



Vendor Handbook

One Ocean Week Seattle HarborFest 2025

Thank you for your interest in participating in the inaugural One Ocean Week Seattle HarborFest: Marketplace & Festival, October 24-25, 2025. This packet contains important information for all vendors and then has vendor specific sections. **When you confirm your participation** in One Ocean Week HarborFest with [this form](#), **you are agreeing to follow the regulations** laid out in this packet. Please contact us with any questions at bjorn@maritimeblue.org.

Important Dates

- September 10 - Registration begins
- September 26 - Priority deadline
- October 10 - All registration payments and insurance documents due

Please note your spot is confirmed once we've:

- ☒ Received your application
- ☒ Reviewed and accepted your application
- ☒ Received your payment (confirmation email will be sent)

Checklist for Accepted Vendors:

- **Prepare the following to submit by October 10.**
 - Copy of Certificate of Insurance (see section 3.1)
 - Obtain Additional Insured Endorsements according to section 3.1
 - Applicable health permits (see section 2.1 - Health Permits)

Section 1: Basic Rules and Festival Information

1.1 - Hours & Access

- One Ocean Week Seattle HarborFest will be from 2:00 - 6:00pm on Friday, October 24 and from 10:00am - 3:00pm on Saturday, October 25.

- Pricing is the same for 1 or 2 days
- The festival is expected to have thousands of attendees during the festival hours; **vendors are expected to remain open until closing on each day.**
 - Vendors will receive 3 hours to set up beginning at 11:00am Friday, October 24.
- If you must close before 6 p.m. on Friday or 3 p.m. on Saturday, *you must wait* until the event ends to begin taking down your booth.
 - No vehicles and trailers will be allowed in the vendor area after 1:30 p.m. on Friday and will only be allowed back in after 6:10 p.m.
 - No vehicles and trailers will be allowed in the vendor area after 9:30 a.m. on Saturday and will only be allowed back in after 3:10 p.m.
- **Everything must be removed from the Festival grounds by 5:00pm** on Saturday, October 25. This includes all booths, vehicles, and vendor debris. **If the booth area is left unclean or if you leave anything behind we will charge a \$100 Booth Clean-Up Fee.**
- Load-in and parking specifics will be emailed in the **Details Packet** once your application is accepted.
- There will be an opportunity for vendors to leave booth contents overnight from Friday to Saturday in Elliott Hall. The building will be locked outside of festival hours and we will take utmost care to protect belongings, but ultimately, **your belongings are your sole responsibility.** One Ocean Week Seattle, Washington Maritime Blue, Bell harbor Conference Center, City of Seattle, Port of Seattle and King county assume no responsibility for injury to persons, or loss or damage to any property of the Vendor, including theft, accident, or acts of God.

1.2 - Restrictions

- Vendors may not:
 - Rove to sell food or merchandise.
 - Offer menu items or merchandise in glass containers
 - Advertise outside your booth space, including use flyers or additional sandwich boards (note: a sandwich board to display menu items to the line are acceptable).
 - Have alcoholic beverages, loud music, televisions (except where educational content is being shown), or hawking allowed within or in the vicinity of your booth.
 - One Ocean Week Seattle HarborFest organizers reserve the right to restrict any activities that interfere with public access and/or event programming.
 - One Ocean Week Seattle HarborFest organizers reserve the right to withdraw acceptance if a vendor is out of compliance, in which case the vendor booth fees will be returned in full.

- If you have water as a part of your display, dispose of it in public sewer drains only. *Absolutely no dumping into the Bay!*
- For nonprofit/educational vendors: No items are allowed for sale from the Education Booths. If you want to sell merchandise, please register as a commercial or artist vendor, depending on what you are selling. You may not accept monetary donations onsite. However, you may gather contact information or distribute "response forms/envelopes" to encourage donations (online or mailed-in).

1.3 - Fees & Payment

- **The final day to pay regular booth fees is 10/10/25.**
- Payment instructions will be sent in the **Details Packet** once your submission is accepted.
- Booth fees are non-refundable (except in the circumstances expressly mentioned in this document).
- Power is **NOT** included with your booth fee. Basic power needs will be an additional \$50 fee with payment due to Bell Harbor Conference Center. Payment instructions will be sent in the **Details Packet** once your submission is accepted.
- Once payment is received your spot will be confirmed.
 - If payment is not received by 10/10/25, we will assume you no longer wish to participate in the One Ocean Week Seattle HarborFest and your booth space will be given to someone else.

