

K I T S A P F E S T RULES AND REGULATIONS FOR 6/21/25 COMMUNITY EVENT

EVENT date / JUNE 21st 2025– OPEN TO THE PUBLIC 10A-3P

Set up for vendors 8:00am-9:30am.

Take down 3pm- 3:30pm or until complete. Your space must be clean and vacated by 4p at the latest.

Please leave your booth space as you found it- free of all litter or debris of any kind. This is essential for us to be welcomed back next year and beyond.

Hours open to the public. 10am-3pm

Location of event- Silverdale Waterfront Park The event is held outside throughout the park. Tents **strongly** recommended. Tents must be weighted down with at least 25 pound weights on all corners. Do NOT use Stakes!

Fees to the public- FREE ADMISSION FOR ALL.

Point of Contact for Event/ Vendor questions

Lesli Dullum Taylor, CTO, Events Facilitator: lesli@livewellkitsap.com

Monica Phillips, Community Outreach/ Event Coordinator: monica@livewellkitsap.com

Booth Categories/ Placement

Live Well Kitsap reserves the right to assign vendor booth spaces as we believe to be in the best interest of the event. The only people who get preferred booth location is our PLATINUM and GOLD sponsors followed by our paid Tier Live Well Kitsap members. Corner booths and 10x20 booth spaces are available for an additional fee.

WI FI. There is no availability for Wi fi in the park. You will need to use your own hotspot.

FOOD VENDORS: and any others that this may apply to:

- All Vendors serving food must follow Kitsap County Health Dept./Inspector Rules including and not limited to having and providing a food permit specific to this event.
- All booths with any heat source cooking must have an ABC Fire Extinguisher in your booth ➤ No **grease laden vapor cooking is allowed.**
- Heating may be done by sterno or electric. Please talk to us first if you need to use a different method to ensure compliance with local laws.
- All table cloths must be fire retardant or taped under the table.

- Lit candles are not permitted.
 - BE PREPARED FOR A VISIT FROM THE HEALTH DEPT. TO ENSURE YOUR COMPLIANCE

 - **YOU WILL BE CLOSED DOWN IF YOU ARE NOT IN FULL COMPLIANCE!** Food Trucks
-ensure you are compliant with all state and county regulations and possess the proper licensing. You will need to provide proof!
-

What You Will Need to Bring:

A table, and your chairs. We apologize but we cannot supply tables or chairs for anyone other than our Platinum Sponsors.

Your own tablecloths, or table skirts

Tent or canopy and 25# weights for all corners.

Give Aways

Business info- business cards, brochures, samples etc.

Your own waste can or garbage bag

WE RECOMMEND ALSO:

We STRONGLY RECOMMEND- CREATE SOMETHING ENGAGING AND INTERACTIVE AT YOUR BOOTH! A QUIZ, A GAME, TRY A SAMPLE, OR ANSWER A QUESTION TO WIN A PRIZE... Let us know if you need ideas or help with this! Be memorable and consider what you want to get out of this experience... do you want attendees to remember you? Are you wanting to collect email addresses and follow up with contacting people to connect with them and convert them into potential customers... Ensure that your interactive engaging things at your booth are congruent with your goals for this event!!!

WE REQUIRE:

Weights for your tents/ canopies in the event of a windy day.

YOU SHOULD HAVE NO LESS THAN 25# WEIGHTS ON EACH CORNER OF YOUR TENT OR CANOPY.

Subleasing or combining exhibits.

Exhibitors/ Vendors may not have any other company represented in your space except yours. If your own business is actually 2 businesses, please talk to us first. Any exceptions will need to be in writing and signed by Live Well Kitsap.

Dispensing of Advertising Materials at the event:

NO vendor or representative of a vendor shall be allowed to distribute literature or merchandise outside of their designated booth space. Any prize or raffle boxes must remain solely in your designated space as well.

Occupancy of booth space

Your booth space **MUST BE STAFFED** at all times during the event. Ensure that employees or any representatives you have in your space are knowledgeable and also not representing themselves or their own business. No booth space may be unstaffed at any time during the “open to the public hours” from 10a-3p. Text 360-509-0345 if you are alone and need to use the restroom, and we will send a volunteer to your booth.

Early Take Down of Booth

No early takedown is permitted. Take down begins at 3p. Should inclement weather become a factor, The admin from Live Well Kitsap will make a determination to close down the event. Any non compliance with this will result in not being able to join us as a vendor in future events. A fine may be issued of \$100 for anyone taking down or disassembling their booth prior to 3p.

