



# Marketplace, Arts, & Crafts Booth Guidelines & Registration

## September 23 & 24, 2023

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

### Marketplace Booth Guidelines

1. Marketplace booths are for businesses with no storefront and include arts & crafts products.
2. Registration is \$125 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. Marketplace/Arts & Crafts booths are required to stay both days.
5. Tables, awning and chairs are vendor's responsibility.
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: \_\_\_\_\_

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

Website: \_\_\_\_\_ Social Media Sites: \_\_\_\_\_

Description of Company & Product: \_\_\_\_\_

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 parade form.
- 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: \_\_\_\_\_ Hotel/motel \_\_\_\_\_ Campground \_\_\_\_\_ Home

### 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 Marketplace/Art & Crafts 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 a processing fee added to credit card purchases. There will be no refunds after Aug. 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: \_\_\_\_\_