



OLYMPIA HARBOR DAYS

PO Box 2875, Olympia, WA 98507
360-556-0498 www.HarborDays.com info@HarborDays.com

MARITIME FESTIVAL & TUGBOAT RACES A South Sound Maritime Heritage Association Event Vendor General Information Guide

This Guide is intended to provide general information making it easy to adhere to the festival schedule, match your booth space to our map, learn the rules and regulations, and familiarize yourself with parking options for participation in the Olympia Harbor Days Festival.

Please print this page, review it, and keep it handy, as it contains much of the information you will need for participation in the festival!

Help promote the event and your participation by liking Olympia Harbor Days on Facebook and Instagram and sharing our posts and/or emailing event information with your clients, friends and family. View happenings and schedules as they become available at www.HarborDays.com.

All payments by check must be made payable to South Sound Maritime Heritage Association or SSMHA.

FESTIVAL LOCATION AND DIRECTIONS

Areas A, B, C, D, E, G: Percival Landing 217 Thurston Ave NW Street NW, Olympia WA 98501
Area F: Port Plaza (behind Anthony's Restaurant) at 701 Columbia St NW, Olympia WA 98501

Take exit 105 from I-5. Follow signs to the State Capitol. Turn right on Capitol Way. Go 12 blocks north. Festival is one block west of Capitol Way, on Percival Landing and the adjacent areas on Columbia Street between Thurston and Olympia Avenues. Continue north to the Port Plaza at Columbia and Market Street to the west of the Farmers Market, behind Anthony's Homeport.

FESTIVAL HOURS

Labor Day Weekend

Friday – 5:00 PM – 9:30 PM Night Market
Saturday – 10:00 AM – 7:00 PM Walk Aboard Boat Show
Sunday – 10:00 AM – 6:00 PM Tugboat Races
Monday – Festival is closed – enjoy your holiday!

VENDOR CANCELLATION POLICY

A 50% refund less a \$30 cancellation fee and less any new vendor registration fees will be honored until June 30th. No refunds after this date. As a courtesy, please call the office at 360-556-0498 if cancellation is necessary. No substitution of vendors is allowed.

EVENT CANCELLATION

Event cancellation could occur if it is determined by the United States Government, the Washington State Government, or the City of Olympia that it would be a public health hazard to open the event to public. No refunds will be issued if event cancellation happens on or after September 1st of the current year festival.

In case of severe weather, earthquake, or terrorism during the event cancellation without advanced notice and without refund may occur.

SPACE ASSIGNMENTS

Booth numbers and updated maps will be available at www.HarborDays.com about 3-5 weeks prior to the event. Please become familiar with our large festival map so you know the best way to approach the festival to find the closest parking possible to your assigned area for drop off. All spaces are 10' x 10'. All vendors and merchandise must stay under canopies. No extensions or out of booth solicitation.

ALL VENDORS MUST BE PRE-PAID AND HAVE SUBMITTED CERTIFICATES OF INSURANCE NAMING THE EVENT HOST SOUTH SOUND MARITIME HERITAGE ASSOCIATION and the PRODUCER (TBA) AS ADDITIONAL INSURED PRIOR TO NOTIFICATION OF BOOTH SPACE.

VENDORS WHO DO NOT ADHERE TO THESE REQUIREMENTS WILL NOT BE ALLOWED TO SET-UP AT THE SHOW WITHOUT FULL PAYMENT AND DOCUMENTATION IN ADVANCE!

BOOTH REQUIREMENTS

All vendors are responsible for providing their own canopy with sides, tables, chairs, etc., insurance and led battery operated lights for doing business during the Friday night market. The canopy should have straight legs and must be freestanding and fit in the 10 x 10 foot space allotted or a 10 x 20 space if a double booth is purchased. Please weigh down canopies and tie in with neighbors in case of high winds. If using disc weights, it is suggested to use two on each leg. Having a small fire extinguisher is suggested as well as having sides that can be locked for security reasons as only roaming security is provided.

