

Totfest

Guidelines & Registration

September 22, 2024; 1:00-5:00PM
CenterPlace Regional Event Center



Online Registration available at valleyfest.org

Participation: \$35 for one of the following:

- Table(s):** Includes provided table space in the great room at CenterPlace Regional Event Center.
- Activity Space:** Includes additional activity floor space near table or booth space for demonstrations, activities, crafts, etc.
- Outdoor Space:** Includes outdoor activity space near table or booth space for demonstrations, activities, crafts, etc.

Totfest Showcase Exhibitor Table Guidelines

1. All materials need to stay in the space provided. Distributing material outside of the activity space will not be allowed.
2. Additional tables and materials are the participants' responsibility.
3. One (1) six-foot table will be provided per registered space.
4. Booth Hours are 1:00-5:00PM, September 22, 2024. **Booths must be manned the entirety of the Totfest.**
5. Must request outlet access a week before event day if needed.
6. Set up is Sunday September 22, 2024, 12:00 PM - 12:45 PM
7. The festival will assume no responsibility for any loss due to fire, weather, theft, or other damage which might occur.
8. **NO** guns, knives (including toys), or generators allowed on site.
9. Please contact Allie at events@valleyfest.org if you want to bring trailers
10. Compliance with county and/or state ordinance, taxes, and laws is the responsibility of the participant.
11. Confirmation with more information will be sent out upon receipt of registration.

Please print and fill out this form and mail it with a check to Valleyfest at P.O. Box 368
Spokane Valley, WA 99037. IF YOU MAIL A CHECK PLEASE EMAIL events@valleyfest.org!

Entry Deadline: To be a participant at the Totfest your registration is due September 6, 2024. Entries after September 6, 2024, are accepted as space allows.

Office: (509) 922-3299 | events@valleyfest.org | valleyfest.org

All entries must fill out the general information below if not signing up online. Please type or print clearly.

Company/Organization Name: _____	Contact name: _____
Address: _____	City/State/Zip: _____
Phone (s): _____	E-mail: _____
Number of tables requested? _____	Website: _____
Amount of activity space requested? _____	Do you need access to an electrical outlet? _____
Any other requests or notes? _____	
Description of Company: _____	
Description of Showcase activities: _____	
I will be staying overnight at: my home _____ hotel/motel _____ family/friend _____ 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 attorney's 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 Totfest Booth Guidelines.

Signature: _____ Date: _____

Return this form to: Valleyfest, P.O. Box 368, Spokane Valley, WA 99037 or email events@valleyfest.org. The Valleyfest committee reserves the right to refuse participation to anyone because of non-compliance with the guidelines. If you need to cancel, please contact info@valleyfest.org or (509) 922-3299 at least **48 hours** before the event.