Fee schedule

Booth Pricing			
	Regular Pricing		
	9/10/25 - 10/10/25		
Vendor type	10×10ft	10×20ft	10×30ft
Nonprofit	\$70	\$130	\$180
For profit	\$100	\$200	\$300

1.4 - Signage

Handwritten signs are not allowed. Please have any use of the One Ocean Week Seattle logo and branding pre-approved by emailing bjorn@maritimeblue.org.

1.5 - Equipment, Amenities, and Space

Vendors must provide:

- A **tent** (for vendors outdoors)
 - We require Pop-up style or similar in good condition for all vendors, except those indoors. Absolutely no tarps or makeshift tents are acceptable.
 - No staking allowed in the cement parking lot. We require 20lbs of weight per tent leg for a 10×10 tent. Tethering to weights is essential for managing winds that can be common in the harbor.
 - **Vendors will know their indoor/outdoor placement by the second week of October** and can plan accordingly. However, One Ocean Week Seattle HarborFest organizers reserve the right to make changes to booth placement in exigent circumstances. Should your booth placement change you will be notified as soon as possible.
 - While we will do our best to accommodate everyone's preferences of indoor vs outdoor, we reserve the right to assign vendors a location based on a variety of factors.
 - For food vendors: a tent or truck/trailer for your food prep/serving
- Any necessary **tables, chairs**, dollies, etc. to set up, tear down, and display goods. We may not have any extra tables or chairs, so please plan accordingly and bring your own, or arrange to borrow someone's.
- One Ocean Week Seattle HarborFest and Bell Harbor Conference Center provides compost, trash & recycling receptacles. Vendors must sort their own waste, it is not up to One Ocean Week Seattle HarborFest volunteers or venue staff to sort waste for you.
- Maintain a clean booth area, free of debris, throughout the event.

1.5.1 - One Ocean Week Seattle HarborFest provides the following:

- Space options from 10×10' up to 10×30' (includes trailer tongue, etc.).
- Compost, trash, & recycling receptacles
- Power (details below)
- Eating/sitting area for attendees
- Water fill-up stations for attendees

1.6 - Electricity & WiFi

- While we try to make it available, we cannot guarantee WiFi access and recommend having self-sufficient credit card capabilities and to make preparations for cash purchases.
- Electric power hookups are very limited, we must know your exact power needs on

your application.

- Please be as specific as possible, we need this required information to accommodate your booth's needs. If you have questions, email bjorn@maritimeblue.org.
- Access to power is provided starting at \$50 with payment due to Bell Harbor Conference Center. Payment instructions will be sent in the **Details Packet** once your submission is accepted.
- **Vendors are responsible for bringing their own properly rated, undamaged extension cords for plug-in to the power strips provided.**
- We strongly discourage the use of personal generators, but understand that it may be necessary. Please keep in touch with us about your power needs.

1.7 Health & Safety

- Because of the changing health landscape of COVID-19, One Ocean Week Seattle HarborFest reserves the right to modify health requirements as necessary to comply with State and Local Guidance to ensure the safety of all. We will be sure to notify you of any potential changes.
- If you are distributing samples or food of any kind but are not a food vendor, you still need a permit from the King County Health Department. The type of food determines the type of permit. Visit the KCHD website for details.

1.8 - Food Vendor Specific Guidelines

- Menu:
 - We know not *everyone* loves seafood, so your dishes do not have to exclusively be seafood, but seafood is what draws many attendees, so keep that in mind. We encourage healthy, family-friendly, festival fare featuring local products when possible.
 - Please highlight the seafood or local provider in your signage or menu when possible.
 - We encourage vendors to have a finger food menu item that is easy to share and makes it easy for attendees to try new things.
 - More detail later but **no individual disposable condiment packets!**
- All food vendor booths will be located in Elliott Hall or on the adjacent pier apron. Details about your booth placement will be sent by email in October.
- **Menu Sign:** It is recommended that vendors write or print their menu in large lettering on sandwich boards (or something similar) to keep lines moving and at a minimum.
- **Water:** Bell Harbor Conference Center has limited water-filling areas available. Each food booth must be self-contained and have a handwashing station (stocked

with soap, hot water, paper towels) and a sanitizer bucket with towels to wipe off surfaces, as required by the King County Health Department. Waste water must be discarded in a public sewer.

