



# Social Service Booth Guidelines & Registration September 21 & 22, 2024

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

## Social Service Booth Guidelines

1. Social Service booths are only for non-profit, social service, 501 (c) (3) organizations and may promote themselves through demonstrations and distribution of written materials. This is a non-sales, non-fundraising booth. A free children's activity is to be provided.
2. Registration is \$60 per 10 ft. x 10 ft. booth space. All materials and booth staff need to stay in booth space. New participants need to provide a mission statement.
3. Booth Hours are 10:30AM-6:00PM September 21 and 11:00AM-4:00PM on September 22, 2024.
4. One (1) eight-foot table will be provided, please bring your own awning and chairs.
5. Set up is Friday, September 20, 12:00-5:00PM, Saturday, September 21, 7:00-9:30AM and Sunday, September 22 8:00-10:00AM.
6. Security will be provided September 20 and 21 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. Guns, knives (including toy), generators, amplification or trailers are not allowed on site.
8. Compliance with county and/or state ordinance, taxes, and laws is the responsibility of participant.
9. Confirmation with more information will be sent out upon receipt of registration.

Entry Deadline: Registrations after September 8, 2024 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 (s): \_\_\_\_\_ 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 Organization: \_\_\_\_\_ Saturday only \_\_\_\_\_ Sunday only \_\_\_\_\_ Both days

### Booth Category:

Baby/Children \_\_\_ Community \_\_\_ Dog/Pet \_\_\_ Education \_\_\_ Faith Based \_\_\_ Government/Military \_\_\_ Other \_\_\_\_\_

### Other Opportunities:

- Parade entries require parade form.
- 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.

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 2024 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 Social Service 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 Aug. 31, 2024.

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



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