



2024 Sequim Sunshine Festival Non-Profit Vendor Activity Booth Application and Guidelines

The City of Sequim invites local non-profit organizations to apply for booth or table space within the Sunshine Market tent on the grounds of Carrie Blake Park as part of the 2024 Sequim Sunshine Festival. Vendors will occupy a non-profit station within the Sunshine Market tent for a two-hour period and provide a free family-friendly activity.

The Sequim Sunshine Festival celebrates the end of winter and the coming of the spring and summer seasons. It is a great opportunity for folks to get out, have some fun, explore our town, and discover something new.

SUNSHINE FESTIVAL DATE/HOURS/LOCATION/FEEES

Saturday, March 2, 2024, 10 AM – 7 PM

Carrie Blake Community Park, 202 N. Blake Avenue, Sequim

Booth space is limited to six vendors who will each have an assigned two-hour period of operation. The booth space will be located inside the Sunshine Market tent that will be set up adjacent to the Guy Cole Event Center in Carrie Blake Park. No fee is required but a free family-friendly activity must be provided and facilitated by each nonprofit organization. Tables and chairs will be provided.

APPLICATION SUBMITTAL

Applications submitted by **December 8, 2023** will be juried by the Sunshine Festival Committee for acceptance by the City. The Committee may accept or reject any applicant, at their discretion.

Notification of acceptance of your application will be sent by **December 18, 2023**. You will receive additional information, vendor parking pass, and booth location and time slot assignment in mid-February 2024.

IMPORTANT: City acceptance of your application establishes certain mutual rights and responsibilities. By completing this application, you are certifying under penalty of perjury that the information you provided is true and accurate to the best of your knowledge and belief, and that you will comply with all Vendor guidelines.

Organization Name	
Contact Person	
Address	
City/State/ZIP Code	
Best Contact Phone	
Other Phone	
Email	
Website	
Facebook	



Instagram	
X (fka Twitter)	
Non-Profit Organization Tax ID #	

All activities need to be family-friendly and suitable for all ages. Please list and describe activity and any handouts to be offered:

Please advise power needs:

<i>THIS BOX FOR CITY USE ONLY</i>	
Reviewed by Sunshine Festival Committee on _____ 20____	Accepted by City <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Name and Title

SET-UP AND TEAR-DOWN

Vendors will be assigned a two-hour shift. Vendors should be ready to begin their activities at their assigned time and man their station during their two-hour shift.

Vendors are responsible for their own set-up and tear-down. The Festival Manager will help you find your assigned area but will not otherwise assist you.

Two tables and two chairs will be provided. Vendors are responsible for their own displays and signage, and any additional chairs needed.

The entire perimeter around the Guy Cole Event Center is a loading zone. Vendors are asked to have their products and equipment ready for unloading or loading before bringing their vehicle into a loading zone. They will be expected to unload or load their merchandise and equipment quickly to avoid congestion, and do all set-up, display arranging, and tear-down activity while their vehicle is parked in the designated vendor parking area, not a loading zone.



CLEANUP

Vendors are required to keep their booth/table area clean and uncluttered during their assigned shift.

INCLUSIVENESS AND EQUITY

The City of Sequim complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. It also complies with applicable state laws and does not discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

VENDOR CONDUCT

Follow all guidelines in this application.

Provide due consideration for the safety of customers and fellow vendors.

Respectful and non-discriminatory language and behavior is required at all times on-site.

As per State law: no smoking within 25 feet of the Guy Cole Event Center.

COVID SAFETY PRECAUTIONS

The Sunshine Festival will adhere to COVID-19 restrictions and guidelines issued by Clallam County Health officials. We will have more details on restrictions and rules closer to the event date.

PROMOTION

Event information will be included in the printed Sunshine Festival program as well as the Festival website and social media channels. Vendors are requested to use their organization's website and social media channels to help promote the Sunshine Festival.

REQUIRED LICENSES AND PERMITS

Vendors must be a registered nonprofit organization within Clallam County, Washington.

LEGAL NOTICES

If the City accepts Vendor's application, Vendor acknowledges and agrees as follows:

- That the Sunshine Festival is subject to cancellation due to severe, unforeseen, or unavoidable circumstances beyond the City's control.
- That any disputes that arise between City and Vendor must be adjudicated in the County of Clallam, State of Washington.
- That certain conditions of this application/acceptance may survive and continue to be enforceable after the 2024 Sunshine Festival ends, including the liability and indemnification provisions.
- That Vendor and City will defend, indemnify, and hold each other harmless from and against any and all claims, suits, actions, inactions, or liabilities which arise out of this application/acceptance to the extent allowed by law.
- That the City is subject to public disclosure laws.

PARKING

Vendor will need to park and unload from the Vendor Parking Area around the Guy Cole Event Center in



Carrie Blake Park. Enter at main entrance to Carrie Blake Park on Blake Street, then continue past the pickleball courts to the Guy Cole Event Center. Vendor will receive a parking pass and an assigned time schedule in advance of the event.

CONTACT INFORMATION

Patsene Dashiell, City of Sequim Marketing Coordinator

pdashiell@sequimwa.gov

(360) 681-3421

Sunshine Festival Website

<https://www.visitsunnysequim.com/263/Sequim-Sunshine-Festival>

Sunshine Festival QR Code

