



2023 BLACKBERRY FESTIVAL VENDOR RULES AND GUIDELINES

BELOW ARE THE RULES PER THE CITY OF BREMERTON, BREMERTON FIRE MARSHAL, KITSAP PUBLIC HEALTH, AND BREMERTON ROTARY.

PLEASE READ CAREFULLY AND BE PREPARED TO FOLLOW ALL THE RULES AS STATED BELOW.

GENERAL INFORMATION:

- **EVENT DATES AND TIMES OPEN TO THE PUBLIC:**
 - **Saturday, September 2, 2023, from 11:00 AM to 8:00 PM**
 - **Sunday, September 3, 2023, from 11:00 AM to 7:00 PM**
 - **Monday, September 4, 2023, from 11:00 AM to 6:00 PM**
- **LOCATIONS:**
 - **Louis Mentor Bremerton Boardwalk is located at [243 2nd Street, Bremerton, WA 98337 \(Map\)](#) at the bottom of 2nd Street**
 - Food Trucks and Food Booths, Craft vendors, Commercial Vendors
 - Main Stage Entertainment
 - **2ND Street Kids Zone & Craft Fair located at [201 2nd Street, Bremerton, WA 98337](#) basically between 2nd Street & Washington Ave. to 2nd Street & Pacific Ave.**
 - Kid Zone Activities, McDonald's Food Truck, Coffee Stand, and Craft vendors.
 - Family Stage
- **LOAD-IN:**
 - **L.M. Bremerton Boardwalk will be Friday, September 1, 2023, from 9:00 AM to 5:00 PM**
 - Load-in windows that you preselected:
 - 9:00 AM to 12:00 PM
 - 12:00 PM to 2:00 PM
 - 2:00 PM to 5:00 PM
 - **Boardwalk Vendor Check-in:** Will be located at the bottom of 2nd Street at the entrance to the Bremerton Boardwalk, [243 2nd Street, Bremerton, WA 98337 \(Map\)](#)
 - **Booth Numbers:** Will be dispersed at Vendor Check-in.
 - **Fire Inspection:** At 10:00 AM on Saturday, September 2, 2023, your booth must be set up and ready for inspection.
 - **2ND Street Kids Zone & Crafts will be on Saturday, September 2, 2023, from 8:00 to 10:00 AM**
 - **2nd Street Vendor Check-in:** Will be located at 2nd Street & Pacific Ave, or [190 Pacific Ave. Bremerton, WA 98337 \(Map\)](#)
 - **Booth Numbers:** Will be dispersed at Vendor Check-in located at the entrance to 2nd Street and Pacific.
 - **Fire Inspection:** At 10:30 AM on Saturday, September 2, 2023, your booth must be set up and ready for inspection.

BOOTH PAYMENT AND PLACEMENT:

1. Booths are **ONLY** secured after application approval and when full payment is received. Booths will not be held nor reserved without payment.
2. **CANCELLATION:** All booth fees are non-refundable after May 1, 2023.
3. Your Booth placement will not be finalized until right before the event. All Booth numbers are given out at the event during Vendor Check-in.
4. Returning vendors are given priority placement if and only if their booth space is paid in full and they are in good standing.
5. Sunny Jack Events, LLC has the full authority to approve and place booths for the best interest of the event. No placement is guaranteed.
6. We DO NOT offer exclusivity to any booth category, but we do try to limit duplications or booths that are too similar.

FIRE MARSHAL RULES AND REGULATIONS:

1. A fire inspection will take place BEFORE the event begins. You must pass the fire inspection to open for the festival. ALL RULES AND REGULATIONS WILL BE STRICTLY ENFORCED.
2. The Fire Marshal reserves the right to add or modify requirements as needed to ensure the safety of everyone involved.



3. All extension cords must be of sufficient size (12 gauge minimum) to handle applied electrical loads.
4. Commercial and Craft booths are required to have a 2A10BC (5lb) fire extinguisher.
5. Concession booths are required to have a Class K fire extinguisher.
6. All tents must have a flameproof label on the tent/canopy.
7. All tents must be securely fastened to the ground or have other support that will not affect escape if needed.
8. No more than 10 gallons of LPG may be kept at any one site. All containers are considered full and must be secured.
9. All sites are subject to fire inspections and may be asked to cease operations until safety concerns are addressed and/ or may be required to close based upon fire code regulations on a case-by-case basis.

