



Federal Way's Festival Days 2007

PO Box 4274, Federal Way, WA 98063-4274
www.festivaldays.org

August 24, 25 & 26, 2007

ENTERTAINMENT/DEMONSTRATION APPLICATION

PLEASE PRINT CLEARLY

Business/Organization Name: _____

Contact: _____

Phone: _____

Address: _____

Email: _____

State UBI #: _____

REQUIRED BY STATE LAW IF SELLING ON SITE

Description of Performance: _____

Performance Date(s): _____ **Time(s):** _____ **Length:** _____

Set-up Time Required: _____ **Take-down Time Required:** _____

Number of Participants: _____ **Minimum Space Required:** _____

Enclosed with this Application:

- Audio Tape/Disc Video Tape/Disc Press Packet Other

Information for Sound Technician: (Check items you'll be providing prior to set-up)

- Copies of Tapes (cued up & ready to play -- listed in the order played)
 A detailed Play List for preview (songs, breaks, cues, etc.)
 Map of Stage Setup & list of Equipment you require (microphones, chairs, tables, etc.)

Performance Fee: \$ _____ Payment is by invoice only -- please use our form which will be included with your confirmation packet. *The invoice must be received by our Treasurer prior to the Festival to assure payment on site.*

Mutual Indemnity Agreement:

The applicant and its respective agents, employees, volunteers and representatives agrees to hold the Federal Way Community Council, the City of Federal Way and the Festival Days Committee and their respective elected officials, officers, employees, contractors, agents, volunteers, sponsors and contributors harmless from any and all claims, demands, losses, actions and liabilities (including all costs and attorney fees) to or by any and all persons or entities arising from any acts, errors or omissions by the applicant or organizer in performing Festival Days events or activities, or by the applicant's performance of its contract.

The applicant has been provided with, has read and understands the Entertainment Rules and Regulations.

I have read the Mutual Indemnity Agreement and the Rules and Regulations and agree to abide by them.

Signature: _____ **Date:** _____

Signing this application form infers that the person signing has the authority and responsibility to commit the organization. This is only an application and does not imply acceptance by the Festival Days Committee. Applicant should retain the Rules and Regulations for future reference.

FESTIVAL USE ONLY

RCVD: _____ ELEC: _____ CHK# _____ PMT: _____ CHK# _____ INS: _____ APP: _____ SPC# _____



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FESTIVAL INFORMATION

WHO: Federal Way's Festival Days, PO Box 4274, Federal Way, WA 98063. Tel: (253) 237-0386 (0-FUN).

WHAT: Federal Way's Festival Days is an annual community festival held on the fourth weekend of August. The Festival is produced by the Festival Committee of the Federal Way Community Council in cooperation with the City of Federal Way, local businesses and service groups and many volunteers.

WHERE: The Festival is primarily located on the grounds of the Commons at Federal Way (formerly the Sea-Tac Mall) which is located at the juncture of Pacific Hwy S and S 320th Street. These are the primary arterials through the City and provide optimum exposure to ensure maximum participation and attendance by the population of Federal Way and surrounding communities.

WHEN: Official Festival hours are: (Rides, activities and some entertainment may continue later.)

- Friday, August 24, 2007 – 3:00 PM to 8:00 PM
- Saturday, August 25, 2007 – 10:00 AM to 8:00 PM
- Sunday, August 26, 2007 – 10:00 AM to 6:00 PM

How: Obtain the correct **application form** at www.festivaldays.org or by calling (253) 237-0386:

- **ARTISAN:** Only items which have been hand-crafted by the applicant may be sold or displayed.
- **FOOD:** Only authorized food booths may sell or give away food and beverages.
- **BOOTHS:** Encompasses all other booths, including commercial, nonprofit and informational.
- **PARADE:** For entries in our Saturday morning parade, August 25th.
- **RIDES & PAID ACTIVITIES:** For operators of rides and activities which are not free to the public.
- **ENTERTAINMENT:** For entertainers and demonstrations on our stages.
- **VOLUNTEER:** We love our volunteers!

ENTERTAINMENT RULES AND REGULATIONS

CONFIRMATION: A confirmation packet will be mailed by July 15th which will include your stage location, performance time, parking instructions and other information.

CHECK-IN: One member must check in at least one hour prior to your scheduled performance to allow time to review your information and requirements with the sound technician and the master of ceremonies. Please include a written introduction for the emcee. Special equipment requirements should be noted on your application.

PARADE: The Festival Parade on Saturday morning will cause additional street closures which may impede access to the stages. If this impacts your scheduled performance you will be contacted and given specific instructions.

PARKING: A special parking area will be reserved for entertainers. To avoid problems for acts after yours, please do not park in this area any longer than necessary after you have completed your performance.

PROMOTION: Each group is allowed one 20" X 30" sign to display during your performance. Handouts are allowed to be distributed during your performance. We will also provide a table for the sale of your tapes and CD's during your performance, but manning, change and receipts are the responsibility of the performing group. You are also responsible for sales taxes and to provide the Festival with your state UBI number if you intend to sell such items.

CHANGING TENTS: These will be set up adjacent to the stage. Please leave them clean for the next group. The Festival assumes no liability for items left in the changing tent during or after your performance.

VENUE: Festival Days is "family friendly". The use of obscene or objectionable lyrics or body language will not be tolerated and will cause the performing group to be removed.