



BLACKBERRY FESTIVAL VENDOR GUIDE

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.

Questions can be directed to Sunny@sunnyjackevents.com

Event Dates & Times:

- Saturday, August 30, 2025: 11:00 AM – 8:00 PM
- Sunday, August 31, 2025: 11:00 AM – 7:00 PM
- Monday, September 1, 2025: 11:00 AM – 6:00 PM

Location:

- **Louis Mentor Bremerton Boardwalk** (100 Washington Ave, Bremerton, WA 98337)
 - Food Trucks, Food Booths, Crafts, Commercial Vendors
 - Main Stage Entertainment
- **2nd Street Kids Zone & Craft Fair** (201 2nd Street, Bremerton, WA 98337)
 - Kids Zone Activities, Craft Vendors
 - Family Stage

Load-in Details:

Boardwalk Load-in:

- Friday, August 29, 2025: 9:00 AM – 5:00 PM
- Vendor Check-in: Bottom of 2nd Street at the Bremerton Boardwalk Entrance
- Load-in windows:
 - 9:00 AM – 12:00 PM
 - 12:00 PM – 2:00 PM
 - 2:00 PM – 5:00 PM

2nd Street Load-in:

- Vendor Check-in: 2nd Street & Pacific Ave
- Booth Numbers: Distributed at check-in (Friday, August 29 at 5:00 PM or Saturday, August 30 from 9:00 AM – 10:00 AM)

Fire Inspection:

- All booths must be set up and ready for inspection by 10:00 AM on opening day.

Booth Requirements:

1. **Load-in/Load-out**
 - Vehicles allowed for unloading only during load-in hours. There is only one entry/exit; follow staff directions for access.
 - All vehicles must be removed 1 hour before the event opens.
2. **Booth Space**
 - Booth must not exceed the paid space, including storage, selling, or support devices.
 - Bring a cart for quicker load-in, load-out, and restocking your booth.
 - Tents must be straight leg and fire retardant.
 - Booth inspections will occur before opening.
 - We suggest side walls are attached for overnight security of booth items.
 - All booths must be weighted down with **25 lbs** of weight.
 - All booths must have **BLACKBERRY ITEMS** or be decorated within the theme of Blackberry Festival.
3. **Fire Regulations:**
 - **Food vendors:** Required to have a **Class K** fire extinguisher.



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- **Other vendors:** Required to have a **2A10BC** fire extinguisher.
 - Fire extinguishers must be accessible at all times.
 - Fire Marshal Rules & Regulations:
 - Extension Cords: All extension cords must be of sufficient size to handle any applied electrical loads.
 - Fire Extinguishers: Every site must have at least one 2A-10 BC fire extinguisher.
 - Class K Fire Extinguisher: A Class K fire extinguisher is required for any grease vapor (concession only).
 - Tent/Canopy Requirements: All booths must have a flame-proof label on the tent/canopy.
 - Tent/Canopy Security: All tents/canopies must be securely fastened to the ground or other support that will not affect escape if needed.
 - Site Inspections: All sites are subject to inspections and may be asked to cease operations until safety concerns are addressed.
 - Fire Marshal Authority: The Fire Marshal reserves the right to add or modify requirements as needed to ensure the safety of everyone involved.
 - Fire Inspection: A fire inspection will take place **BEFORE** the event begins. You must pass the fire inspection in order to open for the festival.
 - Fire Marshal Discretion: The Bremerton Fire Marshal has the right to close booths based on their discretion on a case-by-case basis.
4. **Booth Restrictions**
- No vehicles are allowed on the boardwalk during the event.

Safety & Security:

1. **Security**
- General security will be provided from **Friday, August 29, 2025, 8:00 PM to 8:00 AM Saturday**. Overnight security is provided each night of the festival through **Monday, September 1, 2025**. Please remove any high-value items from your booth space.
 - In case of an emergency, call **911**.