Unloading and Parking

We will have designated unloading and loading areas that are staffed by volunteers. Please unload and park as quickly as you can to allow for space for other vendors to do the same. Thank you in advance for being considerate to other vendors.

ONCE YOU ARE DONE UNLOADING, PLEASE PARK ONLY IN DESIGNATED VENDOR PARKING AREAS. VOLUNTEERS AND TEAM MEMBERS WILL BE ON HAND TO DIRECT YOU.

******* IMPORTANT AND REQUIRED IN ORDER TO BE A VENDOR- READ IN FULL !!!!**

INSURANCE REQUIREMENT- A CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED FOR THIS EVENT – NO insurance means NO access and NO refund!

YOU MUST NAME ALL OF THE FOLLOWING LISTED AS ADDITIONAL INSURED ON YOUR CERTIFICATE OF LIABILITY DOCUMENT: The first two names should appear at the top and the remaining listed as “additional insureds”. This can be on one document or several, however your insurance company chooses to do it. We only require that at 5 names and entities appear on the COI (certificate of insurance) for this event.

- 1 .Lesli Dullum Taylor
2. Optimal Wellness Inc. dba Live Well Kitsap/Kitsap Fest -P O Box 600 Silverdale WA 98383
3. KITSAP COUNTY- 614 Division Street, Port Orchard WA. 98366
4. Kitsap County Parks Department-1195 Fairgrounds Rd .NW, Bremerton Wa.98311

5. Port of Silverdale; their employees, officials, agents and Board of Commissioners 3550 NW Byron St. Silverdale WA 9838

If you already have business liability insurance, a simple call to your insurance agent will be all that is generally needed to get a Certificate of Insurance (COI) document. Most agencies do not charge.

If you do not have business liability insurance already:

We recommend an affordable Company called ACT INSURANCE. THEY SPECIALIZE IN VENDOR INSURANCE. **To OBTAIN 1-3 DAY INSURANCE CERTIFICATE YOU MUST SIGN UP ONLINE.** They also offer longer policies if you plan on doing other vendor events throughout the year. For a 1-3 day event, last year insurance was \$49. There is NO ADDITIONAL COST to name all the “additional insureds” that are required to appear on your certificate of insurance. **YOU MUST NAME EVERYONE THAT IS LISTED ABOVE.**

www.actinsurance.com

Call at 1.844.520.6991 for questions only.

Email at info@actinsurance.com

OTHER DO'S AND DONT'S TO KNOW

DO KNOW- YOU WILL BE HELD LIABLE FOR ANY DAMAGES INCURRED BY YOU OR YOUR EMPLOYEES/ STAFF/ TEAM OR ANY OTHER PERSONS ASSOCIATED WITH YOUR COMPANY TO YOUR SPACE, THE PARK, OR ANY SURROUNDING AREAS. Live Well Kitsap will not be held liable for any damages done by vendors, sponsors or their associates.

DO NOT pound Stakes into the ground for your tent or canopy. USE WEIGHTS TO SECURE YOUR TENT. There is a built in sprinkler system and we do not want to have anyone hit it or leave dents/damage to the grass.

Do KNOW, that the Live Well Kitsap team will be walking around checking your set up between 9:30- 10a prior to opening to the public. Be sure you are ready by 9:30.

FOOD VENDORS YOU MUST BE READY FOR INSPECTION NO LATER THAN 9A!!!!

DO NOT use duct tape or masking tape on anything that touches any part of the park, including the ground. This can leave a residue that the park would charge us, and therefore you for.

DO NOT let kids run around unsupervised where they could be in an unsafe situation or be an annoyance to attendees or other vendors. If you bring children, they must be supervised at all times.

DO NOT bring any pets or animals unless they are legit service animals, or are on a leash and tended to by someone other than you!

DO bring your own way to haul out trash that you or others create in or around your space.

DO ensure that you leave with all your belongings and leave NOTHING BEHIND. The county assumes ownership of anything left behind at the park after the event. If you leave behind an item, you will have up to 30 days to try to reclaim it, and you will need to contact the KITSAP COUNTY PARKS DEPARTMENT.

We can't wait to see you there, and look forward to a safe, fun and enjoyable event for all!

Questions? Email lesli@livewellkitsap.com or monica@livewellkitsap.com

“ TOGETHER WE CAN, LIVE WELL KITSAP!”