PLEASE: DO NOT ATTACH OR DRIVE NAILS, STAKES OR SCREWS TO THE BOARDWALK, FENCES, ROADS, CEMENT, BRICK, STRUCTURES OR ANY GRASSY AREAS.

WEATHER CONCERNS

It can get gusty or windy by the water, even on a nice calm day. Canopies must be secured and weighted with sandbags or other weights like milk jugs filled with sand attached to the legs of your booth. Vendors not in compliance will be shut down until remedied. In case of rain, please keep on top of spilling accumulated water on your canopy roof and away from customers and neighbors.

BOOTH SET-UP

Plan for traffic, its Labor Day Weekend! There will be a lot of traffic heading to the ocean, the Washington State Fair and JBLM on I5. Leave home early.

Set-up begins the day the festival opens on Friday at 8:00 AM. Canopies must be set up with proper weights no later than 3:00 PM for safety inspection. Merchandising can continue after that for the 5PM opening. We suggest you arrive early. Sales may begin as soon as you start set up.

PLEASE NOTE: Vendors will not be allowed to set up on Saturday or Sunday unless special arrangements have been made.

Vendors agree to remain on site, set up and open for business during all open hours of the festival until advertised event closing time on Sunday at 6:00 PM. If break down occurs earlier than closing on Sunday evening, vendors not in compliance will be denied registration for the following year. Vendors can open past 6:00 PM by choice.

Canopies should be taken down and removed Sunday night as there is no security provided.

AS A GENERAL RULE PLEASE BE EFFICIENT AND FAST, BUT RESPECTFUL TO ALL.

CASH, COIN, CREDIT OR DEBIT

Vendors are responsible for providing change for cash sales and should accept credit or debit payments. Few banks open on Saturday morning in Olympia, and none on Sunday, so it would be a good idea NOT to depend on local banks or businesses for any change. Bring a sufficient amount of small bills /coin for the entire weekend.

SAMPLING VENDORS

All sampling vendors need to check-in with the Thurston County Department of Public Health and Social Services to learn if a Temporary Food Establishment Permit is necessary. Information can be found at <http://www.co.thurston.wa.us/health/ehfood/temp.html>. Late fees will be charged if submission is late. Our assigned Thurston County Public Health coordinator and inspector will be in contact with you about 8 weeks or so prior to the event.

LOAD IN

**All metered on street parking spaces are monitored on Fridays.
Please be respectful of all parking lots/spaces as many businesses are open to their customers until at least 5pm on Friday.**

Percival Landing:

Please note –The Olympia Center Parking Lot at Olympia Ave and Columbia St are available for unloading, staging or temporary parking with a two hour limit on Friday during load in, and only for cars or small sized trucks or vans. This lot is monitored, and tickets will be issued if you over stay your time limit. **Delivery trucks, oversized trucks or trucks with trailers are NOT permitted in this lot.** All parking spaces in downtown Olympia is metered, restricted or requires a permit and signed as such.

Vendor lots with free parking will be announced 3 to 5 weeks prior to the event.

- **Area A.** Booths are either on the wooden boardwalk or cement sidewalk. Temporary parking on area streets is recommended for unloading. Pull up, unload, and immediately move vehicle to the vendor lot, then continue with set-up.
- **Area B.** Booths are on cement or grass. Use the adjacent parking lot which has a two hour time limit. After unloading, immediately move vehicle to designated vendor lot, then continue with set up.
- **Area C.** Booths are on pavement. This street is closed for the weekend, but vendors may drive in to unload but must immediately move vehicle to the vendor lot, then continue with set up.
- **Area D.** Booths are on the wooden boardwalk and can be accessed by curbside drop off in the adjacent parking lot. Pull up, unload, and immediately move vehicle to the vendor lot , then continue with set-up.
- **Area E.** Booths are on the wooden boardwalk or cement. Pull up, unload, and immediately move vehicle to the vendor lot, then continue with set-up.
- **Area G.** Booths are on the wooden boardwalk or cement and boarder the park or mid-block buildings. Vehicle access is limited from the north or south. Unload, and immediately move vehicle to the vendor lot, then continue with set-up.

