

**KITSAP WEDDING EXPO FEBRUARY 3, 2024**  
**KITSAP COUNTY FAIRGROUNDS KITSAP SUN PAVILION**  
**VENDOR RULES AND GUIDELINES– KEEP FOR YOUR RECORDS**

**Show Date and Time**

- February 3, 2024
- 10AM to 4PM

**Location**

- Kitsap County Fairgrounds – Kitsap Sun Pavilion
- 1200 NW Fairgrounds Rd Bremerton, WA

**Move-In Hours**

- February 2, 2024, 12PM to 6PM
- February 3, 2024, 7:30 AM to 9 AM
- ALL booths must be set up by 9:00 AM on day of show for the fire inspection.

**Move-Out**

- 4:00 PM to 7:00 PM

**Tickets:**

- \$10 per person
- \$8 Military and seniors 60+ (presale not available)
- VIP \$15 per person, includes swag bag.
- \$8 Military active, dependents and retired (with ID)
- Youth 12 and under- free

**Show Produced / Managed:**

- Sunny Jack Events
- PO Box 2352 Silverdale, WA 98383
- Email: [sunny@sunnyjackevents.com](mailto:sunny@sunnyjackevents.com)
- 360-710-0387

**Cancellations and Cleaning Fee:**

- 50% can be refunded if cancelled by December 31, 2023. All cancellations after that date will not be refunded.
- A cleaning fee of \$150 will be charged to any booth that leaves their space with excessive garbage or any damage.
- Damages include the use of unapproved tape on the floor. The ONLY approved floor tape is painter or gaff tape.

**Booth Categories and Placement:**

- Sunny Jack Events reserves the right to assign booths in space available at any time for any reason.
- No specific booth location is guaranteed.
- Sunny Jack Events will make every attempt to not place vendors next to a competing product.
- We try to limit each business category for our vendors, but we reserve the right to book vendor space as we see fit. No exclusivity per category is guaranteed.

**Fire Code & Health Inspection:**

- All vendors are responsible for following all Kitsap County Fire Marshall and Health codes.
- Heat source
  - All vendors serving food must follow Kitsap County Health Inspector rules and regulations.
  - All booths with any heat source (cooking) must have a Type ABC fire extinguisher in their booth.
  - No grease laden vapor cooking is allowed.



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- Heating may be done by sterno or electric, propane is not allowed.
- Tent canopies are NOT allowed.
- All tablecloths must be either fire retardant or taped under the table. Approved table skirts are allowed.
- All hanging curtains must be fire resistant or retardant.
- Lit candles are not allowed.
- Linens are NOT provided.



**Food Vendors / Samples:**

- All vendors serving food must follow Kitsap County Health Inspector rules and regulations.
- An ABC fire extinguisher must be in your booth if you are using any type of heating or cooking appliance.
- Heating may be done by sterno or electric – propane is not allowed.
- Be prepared for a health inspection.

**Food:**

- Sunny Jack Events will provide a continental breakfast at no charge to vendors only.

**Booth Items:**

- Pipe and drape colors are burgundy. The side walls are 3' and back walls are 10'.
- Tables, chairs and linens must be supplied by the exhibitor, unless selected in the application.
- Each booth is supplied is (1) 110-V outlets.
- Wireless internet is supplied at no cost.
- Bring your own carts!
- For extra electricity please email us.

**Parking and Unloading:**

- All parking for vendors and the public is free of charge.
- Please call for limousines to load-in.

**Sublet and Combined Exhibits:**

- Exhibitors are not allowed to sublet or combine any portion of their exhibit space without written approval from show management.

**Dispensing of Adverting Materials:**

- No exhibitor will be allowed to distribute literature or merchandise outside their exhibit area. Exhibitors may only display signs and dispense literature and advertising materials pertaining to their contracted business and service.
- Show Management will remove signs, literature, and business cards of businesses or people not contracted with the show and may eliminate the offending exhibitor from future shows.
- Prize/ raffle boxes not directly affiliated with an exhibitor are not allowed.

**Occupancy of Booth Space:**

- Your exhibit space must be staffed during advertised show times. Only the exhibitor's goods and services contracted with the show can be exhibited in the booth space. No non-contracted service or business can be represented in your booth space.

**Early Dismantle of Exhibit:**

- Exhibitors who begin to tear down before 4:00 pm Saturday may be eliminated from future shows.