
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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 4 and 5, 2024.**

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, and the City of Sequim, 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, and the City of Sequim, 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 (PRINT): _____

Signature and Date: _____

Business Name: _____





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Rules and Guidelines

Please review fully and ensure you understand all terms and conditions for participating in the Sequim Irrigation Festival Family Fun Days. See *Booth Info / Application Form* for more details.

Location of Family Fun Day(s): Please keep in mind this is a springtime, *outdoor* event. Family Fun Days activities will take place in the NW corner of Carrie Blake Park near the bandshell.

Saturday Activity Booth: Businesses/Organizations are expected to create a “free” festival-themed activity to host in a booth; providing all supplies and personnel needed to work the booth and meaningfully interact with children/families for the day. For planning purposes, we anticipate approximately 1,000 children and their families will attend each day of Family Fun Days. The primary objectives are to HAVE FUN while promoting education and awareness of the festival themes AND your business/organization.

Sunday Activity Booth: Businesses/Organizations are invited to present festival-themed educational materials/lessons to host in a booth; providing all supplies and personnel needed to work the booth and meaningfully interact with children/families for the day. For planning purposes, we anticipate approximately 1,000 children and their families will attend each day of Family Fun Days. The primary objectives are to HAVE FUN while promoting education and awareness of the festival themes AND your business/organization.

“Free” or Sale Items: No items are permitted to be sold in booths at Family Fun Days. The intention is for businesses/organizations to provide a free-of-charge activity/game, prize/gift or “make and take” item for kids and family to enjoy participating in at your booth. Use these criteria to get economically creative!

Application Deadline: Applications will be accepted until all available booth space/time-slots have been filled, or by deadline of **April 15, 2024**, whichever occurs first. All components of the application must be complete/submitted by the deadline for your application to be considered: Business Info/Application Form, signed Good Faith Pledge and Hold Harmless Waiver, all applicable fees – paid; plus, a Certificate of Liability Insurance with Sequim Irrigation Festival named as additional insured.

Business/Booth Selection: Applications are accepted/rejected and booth locations assigned at the sole discretion of the Sequim Irrigation Festival Committee and/or corresponding Family Fun Days/Event Director. See Business/Booth Letter and Vendor Info/Application Form for criteria.

Acceptance Notification: Notifications of acceptance will be sent as soon as your application has been processed. You will receive additional information and instructions via email, by April 28, if not before.

Activity Booth Spaces: Booth spaces are 10x10 each and reserved via the Booth Application Form.

Business/Organizations must bring their own 10x10 tent (unless you reserve a rental, see below) and all materials/equipment required for your booth, including weights (see below). Blue, brown or grey “tarps” are not acceptable as booth canopy/material. Booths/tents will be arranged side-by-side with buffer space between, in the grass and/or on pavement (TBD), while ensuring adequate accessibility for all.

Booth Space Fee: is \$25 per booth per day. This fee reserves the 10x10 booth *space*, only. NO REFUNDS for cancellations less than 14 days prior to Family Fun Days, late arrivals, early departures or acts of nature.



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Rules and Guidelines (cont.)

Tent/canopy Rental: Sequim Irrigation Festival has limited tents available to rent to businesses/organizations for Family Fun Days for an additional fee of \$25 per day and are reserved on a first-come/first-served basis. Please be sure to indicate you would like to rent a tent on the Vendor Info/Application Form and pay additional rental fee (on top of “booth space fee”). Tents must be reserved and rental fee paid, prior to day of event. We will supply the tent, on site, starting at 7am on the day of the event. Please note that we will *try* to set them up for you, but you may need to set up your rented tent.

Booth Assignment: Based on the final number of Activity Booth reservations by the deadline, the event Director will create a booth space layout; you will then be provided an assigned booth space number and set-up location (for emergency services), either on the day of the event (See Event Director/Info Booth on site) OR by email, along with reservation confirmation/instructions.

Hours of Operation: All booths must be fully set up and open for business, for the duration of the event, 9am to 5pm on Saturday and 10am to 4:30pm on Sunday. As a courtesy to your fellow business/organizations and Irrigation Festival attendees, late set-up and early break-downs will NOT be permitted. There will be no access to the roadway outside of designated set-up/break-down hours (see below). If you arrive late, you will not be permitted to set-up/participate that day or be issued a refund. If you leave early, you will not be invited back to participate in future Family Fun Days/SIF events.

Booth Setup/Opening: The Rhodefer entrance (normally an exit) to Carrie Blake Park will be open/accessible for load-in. Parking Passes and options will be issued via email, along with booth instructions and assignments, OR on site, the day of the event.

- **Saturday, May 4th load-in will be from 7am – 8am only.** We must clear the area to allow “Touch-a-Trucks” to enter/park. Family Fun Days will officially open at 9am, therefore all participating businesses/non-profits are expected to have their booth/activity setup, vehicles out of the way, and ready to greet festival attendees by 8:45 am
- **Sunday, May 5th load-in will be from 8am – 9am only.** We must clear the area to allow other business/organizations to set up between 9-9:45am. Family Fun Days will officially open at 10am, therefore all participating businesses/non-profits are expected to have their booth/activity setup, vehicles out of the way, and ready to greet festival attendees by 9:45 am.

Booth Break-down / Closing: Family Fun Days ends Saturday at exactly 5pm and on Sunday at exactly 4:30pm, and no earlier. Vehicles will be allowed to access the area via N entrance again for break-down / loading vehicles beginning at 5pm on Saturday and 4:30pm on Sunday.

Certificate of Liability Insurance: YOU MUST submit a copy of your Certificate of Insurance that names the Sequim Irrigation Festival as additional insured. If we do not have this before the day of the event you will NOT be allowed to set up/participate and no refund will be issued.

Booth Weights and Safety: Sequim has a propensity for strong wind gusts, so for you AND your neighbors' safety, a minimum of 30 lbs weight must be attached to EACH leg of your tent/canopy by a rope that is stretched tight and attached at the other end to the tent frame. Other displays and coverings must also be appropriately and safely anchored to the satisfaction of the event Director. Family Fun Days will provide 4 weights, per reserved booth space.

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.





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“Free” Activity Booth Ideas

Please contemplate these themes as you brainstorm your free, fun booth activity:

Water, Agriculture, Sustainability, Reduce/Reuse/Recycle, Nature/Environment, Health and Wellness.

- Origami from clean scrap paper of any design or source – magazine, used wrapping paper, etc.
- Spinning device to win something (wheel of fortune)
- Treasure hunt; passport (go to each booth) or scavenger hunt for nature-themed items in the park
- Sock puppet
- Construction project using recycled materials - toilet paper/paper towel tubes; cardboard boxes; used/clean popsicle sticks
- Game with a prize - bean bag/corn hole/ ring toss
- Bookmarks - made from paper, fabric and/or ribbon scraps
- Tic-Tac-Toe on a reusable board – printed game board inside a sheet protector with erasable markers; after playing a round, wipe and play again
- Wind chimes or sun catchers from recycled materials
- Newspaper craft – cut out pieces from the newspaper to sculpt or “collage” your favorite animal or plant, then decorate
- Paper spinners - cardboard circles, glue sticks, markers, twine, scissors and template
- Reduce/reuse/recycle – “sorting” activity
- Planting activity using seeds and compostable container to help them grow their own flower/plant
- Cardboard Egg carton flowers
- Turn used cans into pencil holders and decorate the outside

But...we know you can come up with something even better! Put on your “recycled” thinking-cap and start brainstorming with your co-workers, colleagues, and peers!