- You must bring a working **Class K Fire Extinguisher** with a minimum capacity of 5 pounds. Halon or water types are unacceptable.
- All food vendors need trash, compost, and recycle containers for your internal disposables, at least one each inside your truck/booth (see section 2.2.2 for more details). One Ocean Week Seattle HarborFest will not provide these and is not responsible for the waste that a vendor generates.

Section 2: Permits, Waste, Fire Safety, and Business Requirements

2.1 - Washington State Business Requirements

- Each food vendor is responsible for collecting, reporting, and paying state sales tax to the State of Washington under Sales Tax Code #1714.
- Washington requires a UBI (Uniform Business Identifier).
- Each business must have a business license from the State of Washington and be up to date with all [food truck Labor & Industries inspections](#), as applicable to your business.

2.2 - Food Vendor Specific Regulations

2.2.1 - Health Permits & Regulations

- Vendors must have appropriate King County Department of Public Health permits. All food vendors must obtain a temporary food service permit. The type of food you prepare determines the type of permit you need. See kingcounty.gov/foodpermit
- Also, applicants must have a Food Handler's Permit and each booth must have one person in the booth with a permit at all times.
- Your booth is not allowed to operate without complying with all health regulations requirements and holding the proper permits, per local and state ordinances and regulations.

2.2.2 - "Toward Zero Waste"

The goal at a Toward Zero Waste (TZW) event is to plan ahead to minimize waste headed to the landfill. A key component is to distribute only food service materials that are **compostable**. Because One Ocean Week Seattle HarborFest takes place in a working harbor within the marine waters of Elliott Bay, we want to uphold the local laws that work to preserve and enhance our marine water quality. You will help us keep our

marine waters pollution free!

The bottom line is that **you should have no plastics given to customers.**

- **No disposable condiment packets**, this includes packets for items like butter, ketchup and even recyclable plastic condiment cups. You need to **serve condiments in bulk** style and the takeaways need to be compostable. You'll save money by offering condiments in bulk.
- **Any vendor that shows up with plastic to-go ware will not be allowed to hand out that product** - that's how serious we are about being a zero waste event.
- What do we mean by compostable items? Products must be BPI-certified compostable. Look for the BPI symbol. Check out Sustainable Connections' Product Purchasing Guide: [Product Purchasing Guide | Sustainable Connections](#) for help in finding compostable products.
- **Don't be fooled:** Not all things labeled "green," "biodegradable" or "sustainable" are compostable! Not even everything labeled "compostable" is able to be processed in our local composting facilities. Look for the BPI-certified compostable symbol.
- Your Prep Items:
 - If you can't eliminate non-recyclable prep items (dirty foil, plastic wrap, etc.) you must sort this waste before disposing of it. **Entire bins of Food+ can be rejected if they are contaminated**, costing One Ocean Week Seattle HarborFest time and money. You must be responsible for correctly sorting your trash.

2.2.3 - Fire Safety

Each food vendor is responsible for complying with State and local fire codes regarding mobile food preparation vehicles and temporary food booths. Some helpful links are below but this is by no means an exhaustive list:

- Click here for [pertinent state requirements](#)
- [Regional Fire Marshals Food Truck Inspection checklist](#)

Section 3: Insurance, Liabilities, and Waivers

3.1 - Insurance

Vendors must **obtain their own Certificate of Insurance from their Insurance Provider.**

You will be required to submit the following to One Ocean Week Seattle HarborFest by Monday, October 20 with your other documentation (as outlined in the checklist on page 1):

- Your Certificate of Insurance
- Additional Insured Endorsement, evidencing Commercial General Liability insurance written on an ISO occurrence basis form CG 00 01
 - Must include a Waiver of Subrogation and Primary Non-Contributory clause
 - Must contain additional clauses listed below

3.1.1 - Information about Certificate of Insurance and Additional Insured Endorsement

