

**STEAM Showcase**  
**Guidelines & Registration**  
**September 20, 2025; 12:00-5:00PM**  
**CenterPlace Regional Event Center**  
**Online Registration available at [valleyfest.org](http://valleyfest.org)**



**Participation**

- ☐ **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.

NOTE: There are no participation fees for the STEAM Showcase

**STEAM 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 12:00 PM-5:00 PM, September 20, 2025. Booths must be manned the entirety of the STEAM Showcase.
5. Must request outlet access a week before event day if needed.
6. Set up is Saturday September 20, 2025, 10:00 AM - 11:45 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 the STEAM Committee Chair if you would like 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.

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**Entry Deadline:** To be a participant at the STEAM Showcase your registration is due September 8, 2025. Entries after September 8, 2025, are accepted as space allows.

**Office: (509) 922-3299 | [events@valleyfest.org](mailto:events@valleyfest.org) | [valleyfest.org](http://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 2025 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 or its employees, representatives or agents in connection with such vendor activity. You understand and will follow all the STEAM Showcase Booth Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to: Valleyfest, P.O. Box 368, Spokane Valley, WA 99037 or email [events@valleyfest.org](mailto: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](mailto:info@valleyfest.org) or (509) 922-3299 at least **48 hours** before the event.