



# WashJam 2016

## August 25 – 28, 2016 – Fort Lewis, WA Activity Provider/Vendor Guidelines

Revised 6/3/16

Greetings WashJam Staff Volunteers,  
Thank you for volunteering to be a part of the WashJam 2016 Staff. The following information will help you prepare for your role in WashJam, and ensure you are in the right place at the right time.

### Activity Providers/Vendors/Event Staff

**Non-Registered Event Staff** includes commercial vendors, and activity providers from organizations who do not wish to participate in the \$30 Staff Meal & T-Shirt plan.

**Registered event staff** are defined as those who have [registered online](#) and paid the **optional \$30.00 staff fee by midnight, August 1st**. Those who pay the \$30 fee will be provided with meals in the staff dining tent, a WashJam staff T-shirt and a staff patch. **You must have paid the staff registration fee, and registered online at [WashJam.org](http://WashJam.org) by Midnight, August 1st to get these items.**

Registered Staff members who pay their fees prior to August 1st will also receive a **25% discount** off the regular prices of WashJam branded gear. Staff members may purchase and receive the branded gear in June - July, 2016, so they may proudly display them during the summer to help promote WashJam.

Staff who register and pay after the August 1st deadline may be provided with meals and patches as long as supplies last, **but no T-shirts**.

**If you have not paid your fees yet, [please pay online](#)**, mail your payment to the address below, or call in your credit card information and T-shirt size to 253-682-2217.

### Directions:

The WashJam site is located at the intersection of the Dupont Steilacoom Rd and East Drive, near Tillicum.

1. Take Exit 119 from Southbound I-5 and turn right at the end of the ramp.
2. Turn right on Dupont Steilacoom road, and go 3.6 miles to the traffic light and turn right.
3. Turn left on the gravel road approximately 1 block from the traffic light.
4. Follow the gravel road to the event headquarters.

**\*Pacific Harbors Council Event Refund Policy:** To continue providing quality Scouting programs at affordable pricing, we have instituted the following refund policy for programs offered by the Pacific Harbors Council. 1. All cancellations and/or refund requests must be submitted in writing. 2. Refunds are based on the date the written request is received at the Council Office. 3. Requests received two weeks or more prior to an event will receive a full refund. 4. Requests received from 5 to 13 days before the event will receive a 50% refund. 5. No refunds are available 4 or fewer days prior to an event.

### Event Program/Vendor Setup Times:

Vendors and activity staff volunteers are expected to be on site by Thursday, August 25th, to set up your program areas. If you have minimal setup requirements, you may arrive between 6:00 AM and 7:00 AM on Friday, August 26th to set up your activity or vendor space.

All vehicles must be removed from the program area and all setup activity must be complete no later than **8:00 AM on Friday, August 26th, NO EXCEPTIONS**, unless your vehicle is an integral part of your activity.

- Program dates & times are from 9:00 AM to 5:00 PM on Friday, August 26th and Saturday, August 27th.
- The grounds will be open to set up any time after 10:00 AM on Thursday, August 25th, however setup must be completed by 8:00 AM Friday, August 26th.
- Setup/Teardown will not be allowed between 8:00 AM and 5:30 PM on Friday or Saturday.
- Teardown of the program areas takes place after 5:30 PM on Saturday, August 27th, NO SOONER.

Details about WashJam may be found on the event website: <http://www.WashJam.org>

This map shows the layout of the program area, where you will be located.

<http://www.washjam.org/Documents/WashJamBoyScoutProgramArea.jpg>

If you have any questions about program related issues, please contact:

**John Ohlson**

**WashJam 2016 Chairman**

253-380-4100

[eventchair@washjam.org](mailto:eventchair@washjam.org)

**Pacific Harbors Council, BSA**

**4802 S. 19th St, Tacoma, WA 98405**

**253-682-2217**

[www.WashJam.org](http://www.WashJam.org)

[Google Maps directions to WashJam](#)