



# Marketplace Booth Guidelines & Registration September 22 & 23, 2018

Online Registration available at [valleyfest.org](http://valleyfest.org)

Office: (509) 922-3299 | [info@valleyfest.org](mailto:info@valleyfest.org)

## Marketplace Booth Guidelines

1. All sale items are commercially produced.
2. Marketplace Booths are only for businesses with **NO** storefront.
3. Registration is \$105.00 per 10 ft. x 10 ft. booth space. All material needs to stay in booth space provided. Distributing material outside of booth space will not be allowed.
4. Compliance with county and/or state ordinance, taxes, and laws is the responsibility of participant.
5. Provide your own table, awning and chairs. **NO ELECTRICAL OUTLETS ARE AVAILABLE.**
6. Booth Hours are 10:00AM-6:00PM September 22 and 11:00AM-4:00PM September 23, 2018.  
**All Marketplace Booths are required to stay both days.**
7. Set up is Friday, September 21, 12:00-5:00PM, Saturday, September 22 7:00-9:00AM and Sunday, September 23 8:00-10:00AM.
8. Security will be provided September 21 and 22 and Valleyfest will take reasonable precautions to protect displays.  
**The festival will assume no responsibility for any loss due to fire, weather, theft, or other damage, which might occur.**
9. No guns, knives (including toy), generators, amplification or trailers allowed on site.
10. Confirmation with more information will be sent out upon receipt of registration.

**Entry Deadline:** Registrations are due July 16, 2018. You will be listed in the Valleyfest publication. Registrations after July 16, 2018 are accepted as space allows and will not be listed in the Valleyfest publication.

All entries must fill out the general information below. Please type or print clearly.

Company Name: \_\_\_\_\_ Contact name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone (s): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Number of booths requested? \_\_\_\_\_ Website: \_\_\_\_\_  
 Description of Company/product: \_\_\_\_\_

Are you a Responsible Dog Ownership Booth:  Yes  No

### **Booth Category:**

Dentist  Chiropractor  Hospital/Clinic  Bath and Body  Financial  Home Improvement  Education  Packaged Food   
 Utilities  Faith Based  Community  Clothing/Accessories  Homemade (not jewelry)  Baby  Political  Dog  Jewelry   
 Artist Corner  Other \_\_\_\_\_

### **Other Opportunities:**

- 2018 Valleyfest Publication ads available.
- Parade entries require parade form.
- Valleyfest Sponsorship available.

### **Payment and Billing:**

Enclosed is a check payable to Valleyfest  
 Bill my Credit Card:  Visa  MasterCard  
 Cardholder Name: \_\_\_\_\_  
 CC Number: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ Special Security Code: \_\_\_\_\_

I will be staying overnight at:  Hotel/motel  Campground

**Hold Harmless:** Consideration of safety, control and order, require that the City of Spokane Valley Parks and Recreation and Valleyfest authorize and regulate activities of vendors during, and/or in conjunction with the event. The vendor hereby agrees to:

Abide by and conform to all rules and regulations adopted by the sponsors and promoter of the 2018 Valleyfest. Comply with all laws, ordinances or regulations imposed by the City of Spokane Valley, the State of Washington, applicable to the activities they intend to perform. To defend, indemnify and hold harmless the City of Spokane Valley, Valleyfest, and any related or affiliated associations or subsidiaries, and their officers, directors, trustees, employees, representatives and agents, and each of them from any and all loss, cost or expense, including attorneys' fees, incurred or arising out of acts or omissions of the vendor or any or its employees, representatives or agents in connection with such vendor activity. You understand and will follow all the Marketplace Booth Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to: Valleyfest, P.O. Box 368, Spokane Valley, WA 99037.** Enclose your payment made payable to Valleyfest for any applicable fees. The Valleyfest committee reserves the right to refuse participation to anyone because of non-compliance with the guidelines. This will result in forfeiture of all fees paid. Returned checks and cancellations are charged a 30% processing fee. Payment is due prior to the event. There will be no refunds after August 31, 2018.

For office use only: Fees paid: yes / no Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check #CC: \_\_\_\_\_