



Merchants Tent Rules & Regulations 2017

1. The tent is available for booth setup at 10:00 am, Friday, June 2nd. All material must remain up until 5:00 pm, Saturday, June 4th. **Tear Down must be completed by 10:00 pm, Saturday, June 3rd.** The Washington Chamber of Commerce will not be responsible for any merchandise or equipment left on display. There will be a **\$250.00 fee** to move any equipment left after 10:00 pm, Saturday, June 3rd.
2. **Tables and other equipment are to be provided by the merchant.**
3. If an owner has more than one business represented, they must pay at least the minimum space required for **each** business represented in the Merchants Tent.
4. Merchants will be permitted to sell merchandise, but representatives must remain within the confines of their booth. **No soliciting in aisle ways or outside the Merchants Tent is permitted.**
5. If a merchant is planning to have a raffle, they must obtain a permit in advance through City Hall. There is no cost for a permit. Permits must be approved by the City Council. The council meets on the 1st and 3rd Monday of each month. The permit is good for 120 days. The organization must be in operation for at least 8 years in order to apply for a permit. A copy of the permit must be provided to the Chamber before April 30, 2017.
6. No food or beverage may be prepared for sale. Any food or drink items to be given away must be **pre-approved by the chairperson.**
7. Demonstrations that make noise or have recorded announcements, or persons talking or demonstrating in the exhibit should keep their neighbors in mind. If you are asked to reduce the sound level by the chairperson or an authorized representative of the Chamber, you must comply or you may be asked to leave.
8. Booths may or may not be staffed at the discretion of the merchant. The Washington Chamber of Commerce will not be responsible for any loss or damage to any materials left in the booth.
9. The Washington Chamber of Commerce is not responsible for electrical problems caused by deficiencies in vendor's equipment or electrical cords. The Chamber is not responsible for damage to electrical equipment due to electrical hookup errors beyond the festival's hookup point.
10. No signs may be attached to tent support poles or ropes inside or outside the tent. **No signage on outside of tent.** Booth construction cannot rely on tent poles for any kind of support or suspension. **The total height of display cannot be more than 8 feet and the depth can not be more than 8 feet.**
11. Any obscene merchandise (profanity, lewd gestures, nudity, partial nudity, etc.) being shown or sold is not permitted. Violation of this rule will result in immediate eviction from festival and loss of future participation with no refunds.
12. **No animals** may be kept inside the Merchants Tent, unless used as service animals.
13. **No smoking** is allowed in the tent or on the grounds.
14. Booth locations will be finalized the week prior to the festival. A map will be forwarded to you at that time.

(Details subject to change)

- **Registration Deadline is Friday, April 28, 2017.**
- **No refunds after May 12, 2017. No refunds due to inclement weather.**