



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



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 March 23, 2024. All applications must be complete and the Good Faith Pledge and Hold Harmless Waiver signed. The application may be submitted online or via mail.

**Vendor Selection Process:** This is a juried show. We present a wide variety of quality products to the public. The Innovative Arts & Crafts Fair features an emphasis on recycle, repurpose and reuse, however, all vendors who create high quality, artisan wares will be considered. Applications will only be considered from artists who personally handcraft the items they sell and who will be present in their booth for both days of the fair. Reproductions from your original works or licensed items will be considered. Commercial, imported or consignment items are not allowed. The artist must provide proof of license in order to use trademarked images in their products. Vendors are monitored to ensure that the products sold reflect those presented in your application. We reserve the right to request that certain items be removed from sales or display if it violates our product requirements as stated above. Your application will not be juried until the application, images, Hold Harmless Agreement, and jury/application fee have been received. If you are submitting your application via mail, the booth fee must also accompany the application. It is the Sequim Irrigation Festival Committee's discretion to accept or reject any applicant.

*The Sequim Irrigation Festival is a Family Friendly event and for that reason we cannot accept any booths that are considered political or religious*

**Non-Profit Vendors:** We have limited space for non-profit vendors. Please contact Libby Ballard at [innovativeac@irrigationfestival.com](mailto:innovativeac@irrigationfestival.com) or via phone at 360-670-6601 for additional information on applying as a non-profit vendor.

**Application/Jury Fee:** A separate fee is required for your application to be considered. This is a non-refundable fee. Applications submitted either online or via mail must include the application fee. The early application fee (submitted by February 22, 2024) is \$15. The late application fee is \$25 for those submitted by March 23, 2024. If you are completing your application online, this fee will be required to submit the application. If you are submitting your application via mail, a separate check is required for the application fee.



Sequim Irrigation Festival - P.O. Box 3201 - Sequim, WA 98382 -  
[www.IrrigationFestival.com](http://www.IrrigationFestival.com) - Email: [innovativeac@irrigationfestival.com](mailto:innovativeac@irrigationfestival.com)

**Booth Fee:**

The booth fee for a 10'x10' booth is \$100, for a 10'x20' it is \$200. Some standard 120 power is available on a first come first serve basis. The cost for one outlet is \$25, for 2 outlets is \$50.

**Online Applications:** If you are submitting your application online, the booth fee will be due once you have been accepted as a vendor following the jurying process. You will be invoiced for the booth fee so that you can make an online payment. The booth fee will be due by April 6, 2024.

**Mail Applications:** If you are submitting your application via mail, a separate check for the booth fee must be enclosed with your application, but it will be held until acceptance into the Innovative Arts & Crafts Fair. If you are not accepted your booth fee will be returned to you.

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 4:30 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. At your option you may remain open for business on Saturday evening until 7pm while other events are going on at Carrie Blake Park.

**Booth Setup:** A booth tent is required. Load-in will begin on Friday afternoon, May 3<sup>rd</sup> from 1pm to 5pm. Load-in will also be available starting at 6am Saturday morning and must be completed by 8:30am.

Friday afternoon is the only time that you can **drive-up and unload next to your booth**. Saturday you will not be allowed this luxury, as other event set-ups will be taking place, making drive-up unloading impossible. Specific instructions for load-in and load-out will be sent to you with your booth location email in late April.

**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 ballardbooth.jpg or ballardnameofart.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.

**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. You will not be allowed to attend the show without this.

**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:** 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 touches the ground but is not loose. We recommend that you add additional weights to your tent overnight in case of high winds.

**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.

**Booth Take Down:** Your booth space must be left clean when you leave or you will not be invited back to future shows.

**Reuse Showcase.** The Reuse Showcase is an opportunity to display items that you have made through a reuse, recycle and repurpose process. The items displayed in the Reuse Showcase are not for sale, but are voted on by the attendees of the Innovative Arts and Crafts Fair. Prizes are awarded for the winners in different categories. Vendors are invited to submit items (either products that meet this criteria or personal items you have made). This year there will be some special incentives for those Vendors that wish to contribute their upcycled inspirations, such as highlighting your booth with a visible on site thank you. As well as a special contest category just for Vendors, with the prize of covering your booth fee for the year 2025. More information about the Reuse Showcase can be found on the Innovative Arts and Crafts Fair page on <http://irrigationfestival.com/event/innovative-arts-crafts-fair/>

**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 20th.