



1055 South Grady Way Renton, WA 98057
425-430-6528 Fax: 425-430-6603
www.rentonriverdays.org

Dear “Information Only” Community Booth Applicant,

March 1, 2019

We hope that you can join us for the 34th Annual Renton River Days Festival. Preparations have already begun! Again this year, Community Booths are available for one day, Friday, July 26, or the entire weekend, July 26-28. Please indicate on your application the date(s) your organization wishes to participate.

In order to have a Community Booth, your organization must provide a not-for-profit service to the community and your booth must provide a free activity for families. The free family activity can be anything from coloring to playing a game. We have included suggested free activities below.

You are responsible for the set-up and removal of your booth including canopy, tables, chairs, equipment and supplies. Canopies are to be secured with weights, not stakes, in the ground. You may distribute information and free giveaways from your booth space. You may not stroll festival grounds to distribute information or handouts. **Commercial sales, fundraising, raffles, or donations are not permitted to booths who apply and pay for an Information Only Booth.**

Due to the expected volume of booths setting up for the festival weekend, we have designated the afternoon of Thursday, July 25, 2019, for load-in and set-up in addition to the morning of Friday, July 26, 2019. We will only have a few hand-carts available for use and strongly recommend that exhibitors come as self-contained as possible.

Whether your organization participates on Friday only or the entire weekend, booths are expected to be set up by 10:30 a.m. on Friday, July 26, 2019. You are expected to be open for the full extent of the Event Hours in Liberty Park (Art Market Vendors, Nibble of Renton food booths, Stage Entertainment, Community Booths, and the majority of KidZone activities share the same event hours).

Liberty Park Event Hours and Community Booth Hours are as follows:

<i>Friday, July 26</i>	<i>11:00 a.m. – 8:00 p.m.</i>
<i>Saturday, July 27</i>	<i>11:00 a.m. – 8:00 p.m.</i>
<i>Sunday, July 28</i>	<i>11:00 a.m. – 6:00 p.m.</i>

Community Booth space is limited so please complete the enclosed application and return it as soon as possible or no later than June 7, 2019. You will be mailed a Load/Unload permit in July, which will allow you access to a permit area to load and unload only. You will then be required to move your vehicle off-site. Renton River Days is not able to provide parking for Community Booth participants.

As you prepare to mail your application, please consider the following items to include with your application:

- Application (make yourself a copy and mail original); application deadline is June 7, 2019
- Check or PayPal payment payable to Renton River Days (For PayPal: Send fees to rrdproducts1@gmail.com)
- \$1,000,000 Certificate of Insurance (see enclosed document for further information)
- Copies of any literature you plan to hand out

If you need any additional information, please contact Carmen Unti at 425.430.6692 or cunti@rentonwa.gov.

Sincerely,

Sonja Mejlaender
Festival Coordinator

Carmen Unti
Festival Assistant



FOR OFFICE USE ONLY	
Date Rcvd: _____	Rcvd Memo Sent: _____
Payment Received \$ _____	Check# _____
Insurance _____	

2019 COMMUNITY BOOTH APPLICATION – INFORMATION ONLY BOOTH

PLEASE INDICATE THE DATE(S) of YOUR ORGANIZATION'S PARTICIPATION

- Friday, July 26, 2019 ONLY** **Friday – Sunday, July 26-28, 2019**

Application deadline: June 7, 2019

Name of organization or group _____

Contact person _____

Street Address _____

City _____ State _____ Zip Code _____

If applicable, please indicate the local contact person and address for Load/Unload permit and mailing.

Local contact person _____

Local mailing address _____

City _____ State _____ Zip Code _____

Contact phone numbers: Day _____ Evening _____

Contact email address: _____

Charitable Organization Registration Number: _____

Copy of IRS Letter of Determination included: _____

Please indicate area of space requested for your booth set-up and the days of participation:

<u>FRIDAY ONLY – INFO ONLY</u>	
<input type="checkbox"/>	10' x 10' (\$75)
<input type="checkbox"/>	10' x 20' (\$150)
<input type="checkbox"/>	Electrical Power (\$25)

<u>FRI, SAT, SUN – INFO ONLY</u>	
<input type="checkbox"/>	10' x 10' (\$150)
<input type="checkbox"/>	10' x 20' (\$300)
<input type="checkbox"/>	Electrical Power (\$50)

Each booth is required to provide a free activity for children or families. Describe your proposed activity. Please note: No food or drink (including bottled water) may be distributed due to No Compete Clauses with Nibble of Renton food vendors. However, you may have free giveaways for visitors to your booth.

