



## Commercial Booth Guidelines & Registration September 23 & 24, 2023

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

1. Commercial booth is for a business with a public storefront. Commercial booth businesses may promote themselves through demonstrations and distribution of marketing materials. Items may be sold with prior written approval from Valleyfest. A free children's activity is to be provided.
2. Registration is \$450.00 per 10 ft. x 10 ft. booth space. All materials and booth staff need to stay in booth space.
3. Booth Hours are 10:30AM-6:00PM September 23 and 11:00AM-4:00PM on September 24, 2023.
4. Commercial booths asked to stay both days, if not possible please notify Valleyfest at time of registration.
5. One (1) eight-foot table will be provided, please bring your own awning and chairs. **Limited Electrical outlets are available, call to inquire.**
6. Set up is Friday, September 22, 12:00-5:00PM, Saturday, September 23, 7:00-9:30AM and Sunday, September 24, 8:00-10:00AM.
7. Security will be provided September 22 and 23 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.
8. Guns, knives (including toy), generators, amplification or trailers are not allowed on site.
9. Compliance with county and/or state ordinance, taxes, and laws is the responsibility of participant.
10. Confirmation with more information will be sent out upon receipt of registration.

Entry Deadline: Registrations after September 4, 2023 are accepted as space allows.

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

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

Company Name: \_\_\_\_\_ Event Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Event Contact Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

What free activity for children will your company provide? \_\_\_\_\_

Number of booths requested? \_\_\_\_\_ Booth choices: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Website: \_\_\_\_\_

Social Media sites: \_\_\_\_\_

Description of Company and Product: \_\_\_\_\_

### Booth Category:

Baby/Children \_\_\_\_\_ Bath and Body \_\_\_\_\_ Clothing/Accessories \_\_\_\_\_ Community \_\_\_\_\_ Dog/Pet \_\_\_\_\_ Education \_\_\_\_\_ Faith Based \_\_\_\_\_ Financial \_\_\_\_\_  
Government/Military \_\_\_\_\_ Home Improvement/Home Decor \_\_\_\_\_ Jewelry \_\_\_\_\_ Medical (clinics, dentists, chiropractors, etc.) \_\_\_\_\_ Packaged Food \_\_\_\_\_

### Other Opportunities:

- Parade entries require registration, available on website.
- Valleyfest Sponsorship available.
- Volunteering

\_\_\_\_\_ Enclosed is a check payable to Valleyfest

Bill my Credit Card: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

CC Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Special Security Code: \_\_\_\_\_

\*\*\*A processing fee will be applied to credit card purchases.

### Payment and Billing:

I will be staying overnight at: Home \_\_\_\_\_ Hotel/motel \_\_\_\_\_ Campground \_\_\_\_\_

### Hold Harmless:

The vendor hereby agrees to abide by and conform to all rules and regulations adopted by the sponsors and promoter of the 2023 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 of its employees, representatives or agents in connection with such vendor activity. You understand and will follow all the Commercial 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 will be charged a 30% processing fee. **Payment is due prior to the event.** There will be no refunds after August 31, 2023.

Visit [www.valleyfest.org](http://www.valleyfest.org) for more information



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