

Olympia Harbor Days Arts & Crafts Fair
PO Box 2351
Olympia, WA 98501
(360) 556-0498 or (800) 788-TUGS
e-mail: harbordays@comcast.net
website: harbordays.com

This letter explains your booth assignment for the 2010 Olympia Harbor Days Arts & Crafts Fair. We welcome you and look forward to your participation. Please keep this page, as it contains all the information you will need for the show!

WELCOME 2010 VENDORS - GENERAL INFORMATION

Festival Hours:

PERCIVAL LANDING - HARBOR DAYS

Friday - September 3, 5:00pm - 8:00pm

Saturday - September 4, 10:00am - 7:00pm

Sunday - September 5, 10:00am - 6:00pm

SPACE ASSIGNMENTS: All spaces are 10' x 10'.

Note your location on the enclosed map. Each location is marked for your convenience.

CANCELLATION POLICY: No refunds after August 1st. Please contact us if you need to cancel.

NO ONE WILL BE ALLOWED TO SET UP AT SHOW WITHOUT FULL ADVANCE PAYMENT

LOAD IN/LOAD OUT:

• We are in a new (temporary) location this year. Everyone - except the booths numbered 104 and above - will be able to drive to their spot and unload directly into the booth space. 104 and above can come very close, but their booths are on the wooden pier where cars and trucks are not allowed.

BOOTH SETUP: You are allowed to set up your booth beginning Friday, September 3 at 6:00am.

Booths must be set up and ready for festival no later than 4:30pm on Friday, September 3.

PLEASE NOTE: NO BOOTHS WILL BE ALLOWED TO SET UP ON

SATURDAY, SEPTEMBER 4. YOU MUST BE SET UP BY 4:30PM ON FRIDAY EVENING!

BOOTH CONSTRUCTION: Each vendor is responsible for providing his/her own booth. The booth must be freestanding. **DO NOT ATTACH NAILS OR SCREWS TO THE BOARDWALK AT PERCIVAL LANDING. PLEASE DO NOT AFFIX ANYTHING TO THE BOARDWALK.** It is advised that you bring sandbags or other weights for your booth legs. It can be windy.

FESTIVAL HOURS: The hours of operation are: 5:00 pm to 8:00 pm on Friday, 10:00 am to 7:00 pm on Saturday, and 10:00 am to 7:00 pm on Sunday. It is expected that vendors remain set up and open for business until closing time on Sunday. If you break down earlier than closing on Sunday evening, you will not be asked to return. If you wish to remain open later than 6:00 pm, please feel free.

SECURITY: The Olympia Police Department and their Police Explorers will provide support and services as needed. Our bicycle police patrol will be present throughout the Labor Day weekend. Use caution when securing your booth at night. Harbor Days is not liable for theft or vandalism. We strongly encourage all vendors to carry insurance for liability and theft.

CASH AND COIN: Vendors are responsible for their change. There are few banks open on Saturday in Olympia, so it would be a good idea not to depend on local banks or businesses for any change. Bring a sufficient amount for the entire weekend. We anticipate over 50,000 attendees.

PARKING: There are a number of city-maintained lots around the downtown area. One is at the corner of Columbia and 4th Avenue, and another is at Washington and State Street. 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. **CAUTION:** Do not park in yellow zones, and allow 20' from the corner when parking your vehicle. Please be responsible about where you park.

You can go to Parking Services, (located at 117 Legion Way, SW Olympia, 98501) and pay \$10 for an all-day pass for Friday, or you can find a silver-domed 9 hour meter and pay \$3 for the entire day.

GOOD NEWS: The Port of Olympia has given us 2 undeveloped lots to use as Vendor Parking. These lots are located at the "T" of D Avenue and Marine Drive. The lots are next to, and across from Swantown Boatworks. We will have the vendor parking areas marked. It will be a distance from the show, but it will be free and designated for you. There is a parking permit attached to this e-mail for you. You may print 2 per booth. Please write your name and booth # on your permit - we will have someone checking them.

DIRECTIONS: Take exit 105 from I-5. Follow signs to 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 A Avenues.

On behalf of the South Sound Maritime Heritage Association,
we want to thank you for supporting our 37th event year.

OUR RENEWED MISSION FOR 2010:
NO STRESS!

Let's work together to resolve any challenges and have a peaceful, positive festival

TO FIND YOUR BOOTH ASSIGNMENT NUMBER ONLINE, GO TO:

<http://harbordays.com>.

All information can be found online

From the home page

click "Vendor Applications & Info" to find:

Booth Listings

Setup Instructions (this document)

and Map of Event Site