



# Food Vendors

## Guidelines & Registration

### September 23 and 24, 2023

#### Food Vendor Guidelines

1. Registration is \$400 per vendor space. Vendor must pass all fire inspection and other legal requirements of operation. Three weeks prior to event vendor must contact the SRHD food program at (509) 324-1560 ext. 2. Vendors who fail to do so may incur a penalty fee.
2. Due to limited space; space is given to returning food vendors first.
3. Booth Hours are 10:30AM-6:00PM September 23 and 11:00AM-4:00PM on September 24, 2023.
4. Food Vendors are required to stay both days.
5. Set up is Friday, September 22, 12:00-5:00PM, Saturday, September 23, 7:00-9:00AM and Sunday, September 24, 8:00-10:00AM. Other set-up times need to be arranged with Val Workman.
6. 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.
7. Compliance with county and/or state ordinance, taxes, and laws is the responsibility of participant. (Check list below)
8. 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)

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

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

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Social Media site: \_\_\_\_\_  
Menu items you will be serving: \_\_\_\_\_

Size of booth requested: Width \_\_\_\_\_ Depth \_\_\_\_\_  
Do you require electricity? \_\_\_\_\_  
Voltage \_\_\_\_\_ Amps \_\_\_\_\_  
Electrical Equipment: \_\_\_\_\_  
Power/lights: \_\_\_\_\_ Cash Register: \_\_\_\_\_  
Other: \_\_\_\_\_

Checklist; you must show proof of:  
☐ Health permits  
☐ Insurance (Listing Valleyfest as additional insured)  
☐ Fire Extinguisher

#### Other Opportunities:

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

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

#### 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 Food Vendor 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.** No refunds after August 31, 2023.

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