



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



## **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.



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)

**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.

**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 5<sup>th</sup> 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.



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**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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