SAFETY:

1. **You may drive to your booth to UNLOAD only during load-in hours. There is only one entry and the same is used to exit, so please be patient and wait for the event staff to direct you on and off the boardwalk to access the booth areas.**
2. Your booth shall not exceed the area to which you signed up for and paid. This includes all storage space, selling space, support devices, weights used to stabilize your booth, etc. We are on a concrete boardwalk with limited space.
3. There is NO storage area around your booth space. If you need more than the allotted space, please purchase an additional 10 ft x 10 ft space.
4. All vendors are not required to have hand sanitizer, but it is strongly recommended to have it available to the public at your booth location.
5. Additional hand washing stations and sanitation stations have been placed throughout the festival as well as regular cleaning of all high-touch surfaces is being implemented during the festival.
6. All vendors are required to have a fire extinguisher in their booths. All food vendors are required to have one (1) Class K fire extinguisher and for all other vendors, one (1) 2A10BC fire extinguisher is required.
7. No vehicles are allowed at the booth location, nor anywhere on the Bremerton Boardwalk, at any time during the event. For quicker access, we recommend you bring a cart for load-in, load-out, and restocking of your booth.
8. **ALL VEHICLES MUST BE REMOVED FROM THE BREMERSTON BOARDWALK NO LATER THAN 3:00 PM ON FRIDAY, AUGUST 4, 2023.**
9. **PARKING:** There are convenient parking garages under the Hampton Inn Hotel and at Marina Square, both located on 2nd Street. There are numerous other lots solicited for paid parking within a 1 to 3-block area of the festival. If you park without paying, you will be ticketed, and/or towed at your expense.
10. **SECURITY:** General security will be provided at the Louis Mentor Bremerton Boardwalk on Friday night, August 4, 2023, from 8:00 PM to Saturday, August 5, 2023, at 8:00 AM.
11. In case of a medical, fire, or any other emergency, please call 911.

POWER:

1. 50 Amp power is NOT available, only limited 110-volt power is available on portions of the boardwalk.
2. Power is limited and most booths requesting power will receive access to power on the Boardwalk.
3. If you have requested electricity and were told it would be available, please have a 50 ft electrical extension cord (12 gauge minimum) available in case you must plug into a distant outlet.
4. If you have a request for power and are unsure where to plug in your extension cord, please ask the event staff for assistance.
5. Power is NOT available in all areas of the Bremerton Boardwalk and a whisper generator will be acceptable in some areas.
6. No power is available on the 2nd Street Kids Zone and Craft Fair.

CONCESSIONAIRES / FOOD VENDORS:

1. Vendors must meet all requirements of the Kitsap Public Health District, the Bremerton Fire Marshal Office, and the City of Bremerton.
2. Temporary Food Vendor Permit issued by Kitsap Public Health is required.
3. Kitsap County Public Health Department requires a minimum of ten (10) days to validate permits. Permits are ONLY obtained online. www.kitsappublichealth.org.
4. Current Food Handlers Card with at least one person with a Food Handler's Permit in the booth at all times.



5. All food booths cooking with grease must have a protective non-pervious cover under all cooking areas (or use 4 ft X 8 ft sheet of plywood); this will be checked before opening on Friday.
6. ALL food booths will be inspected prior to the opening of the festival.
7. **WATER IS NOT AVAILABLE IN BOOTH LOCATIONS AND IT IS LIMITED TO A SINGLE SPICKET TO SHARE WITH ALL FOOD VENDORS.**
8. A grey water tank is provided underneath the stairs near the public port bathroom building at the bottom of 2nd Street.

PARKING:

1. A vendor lot will be located on 16th Street and Chester Avenue for Free Vendor Parking. A shuttle service will run continuously Saturday – Monday.
2. There is also convenient pay parking in the parking garages on either side of lower 2nd Street near the Bremerton Boardwalk, under the Hampton Inn Hotel and Marina Square across the street—approximately \$12 per day.
3. There are numerous other parking lots solicited for paid parking within a 1 to 3-block area of the festival. We are in a limited access area; it is recommended that vendors bring supply carts for the limited distance you must move your merchandise for re-stocking supplies.

WEATHER:

1. At times the wind does come up off the water. **Mandatory:** Make sure you have your booth anchored very well and secure merchandise so it cannot blow about. You may NOT tie your booth off on the railing.
2. The event will only be shut down in the case of public safety. Please be prepared for rain.

GARBAGE AND DAMAGES:

1. A dumpster is provided and will be made available upon vendor check-in, located at the bottom of 2nd Street.
2. All vendors are required to dispose of their own garbage.
3. **A \$75 garbage fee will be invoiced to any vendor whose booth is left with any garbage.**
4. A damage fee will be invoiced to any vendor if any damage occurs to the booth space, including grease stains, paint, etc.

INSURANCE IS REQUIRED

1. Vendors are responsible for obtaining their own general liability insurance, written by an insurance company authorized to conduct business in the State of Washington.
2. **Required Insurance limits:** Insurance limits shall be not less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate for all days of Blackberry Festival.
3. **Vendors shall be the Named Insured on the policy and must list as Additional Insureds "Bremerton Rotary Foundation / Blackberry Festival, 245 4th Street, Suite 202, Bremerton, WA 98337; City of Bremerton, 345 6th Street, Suite 100, Bremerton, WA 98337; Port of Bremerton, 8850 SW State Highway 3, Bremerton, WA 98312;**
4. Proof of insurance MUST be on file no later than August 20, 2023, and can be emailed to info@blackberryfestival.com