- Vendors must procure and maintain for the duration of One Ocean Week Seattle HarborFest (including setup and breakdown) insurance against claims for injuries to persons or damage to property that arise from or in connection with the performance of the work hereunder by the vendor, their agents, representatives, employees, or subcontractors. Vendor's maintenance of insurance as required by the agreement will not limit the liability of the vendor to the coverage provided by such insurance, or otherwise limit the One Ocean Week Seattle HarborFest, Washington Maritime Blue, Bell Harbor Conference Center, King County, City of Seattle, and the Port of Seattle recourse to any remedy available at law or in equity.
- Insurance must be placed with insurers that have a current A.M. Best rating of not less than A:VII. Any payment of a deductible or self-insured retention is the sole responsibility of the vendor. One Ocean Week Seattle HarborFest reserves the right to request certified copies of any required insurance policies.
- Vendors must cover liability arising from premises, operations, property damage, independent contractors, and personal injury and advertising injury, with limits no less than \$1 million combined single limit per occurrence and \$2 million aggregate.
- The Certificate of Additional Insured must name ALL four of the following entities:
 1. ONE OCEAN WEEK SEATTLE, 1900 W Nickerson St, Ste 301, Seattle, WA, 98119
 2. WASHINGTON MARITIME BLUE, 1900 W Nickerson St, Ste 301, Seattle, WA, 98119
 3. BELL HARBOR CONFERENCE CENTER, 2211 Alaskan Wy, Seattle, WA 98121
 4. KING COUNTY, 401 5th Ave # 800, Seattle, WA 98104
 5. PORT OF SEATTLE, 17801 International Blvd, Seattle, WA 98158
 6. CITY OF SEATTLE, 600 Fourth Ave. Seattle, WA 98104

And their officers, volunteers and agents must be named as an additional insured on the insurance policy, as respects actions performed by or on behalf of the VENDOR.
- The vendor's insurance must contain a clause stating that coverage must apply separately to each insured against whom a claim is made or suit is brought, within

the limits of the insurer's liability. The vendor's insurance must be primary insurance with respect to the One Ocean Week Seattle, Washington Maritime Blue, Bell Harbor Conference Center, King County, City of Seattle, and the Port of Seattle; all must receive thirty (30) days prior written notice of any cancellation, suspension, or material change in coverage.

- **If you don't know what these documents are, your insurance agent can answer your questions,** they'll be familiar with these documents and terms.

3.2 - Indemnity and Waiver

The following is the waiver that vendors agree to when they apply using the [Monday.com](https://www.monday.com) submission form. "Applicant" refers to the potential vendor.

3.2.1 - Waiver Details

The APPLICANT must indemnify and hold ONE OCEAN WEEK SEATTLE, MARITIME BLUE, BELL HARBOR CONFERENCE CENTER, KING COUNTY, CITY OF SEATTLE, PORT OF SEATTLE and their agents, employees, and/or officers, harmless from, and must defend at its own expense all claims, lawsuits, or other loss or damages brought against the ONE OCEAN WEEK SEATTLE, WASHINGTON MARITIME BLUE, BELL HARBOR CONFERENCE CENTER, KING COUNTY, CITY OF SEATTLE, PORT OF SEATTLE arising out of or related to actions or activities, including failure to act, related to this Agreement.

If such claims are caused by or result from, the concurrent negligence of the ONE OCEAN WEEK SEATTLE, WASHINGTON MARITIME BLUE, BELL HARBOR CONFERENCE CENTER, KING COUNTY, CITY OF SEATTLE, PORT OF SEATTLE, their agents, employees, and/or officers, these indemnity provisions are only valid to the extent of the negligence of the APPLICANT.

This indemnity and hold harmless provision does not require the APPLICANT to hold harmless or defend the ONE OCEAN WEEK SEATTLE, WASHINGTON MARITIME BLUE, BELL HARBOR CONFERENCE CENTER, KING COUNTY, CITY OF SEATTLE, PORT OF SEATTLE, their agents, employees, and/or officers for damages or loss caused by the ONE OCEAN WEEK SEATTLE, WASHINGTON MARITIME BLUE, BELL HARBOR CONFERENCE CENTER, KING COUNTY, CITY OF SEATTLE, PORT OF SEATTLE sole negligence.

The APPLICANT expressly agrees that the indemnification provided herein constitutes the contractor's waiver of immunity under Title 51 R.C.W., for the purposes of this Agreement. The parties have mutually negotiated this waiver. This section's provisions

must survive the Agreement's expiration or termination.

3.3 - Cancellation or *Force majeure* Clause

The Parties (vendors and One Ocean Week Seattle) acknowledge that while current events related to the COVID-19 pandemic are known, future impacts of the outbreak are unforeseeable and shall be considered a Force Majeure Event to the extent that they prevent the performance of a Party's obligations under this Agreement.

If you have any outstanding questions, please contact our team at bjorn@maritimeblue.org. We will do our best to respond in a timely manner. Thank you for being a vendor at the inaugural One Ocean Week Seattle HarborFest! "Sea" you in October!