Renton River Days provides ground space only. Exhibitors must provide their own canopy, tables, chairs, etc. All canopies must be properly secured with weights; stakes in the ground are not permitted. *Booth locations will be available the afternoon of Thursday, July 25, 2019.*

A \$1,000,000.00 certificate of insurance naming the City of Renton and Renton River Days as Additional Insured is required for participation in the festival. Community Booth participants and guests will not be covered under City of Renton or Renton River Days insurance. Renton River Days insurance does not cover supplies, equipment or materials related to the activities or services of the exhibitor. Please share the enclosed information with your insurance provider to obtain the appropriate certificate of insurance. *Exhibitors may be a "rider" on the Renton River Days insurance policy for a \$125.00 fee. Enclose check with application.*

Exhibitors may hand out free giveaways only from their booth to festival attendees. If you plan to hand out literature, please enclose samples or describe content.

I understand that my organization will be distributing informational materials only, and that commercial sales, soliciting, or fundraising is not permitted within INFORMATION ONLY booth spaces or on festival grounds. Additionally, amplified sound (i.e. microphones and speakers) is not permitted in booth space. Failure to comply may result in immediate expulsion without any refund.

Exhibitors agree to allow Renton River Days and/or the City of Renton to photograph or record exhibitors' activities and permits use of such photographs or recordings for promotional and fundraising purposes.

All media access and relations will be coordinated through Renton River Days prior to and during the Renton River Days Festival.

Per operating guidelines, to ensure that the intent of the festival is met, Renton River Days reserves the right to approve or deny participation for any reason. All decisions of the Renton River Days Board of Directors are final.

Please read the following and sign.

The applicant agrees and covenants to hold and save the City of Renton and the Renton River Days their elected and/or appointed officials, officers, agents, representatives, employees, and volunteers harmless and to promptly indemnify the same from and against any and all claims, actions, damages, liability of every type and nature, including all reasonable costs, legal expenses, and attorneys' fees incurred by reason of any activity arising under or in connection with participation in Renton River Days, including loss of life, personal injury and/or property damage arising from or out of any occurrence, omission or activity relating to such participation.

In the event the City and/or Renton River Days shall, without fault on its/their part, be made a party to any litigation commenced by or against the applicant, then the applicant shall proceed and hold the City and/or Renton River Days and its/their elected and/or appointed officials, officers, agents, representatives, employees, and volunteers harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the City in connection with such litigation. Further, the applicant agrees to pay all costs, expenses, provisions and agreements hereunder.

Signature Title Phone

Print Name

This form must be signed or your application will not be considered by the Renton River Days Community Booth Committee.

Mail application and check* to:

Renton River Days
1055 South Grady Way
Renton, WA 98057

*Make checks payable to Renton River Days
or send fees via PayPal to rrdproducts1@gmail.com

or **Email PDF of 2 page application to:**

cunti@rentonwa.gov

or **Fax copy of 2 page application to:**

425.430.6603

PLEASE KEEP A COPY OF APPLICATION FOR YOUR RECORDS



Insurance Requirements for the Renton River Days Festival

Please provide this document to your Insurance Agent

The Renton River Days festival and City of Renton require:

- The applicant shall obtain and maintain Commercial General Liability Insurance, with minimum limits of \$1,000,000 per occurrence, during the active dates of the festival, including all set-up and teardown.
- The applicant shall provide Renton River Days and the City of Renton with a current certificate of liability insurance, naming both entities as an Additional Insured and **with the additional insured status being shown on the certificate.**
- The cancellation clause on the insurance certificate shall state that, "Should any of the above described policies be canceled before the expiration date, the issuing company will mail within a minimum of 20 days written notice to the certificate holders (Renton River Days and the City of Renton)." **OR** "The applicant agrees to provide Renton River Days and the City of Renton with written notice of any applicable policy cancellation, within two business days of their receipt of such notice."
- Put descriptive text of the project in the "Description of Operations" box to include the dates of your entity's participation.
- The certificate holder must read:
Renton River Days
City of Renton
Attn: Sonja Mejlaender
1055 South Grady Way
Renton, WA 98057

**CERTIFICATES OF INSURANCE MAY BE FAXED TO 425.430.6603
OR MAILED TO:**

**RENTON RIVER DAYS
1055 SOUTH GRADY WAY
RENTON, WA 98057**



ABOUT OUR FESTIVAL

Originating in 1986, Renton River Days unites residents, businesses, organizations, and Puget Sound region tourists together to enjoy a wonderful variety of events and special features for youths, families, and senior citizens. Annual favorites include arts and crafts, visual and performing arts, recreation, food, exhibitions, children's activities, and stage entertainment. With nearly 35 events and special programs over several days and at various locations within Renton, the main festival is held the fourth weekend of July. Estimated attendance has risen to 40,000 for the multi-day celebration of Renton and its residents, history and culture.

