



**Please read this pamphlet. It contains information important to you as a valued Participant.
PLEASE READ AND RETAIN FOR REFERENCE CACF PARTICIPANT INFORMATION BOOKLET**

Time and Place

- **August 18, 2012**
- **Saturday: 11:00 PM TO 7:00 PM.**
- **Location of the Festival: Garfield Community Center / 2323 East Cherry Street / Seattle, WA**

Purpose of the Festival

To provide a market place for crafts, artists, food concessionaires, commercial participants and fund raising for non profit groups while providing public exposure and access to the many products, merchandise and services provided by you, "The Participant". Proceeds from the participant's application are allocated by the Festival Organizers to support the festival and the community it serves. The festival also receives support from our sponsors who assist with underwriting the cost of the festival therefore lowering your application fee.

Discrimination Clause

The Festival Organizers reserve the right to prohibit any product from being marketed at this event. Failure to comply with any of the rules and regulations set forth by this festival could result in your application being revoked, removal from the festival grounds and not application refund. This is an absolute, no exceptions

Participant Conduct and Responsibility

Festival Participants shall conduct themselves in a personable and business like manner to customers and other participants. No loud music or hawking that could annoy other participants will be allowed. Participants are responsible for their own taxes and license liabilities. Washington State Sales Tax must be collected where applicable. All participants must submit their business license number on their participant application. Participants are responsible for keeping their space clean. Please deposit all litter in the garbage cans provided throughout the festival. Do not leave large stacks of flattened cardboard boxes about the festival grounds.

Should any participant at any time occupy the premises in a manner contrary to these rules and regulations or in any manner which is hazardous or offensive to the public or other participants, that participant, upon request of the Festival Organizers, shall immediately cease such offending conduct. Failure to comply shall be just cause for the Festival Organizers to revoke that participant's application, which will result in that participant's removal from the festival grounds. Upon revocation, that participant shall promptly vacate the premises. Upon failure to vacate, the Festival Organizers are authorized to remove all property of said participant from the premises at the participant's expense. Festival Organizers are relieved and discharged of any and all loss occasioned by such removal. The Festival Organizers shall not be responsible for storage or safekeeping of the removed participant's property.

Security

The Festival Organizers will provide evening and night security to *reduce* vandalism. Participants are solely responsible for securing their own property during the days of the festival. Festival Organizers are relieved and discharged of any and all loss resulting from vandalism or theft.

Prohibited and Restricted Items

No hazardous equipment or substances is allowed for sale or public use, e.g. firearms, gasoline, open flame, alcoholic beverages or materials deemed unfit for sale by law or the Festival Organizers.

Set Up and Breakdown Times

Initial set-up by participants may begin on the date prior to festival's start date. The Festival Organizers will determine the time of this setup. Booth Spaces are numbered and are in ten-foot wide increments. Morning set-up must be completed by at least 30 minutes before the opening of the festival grounds. Participant vehicles will not be permitted on the festival grounds without authorization from the Festival Organizers.

Participant's booth breakdown on the evening of, will take place after festival hours. No unauthorized vehicles are allowed on the festival grounds. If early breakdown is necessary, participant materials must be hand carried to their vehicles located off the festival grounds. During set-up and breakdown, vehicles must be parked so as to let other vehicles pass. If a medical emergency should occur during this time, all vehicles must be removed as quickly and orderly as possible therefore; vehicles must not be left unattended.

Refund Policy

There will be **no** refunds of application fees if applicant fails to participate in festival or if there is inclement weather during the festival. An applicant must apply by letter for a refund. This letter must be postmarked 30 days prior to the festival starting date. A \$20.00 application fee will be charged against any refund request.



Participant Space Assignment

For your information we have prepared this explanation of our space assignment policies and procedures. We try very hard to be fair to everyone. The following steps are applied, in order, to each application.

1. We assign participants who have requested multiple spaces.
2. We assign participants who have requested specific space location.
3. We assign participants who are late applicants.

We attempt to separate similar products; therefore it is important to specify the main product you intend to sell on your application.

Steps 1 through 3 are implemented in the order received (email or postmark date).

We begin assigning participant space 10 days before the event – these details will be sent via email. Participant applications with postmarks after the due date are treated as late applications. We do not accept hand carried applications to beat the deadline, as this would not be fair to those who email or mailed on time. If you desire adjoining space with another participant, send both applications in the same envelope. We will make every attempt to comply with requests whenever possible, but to be accommodating is not always possible. Your participant space assignment will be emailed to you approximately seven days before the event. If you do not provide us with your email address you will then receive your participant space assignment on the date of your arrival to the event.

Participant Space Definition and Restrictions

Participants that are erecting their own canopy must do so in a manner that would prevent harm or injury to other participant or festival attendees. Such participants will be reasonable for all liability associated with their canopy. Additional tables, backdrops, etc. must be provided by the participant and must be erected or constructed with concerns for the safety of the public and other participants booths. Without the cooperation of these participants this event would not be possible.

- **Information/Service Participants**

Each participant will be provided with a CACF 10' x5' indoor space that will include one table and two chairs.

- **Merchandise Participants**

Each participant will be provided with a CACF 10' x5' indoor space that will include one table and two chairs.

- **Merchandise Participants with Canopy**

Each participant will be supplied with an outdoor 10'x10' space ONLY. Participants will be responsible for supplying their own canopy, tables, chairs and products.