



GENERAL INFORMATION & APPLICATION PROCESS

Please take note of the following:

- Reminder: Booth spaces are free for all non profit.
- We strongly encourage emphasis on forest activities, recreation and resources.
- Festival can not provide tables, chair or shelter. Please make arrangements to provide what you need for your booth.
- The fair will be held Rain or Shine. Please come prepared.

This information has been put together to provide exhibitors/vendors with as much information as possible to assist you in filling out your application to the festival. Please keep in mind that the policies in this application have been established to make this festival an enjoyable experience for everyone. By signing your application for your space, you have acknowledged that you have read and agreed to abide by these policies.

1. Space requested is upon space availability only. First come, first serve.
2. Vendors/Exhibitors vehicles must be removed from Festival site 30 min before festival opens. (9 AM)
3. Vendors/Exhibitors set up time is 7:30 am – 8:45 am, Saturday, October 1, 2011. Please plan accordingly
4. Vendors/Exhibitors must be ready no later the 15 min. before opening of the Festival.
5. Space is for Saturday, October 1, 2011 **ONLY**. Vendors/Exhibitors who wish to attend the entire weekend must contact festival coordinators before applying.
6. Exhibitors who need extra space for demonstration with animals or machinery, please make note in description on application form. Festival committee members will then contact you and confirm space needed.
7. All pertinent fire codes, laws, ordinances and regulations pertinent to health, fire protection and public safety shall be strictly obeyed.
8. Vendors/Exhibitors must do business within the assigned space of the festival. We do not allow walking on the grounds selling merchandise or handling our flyers. Vendors/Exhibitors may not leave, place, or distribute fliers or leaflets at unattended locations.

9. Vendors/Exhibitors are required to provide their own garbage can and will dispose of their garbage at the end of the event. Vendors/Exhibitors will be responsible for cleaning their own area after the event.
10. Vendors/Exhibitors are asked not to take down booth, and/or drive vehicles into the event until closing time. Vendors/Exhibitors agree to park their vehicles in designated parking area for Vendors/Exhibitors.
11. Noise amplification equipment must be pre approved by Festival committee.
12. Port Gamble Forest Festival does not guarantee vendor sales.
13. Vendors will conduct their own sales and collect/report tax for each sale as required by the Washington State Department of Revenue.
14. Cancellation: if you need to cancel your appearance, please contact Festival committee at 360-649-6676 (leave message). No refunds will be issued after application process has been completed.
15. Forest Festival Pancake breakfast will begin at 8 AM on the Pt Gamble Tennis court. Price of breakfast is \$5 each and will include pancakes, sausages, orange juice, and coffee.
16. **Exhibitor Definition:** Non profit groups, informational groups that are not selling products.
17. **Vendor Definition:** Groups selling items to raise money for their organization. Businesses selling item for profit.
18. We strongly encouraged having an interactive activity.
19. Be creative and have fun.



**2011 Forest Festival
Exhibitor Application
October 1, 2011
9 am – 8 pm
Port Gamble, Washington**

Name of Organization: _____

Returning Exhibitor: YES NO

Name of Applicant: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Daytime Phone: _____ Night: _____

Cell: _____

Email Address: _____

Website: _____

Size and description of area:

☐ Exhibitor 10 X 10 Booth (Free)

☐ (\$25) Vendor 10 X 10 Booth

☐ Exhibitor 10 X 10 Booth Space
plus 10 x 10 area

☐ (\$50) Vendor (Large booth 10 X 20)

Please briefly describe your exhibit or organization: (Please include animal or machinery activities)

_____ (continue on back)

All exhibitors must be on the theme of Forest industry, products or shared like applications. Festival organizers reserve the right to reject any application if the exhibitor does not meet Festival qualifications.

Exhibitors shall provide adequate insurance coverage and sign the hold harmless agreement.

Exhibitors shall defend, indemnify and hold the Festival and Port Gamble harmless from any and all claims, injuries, damages, losses or suits including Attorney fees, arising out of or in connection with the performance of this agreement.

Signature _____ Date _____

and mail to: Olympic Resource Management
PO Box 7
Port Gamble WA 98364
Attn: Forest Festival