



**Policies for 2021 Colville Home and Garden Show  
Spokane Community College/Colville  
985 South Elm Street**

**(Friday, April 16, 2021 from 10 a.m. to 5 p.m. and Saturday, April 17 from 9 a.m. to 4 p.m.)**

**Information, Policies and Procedures:**

Space will be available to rent in the building, the front parking lot and the front courtyard. The space for the Show will be rented on a first come, first served basis with preference to show related businesses as long as space is available. **Items may NOT be taped or attached in any way to the wall except with the hook rail provided. Banners may be hung from ceiling, although it is very high. This is the policy for the Community College.**

Set up will be Thursday, April 15 from 9 a.m. to 5 p.m. Tear down will be immediately following the Show at 4 p.m. on Saturday and **you may not tear down before Saturday at 4 p.m.** You will be expected to be out of the building and off the grounds by 6 p.m. on Saturday or special arrangements can be made with the college ahead of time. Vendors will be on the honor system as no passes will be issued. **After unloading, all vendors will park in the parking lot.**

**Vendors will be required to be registered as a business (or non-profit) with applicable licenses.**

There is electricity at locations throughout the building along the walls and in the center of the floor, but Vendors will need to bring their own extension cords and surge protectors/extra sockets. Vendors will stay inside marked booth space and aisles must be kept clear for 36" wheelchair width per the fire marshal. No exceptions. **All vendors using bark or a water feature must place a tarp underneath the exhibit.** Furthermore, those with the water feature must ensure that the water does not pool on the floor or damage the walls. Initial\_\_\_\_\_

Some vendors may be required to provide certificates of insurance listing the Colville Chamber of Commerce as additional insured with limits of liability at one million dollars for bodily injury and property damage. Food booths will need applicable health permits. If you have a Contractor license please provide it: \_\_\_\_\_.

Visitors to the Show will be charged \$2.00 for adults over 17 and no charge for children. Visitors will receive a ticket for the Grand prize drawings; they do not need to be present to win. Each vendor has the option to have a door prize drawing at their booth each day. We would appreciate one or more small give-a-ways from each participating booth.

The Rendezvous Theater which seats about 150 will be used for all presentations. Everyone is encouraged to do a presentation to encourage more attendance at the show and also to your vendors to participate. We will also accept presentations for those who do not want to do a booth.

Advertisements will be placed in media for the event. If you are a participant, your business name will be listed in the ads, in the event program and on the radio. A listing of the presentations and demonstrations will also be listed. The Statesman-Examiner is putting together the event program and will contact you independently to see if you want to advertise or have an article in their program. If you have not registered by the advertising deadline, you will not be listed.

Please return the booth/presentation request with check, contract and copies of insurance, if needed, and paperwork to Karen Learn or Catrina Morrison at the Colville Chamber of Commerce, **986 S. Main Street Suite B, Colville, WA 99114** by **March 19, 2021** to be included in the listings in the event program.

I have read this side and understand the policies and procedures.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date \_\_\_\_\_  
Name of Business and Address:  
\_\_\_\_\_  
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