

Olympia Harbor Days Arts & Crafts Fair  
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This letter explains your booth assignment for the 2011 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 2011 VENDORS - GENERAL INFORMATION**

**Festival Hours:**

**PERCIVAL LANDING - HARBOR DAYS**

**Friday - September 2, 5:00pm - 8:00pm**

**Saturday - September 3, 10:00am - 7:00pm**

**Sunday - September 4, 10:00am - 6:00pm**

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

Note your location on the map. There is a general map:

<http://harbordays.com/Downloads/pdfs/Percival%20Map2.pdf>

and there are detail maps of the 3 areas (A, B & C) On this page:

<http://harbordays.com/Arts%20and%20Crafts%20page.htm>

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 fabulous location this year, with the completion of the Percival Landing project! Everyone - except the booths numbered 1 through 23, and 104 and above - will be able to drive to their spot and unload directly into the booth space. 1 through 23, and 104 and above can come very close, but their booths are on the wooden pier where cars and trucks are not allowed. **Pull up, unload, and move your vehicle.**

**BOOTH SETUP:** You are allowed to set up your booth beginning Friday, September 2 at 6:00am.

Booths must be set up and ready for festival no later than 4:30pm on Friday, September 2.

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

**SATURDAY, SEPTEMBER 3. 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 6:00 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 morning 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. The main lot is located next to the Farmers Market, which used to be their vendor lot. The other lot is next to Swantown Boatworks. We will have the vendor parking areas marked with signs. 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.

**YOU WILL BE TOWED IF YOU PARK IN UNAUTHORIZED AREAS! NO HARBOR DAYS SIGN MEANS DO NOT PARK THERE! NO ONE WILL FIND YOU AND TELL YOU TO MOVE! JUST PARK IN A LEGAL OR AUTHORIZED SPOT!!!**

**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 Olympia Avenues.

On behalf of the South Sound Maritime Heritage Association,  
we want to thank you for supporting our 38th event year.  
**OUR RENEWED MISSION FOR 2011:  
NO STRESS!**

Let's work together to resolve any challenges and have a peaceful, positive festival  
**USE THE NEXT PAGE FOR YOUR NOTES..**

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