



**130TH SEQUIM IRRIGATION FESTIVAL  
FAMILY FUN DAYS  
ACTIVITY BOOTH APPLICATION  
SATURDAY & SUNDAY, MAY 3-4, 2025**



## **Rules and Guidelines**

**Please review all terms and conditions below for participating in the Sequim Irrigation Festival - Family Fun Days. See corresponding Booth Application Form.**

**Location / Days / Times for Family Fun Day(s):** Family Fun Days takes place on **Saturday, May 3, 2025, 9am-5pm** and **Sunday, May 4, 2025, 11am-5pm**. Please keep in mind this is a springtime *outdoor* event; dress and plan your booth/activity accordingly, for potential wind and precipitation. Family Fun Days activities will take place at Carrie Blake Park, in the section of field SW of the bandshell, adjacent to N Blake Ave and near the stream & pond w/ fountain.

**Hours of Operation: Saturday, 9am - 5pm & Sunday, 11am - 5pm.** All booths must be fully set up and conducting activities, for the duration of those event hours. To minimize disruption and with respect to your fellow booth hosts and festival attendees, late set-up or early break-down of activities/booths is NOT permitted. There will be no vehicle access to the field (load/unload), outside of designated set-up/break-down hours (see below). If you arrive late, you will not be permitted to set up or participate in the event that day and no refund will be issued. If you leave early, you may not be invited back to participate in future Family Fun Days or Irrigation Festival events. PLEASE make sure the staff hosting or helping at your booth on the day of the event are prepared and aware of all our policies and guidelines. They must have sufficient help to set up a tent, table, supplies and activity as well as successfully and enthusiastically host or present that activity for the duration of the event, one or both days – then break it down and pack up!

**Activity & Education Booth:** Businesses/Organizations are expected to create and host a FREE, festival-themed (“*Growing Sustainable Futures*”) activity or educational presentation, to host in a booth; providing all supplies and personnel needed to set up and host the booth, as well as meaningfully interact with children/festival attendees, for the day. For planning purposes, we anticipate approximately 1,500 attendees, each day of Family Fun Days. The primary objectives are to HAVE FUN (hence the name) while promoting education and awareness of the festival themes AND your business/organization. **Please contact the event Director if you wish to discuss alternatives to a 10x10 booth space and/or tent set-up.** To avoid redundancy between booths or policy violations, especially on the day of the event, please be sure to fully and accurately describe your planned activity/presentation on the Activity Booth application. You may not want to purchase materials until your application has been reviewed and your proposed activity has been approved.

**About Family Fun Days: All presentations, activities and entertainment MUST BE FREE and secular. NO SALES, FUNDRAISING OR SOLICITATIONS FOR DONATIONS ARE PERMITTED AT FAMILY FUN DAYS and no political or religious materials or messaging.** Activities and items offered specifically in Family Fun Days booths or as part of FFD entertainment are to be entirely free of charge; NO COST TO FESTIVAL ATTENDEES. Use these criteria to get economically creative! Also, booth hosts may not present live animals (without proper permitting & insurance - contact event Director) or food (with the exception of pre/individually wrapped candy). The intention is simply for hosts to provide free fun for kids and family to enjoy at your booth, while using the opportunity to also bring awareness to your business or organization.

**Activity Booth Space Reservation & Fee: \$30 per booth space, per day (or \$50 for both days).** This fee reserves a 10x10 booth space only, via the Activity Booth Application form. **Business/Organizations must bring their own 10x10 tent (OR, reserve a rental, see below) and all materials/equipment required for your booth, including tent weights (see below).** Blue, brown or grey “tarps” are not acceptable as booth tent or canopy material. Tents and canopies should be clean and presentable and will be arranged side-by-side in the grass, with buffer space between, while ensuring adequate accessibility for all. See Family Fun Days Participant Letter, Activity Booth Application form and



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)

below, for complete booth requirements. **NO REFUNDS for cancellations less than 14 days prior to Family Fun Days, late arrivals, early departures or acts of nature.**

**Tent Rental:** White 10x10 tents are available to rent for an additional fee of \$25 per day, for use in booth spaces at Family Fun Days. **Tent rentals are limited, on a first-come/first-served basis and must be paid prior to the day of event.** Please make sure to indicate you'd like to rent a tent on the Activity Booth Application and pay the tent rental fee(s) in addition to the booth space fee. We will provide a tent at your booth space at the beginning of set-up hours, on the day of the event but please be prepared to set up your own rented tent; we can only provide that service as a courtesy IF we have the available help!