Power:

1. **Power Availability**
- Limited **110-volt** power is available on portions of the boardwalk. **50 Amp power** is not available.
 - If you have requested power, bring a **50-foot extension cord (12 gauge minimum)** in case your booth is distant from the power source.
2. **Generators**
- Whisper generators are allowed in some areas with management approval.
3. **Power Restrictions**
- No power available in the **2nd Street Kids Zone** and **Craft Fair**.

Food Vendor Requirements:

1. **Menu:**
- All food concessions are required to offer **1 blackberry themed item** as a tasting or standard serving.
2. All food vendors must obtain a **Temporary Food Vendor Permit** from the **Kitsap Public Health District** (allow 10 days for processing).
- **Food Handler's Card** required for at least one person in the booth at all times.



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3. Grease & Safety

- Food booths cooking with grease must have a non-pervious cover under all cooking areas (e.g., plywood or similar).
- **Grease stains** are considered damage, and you will be charged for clean-up. **We WILL charge for any grease stains left behind, at our discretion.**
- **New for 2025:** A **grease bin** will be provided for concession booths to dispose of grease.
- Tents must be fire retardant.
- Booth inspections will occur before opening.

4. Water & Waste Disposal

- Water is limited to a **single spigot**. Water is **not available in booth locations**.
- A **greywater tank** is available under the stairs near the public restrooms at the bottom of 2nd Street.

Garbage & Damages:

- A dumpster is provided and will be located in front of the Bathrooms in the Port of Bremerton parking spot.
- All vendors are required to dispose of their own trash.
- A \$250 garbage fee will be applied for any booths left with garbage.
- A damage fee will be invoiced to the vendor if any damages occur to the booth space, including grease stains, paint, etc.
- Grease is **NOT ALLOWED** in our dumpsters. It is a **FIRE HAZARD**

Parking:

1. Vendor Parking

- Free parking available at the **16th Street & Chester Avenue** vendor lot. A shuttle service will run daily from **Saturday – Monday**:
 - Morning: 8:00 AM – 11:00 AM
 - Evening: 1 hour before event closing until 2 hours after closing.

2. Public Parking

- Paid parking is available in nearby garages under the **Hampton Inn Hotel** and **Marina Square**, located across from the boardwalk. **Cost: approximately \$12 per day.**

Animals & Smoking Policy:

1. No Animals in Booths

- For the safety and comfort of all attendees, animals are not permitted in vendor booths, except for certified service animals.

2. Smoking Policy

- Please respect designated smoking areas to ensure a pleasant environment for all attendees.

Taxes:

1. Vendors are responsible for paying their own **Washington State Department of Revenue Excise Tax**, as well as all local city and county taxes.

Cancellation:

1. **Booth fees** are fully refundable up until **May 1st, 2025**, minus all credit card fees associated with both the original payment and a \$50 administrative fee.
2. All booth fees are **non-refundable after May 1st, 2025**.



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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 boardwalk handrails.
2. We are a rain or shine event.
3. The event will only be shut down in the case of public safety.

Insurance Requirements:

1. All vendors are required to provide proof of **liability insurance** with a minimum coverage of **\$1,000,000**. This insurance must cover any potential damages or incidents related to your booth, products, and activities during the event.

Additional Requirements:

- **Certificate of Insurance** must name the following as additional insured parties:
 - **City of Bremerton** (345 6th Street, Suite 600, Bremerton, WA 98337)
 - **Bremerton Rotary** (PO Box 2432, Bremerton, WA 98337)
- Proof of insurance must be emailed to **info@sunnyjackevents.com** no later than **August 15, 2025**.

If you do not have insurance, you may be required to purchase event insurance through a designated provider.

Important Notes:

- **Booth Size:** Ensure your booth and all equipment fit within your designated space. No oversizing.
- **Fire Marshal Rules:** Be sure to comply with all safety and fire regulations.
- **Vendor Check-in:** Be sure to check in at the designated times for smooth load-in and booth placement.

Vendor Compliance & Consequences:

We are committed to ensuring a smooth and safe event for all participants. Vendors who fail to comply with the event rules and guidelines will receive **one verbal warning**. Continued non-compliance may result in **removal from the event**, and **no refunds** will be issued. Please ensure you follow all rules and regulations to avoid any disruption to your participation.