Port Plaza

- **Area F.** Booths are on cement, pavement or grass. Everything must be walked in. Temporary drop off spots will be available near the walkway between Anthony's and The Rants Building. NO FESTIVAL PARKING is allowed in the Anthony's, Rants or Farmers Market lots during open hours of those businesses.

PROVISIONS AND WASTE MANAGEMENT

The cleaner the recycling and composting the less garbage!

Olympia Harbor Days is a Green Festival and Olympia is a Green Community. When purchasing products for the festival, please keep this under consideration.

There will be two large garbage and recycling roll-offs located near the Percival Landing food area on Thurston Ave, and a small garbage roll-off and recycling bins to the north of the Rants Building at Port Plaza. It is your responsibility to dispose of waste properly and with consideration to the environment. Also, please clean your area thoroughly and pick up all trash before you leave the festival on Sunday night. Help with removing tape with booth numbers and canopy leg placement is appreciated.

Ice: Ice may be available for purchase from the Ice Wagon at the Percival Landing food area while supplies last. \$3 per bag – honor system. Please keep a tally of the number of bags you use on the sheet provided at the Ice Wagon.

PARKING

It is STRONGLY suggested that after drop off you park in the suggest vendor parking area to be announced/ Vendor parking area will be marked with signs. **NO OVERNIGHT CAMPING IS ALLOWED IN OLYMPIA.**

Vendor **parking permits for use in designated lots** will be issued 3 to 5 weeks in advance for the festival and are limited to 2 per vendor. Please clearly and in large letters with a dark pen or Sharpie, write name, cell phone number and booth # on the permit in the space provided and place on the driver's side of your dash board. This way contact can be made if necessary.

**WARNING: YOU WILL BE TOWED or TICKETED IF YOU PARK IN UNAUTHORIZED AREAS!
IF YOU SEE A “NO HARBOR DAYS or NO EVENT PARKING” SIGN
TAKE IT SERIOUSLY AND DO NOT PARK THERE!
PLEASE PARK IN A LEGAL OR AUTHORIZED SPOT ONLY!!!
NO PARKING AT THE FARMERS MARKET UNTIL AFTER HOURS STARTING AT 3:00PM.**

There are a number of city-maintained lots around the downtown area. Many city lots and all parking meters are FREE during the weekend (after Friday at 5:00 PM), but the Diamond lots and other privately owned lots will be monitored for payment. To avoid a citation or being towed, please check the City of Olympia Parking information at: https://www.olympiawa.gov/services/parking_services/where_can_i_park.php

CAUTION: Do not park in yellow zones, and allow 20' from the corner when parking your vehicle.

The City of Olympia Parking Services may offer an all-day pass for Friday, or find a 9 hour meter and pay for the entire day. Olympia Harbor Days is not responsible for, and will not pay for, any parking violations or citations of any kind.

SECURITY

The Olympia Police Department will provide support and services as staffing allows. **Roaming night security** will be provided by a combination of the Thurston County Sheriff's Office Community Service Unit, Independent Security Teams, Squaxin Island Tribe, and others. Bicycle police patrol may be present throughout the Labor Day weekend. Use caution when securing your canopy, truck, or trailer at night. A cable and lock system is recommended. Olympia Harbor Days is not liable for theft or vandalism. This is why we ask all vendors to carry insurance for liability and theft.

On behalf of the South Sound Maritime Heritage Association, The Port of Olympia and The City of Olympia, we want to thank you for supporting Olympia Harbor Days Maritime Festival. We hope you have a great time!

EMERGENCY

**Check to see if emergency services are needed.
CALL 911.**

**Assist if asked to if safe conditions allow.
Then call or report incident to event personnel.**

**“NO STRESS” IS ALWAYS OUR MISSION!
Let's work together to resolve any challenges and have a peaceful, positive festival!**