MISSION STATEMENT

Renton River Days is a family-oriented community festival comprised of events and activities which celebrates the beauty, hospitality, friendliness, quality of life, and diversity of Renton and the greater Renton community. Renton River Days is a 501.c.4 nonprofit organization.

OPERATING GUIDELINES

Renton River Days activities should foster a sense of pride in Renton residents, create opportunities for local government and businesses to increase awareness of the services available in Renton, and allow the Renton community and its friends and neighbors to enjoy the festival in pleasant surroundings.

Events should showcase Renton's public and private amenities, social, business or cultural opportunities, and rich historical heritage.

To reflect this purpose and to further these goals, the following guidelines have been developed:

- Events should appeal to all segments of the community (i.e., age groups, cultural and diverse backgrounds, geographic locations). For this purpose, those persons residing in the greater Renton area and identifying with the City of Renton are considered to be members of the community and should be encouraged to participate to the greatest extent possible.
- Whenever feasible, funds raised by the events should support local charitable and educational organizations, or offset Renton River Days expenses. Events, displays, or activities should not be sponsored that will solely support the commercial interest of one business or one group of businesses. This does not relate to commercial profits earned by a participant in an event when that participant is providing a service of value to the festival or the events (*i.e., food vendors, musicians, artists*).
- Events should be organized and conducted in a manner that will project Renton's positive image to the Puget Sound community. When possible, public facilities, city parks and the Cedar River should be featured to enhance Renton as an attractive, dynamic, family-friendly and people-oriented community.
- Events should be safe, financially self-supporting, and appeal to a broad range of participants.
- Program continuity is desired. Special events for a single year are not encouraged.
- When possible, partner with like-minded organizations and other annual local events. This will (1) allow for the most efficient use of available resources; (2) increase the festival's identity and marketability and (3) avoid confusion regarding local activities and event sponsorship.
- To ensure that the intent of the festival is met, Renton River Days reserves the right to approve or deny participation for any reason. All decisions of the Renton River Days Board of Directors are final.

IDEAS FOR FREE FAMILY ACTIVITIES



By providing a free activity for kids and families, you will not only enhance the community spirit and involvement of the Renton River Days festival, but attract more visitors to your booth! There's no easier way to get adults to your booth than by getting the attention of the kids with them! Consider how you can customize the ideas below to fit your business, organization, or cause.

- **Bean Bag/Football/etc. Toss** – Use plywood to cut out holes large enough for the bean bag to easily fit through.
- **Coloring Pages** – Provide crayons and coloring pages. Could be a contest or just for fun.
- **Putt Putt Golf** – Set up a course (can be rented or purchased) and encourage visitors to make a hole in one!
- **Sand/Water Table** – Gather a variety of beach toys and buckets for kids to splash around.
- **“Fishing” for a Prize** – Set up a wall partition. Kids throw their pole over the wall and hope to catch “the big one!”
- **Spin a Prize Wheel** – Make or purchase a wheel with different sections. Where you land determines your prize.
- **“Plinko” Board** – Make or purchase a board ... then use your Price is Right skills to land in the best prize spot.
- **Relay Races/Obstacle Course** – race around cones, through tunnels, etc. Keep track of times and have a Wall of Fame.
- **Puzzles** – Have a variety of hands-on or paper puzzles for visitors to complete.
- **Bubbles** – Purchase or make bubble solution. Have a variety of bubble wands for visitors to use.
- **Play Dough/Clay** – set up a table and purchase or make play dough. Provide a variety of “tools” for visitors to create works of art.
- **Photos** – Use a digital camera and printer to provide visitors a photo to commemorate their visit to Renton River Days. You can even include your logo, website, etc. on the photo.
- **Craft:**
 - Visor
 - Picture Frame
 - Kites
 - Buttons
 - Necklaces
 - Origami

WEBSITES FOR MORE IDEAS:

- www.crayola.com
- www.creativekidsathome.com
- www.theideabox.com
- www.freekidscrafts.com
- www.pbs.org/parents/crafts-for-kids/