**Application Deadline:** Applications will be accepted until all available booth spaces have been filled, or by the deadline of **April 11, 2025**, whichever comes first. To be considered and approved, all parts of the application must be complete & submitted by the deadline; Booth Application Form, signed Good Faith Pledge / Hold Harmless Waiver, a Certificate of Liability Insurance with Sequim Irrigation Festival named as additional insured, AND all applicable fees – paid.

**Acceptance Notification:** Applications are accepted or rejected at the sole discretion of the Sequim Irrigation Festival Committee and/or corresponding Family Fun Days Volunteer Staff/Director. **Notifications of acceptance will be sent when we have received and reviewed ALL of your completed application documents and payment.** Immediately after the application deadline, we will send out notices for any incomplete documents/payments and subsequently, final confirmations & instructions for the day of the event. As you enter the park to set up on the day of the event, we will provide participants with a map to their designated booth space location w/ assigned space # (for emergency services) and parking options. You will receive confirmation and preliminary info & instructions prior to the event via email, **by April 25**, if not before.

**Booth Space Assignment:** Booth space locations will be assigned at the sole discretion of the Sequim Irrigation Festival Committee and/or corresponding Family Fun Days Volunteer Staff/Director. The event Director will create a booth space layout based on the final number and planned activities of booth reservations accepted by the deadline.

**Booth Set-up / Event Opening:** **The Rhodefer entrance (normally an exit) to Carrie Blake Park will be open/accessible for load-in with vehicles.** Parking passes & instructions will be issued on site, the day of the event OR via email prior to the event, along with booth set-up instructions and space assignments.

- **Saturday, May 3<sup>rd</sup>, load-in will be from 7am – 8:30 only. Please unload your vehicle and move/repark it no later than 8:30am.** We must keep the area accessible to allow “Touch-a-Trucks” to enter/park in their assigned spaces along the stream, south of the bandshell. Hosts are expected to have their booth setup and **ready to greet festival attendees by 8:45 am, FFD will officially open at 9am.**
- **Sunday, May 4<sup>th</sup>, load-in will be from 9am – 10:30am only Please unload your vehicle and move/repark it no later than 10:30am.** Hosts should be set up and **ready to greet festival attendees by 10:45 am, FFD will officially open at 11am.**

**Booth Break-down / Event Closing:** Family Fun Days **activities end no sooner than exactly 5pm, both Saturday and Sunday.** Vehicles will be allowed to access the area via the Rhodefer entrance again for **break-down & loading vehicles beginning at 5pm on Saturday and Sunday.**

**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:** We absolutely must have a copy of your Certificate of Liability Insurance (COI) that names the Sequim Irrigation Festival as additional insured. Please contact your insurance provider right away to generate this required document and submit it as part of your application. 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. **Your COI must be received by the festival by April 11th, otherwise you will NOT be allowed to set up or participate in the event and no refund will be issued.**

**Booth Weights & Safety:** Sequim has a propensity for strong wind gusts, so for you AND your booth 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 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 and rope 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.

## Ideas for FREE Activity Booth

Please contemplate these themes as you brainstorm your fun (and FREE) booth activity:

**Water, Agriculture, Sustainability, Reduce/Reuse/Recycle, Nature/Environment, Health and Wellness, Arts & Crafts, Community.**

- 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

Of course...we know you can come up with something even better! Put on your “recycled” thinking-cap and start brainstorming with your co-workers and friends!