

57th Annual Home & Garden Show GUIDELINES

Blue Pavilion, Southwest Washington Fairgrounds • 1909 S Gold St. • Centralia, WA

PLEASE REVIEW & KEEP COPY FOR YOUR RECORDS

Show Hours: The show will be open to the public:

Friday, April 14, 2023 from Noon to 7:30pm

Saturday, April 15, 2023 from 10am to 5:30pm

BOOTHS MUST BE STAFFED DURING ALL EXHIBIT HOURS!

KEY Dates & Deadlines:

March 14, 2023 - Full payment & Insurance Certificate due.

March 14, 2023 - \$25 per booth late fee added to the cost of booth reservation.

March 14, 2023 - Cancellations result in forfeiture of fees.

April 14, 2023 at 11am- BOOTH SETUP MUST BE COMPLETE.

**DISMANTLING OF THE BOOTH WILL NOT BE PERMITTED PRIOR TO 5:30 PM ON SATURDAY, APRIL 15.
ALL PAYMENTS ARE TO BE MADE TO: The Centralia-Chehalis Chamber of Commerce.**

Contract For Space Rental: To reserve your vendor booth space you need to submit this form to the Chamber office with a \$50 (non-refundable) space reservation deposit on or before **March 14, 2023 at 5pm**. The remaining balance is due no later than **March 14, 2023 at 5pm**. EXHIBITORS WHO HAVE NOT PAID SPACE FEES IN FULL BY **March 14, 2023** WILL NOT HAVE SPACE RESERVATIONS HONORED. Space cancellations after **March 14, 2023**, will forfeit the total space fee. We understand that this reservation request becomes a contract when signed by the vendor and accepted by the Centralia-Chehalis Chamber of Commerce. Any space reservation request that the Chamber chooses not to accept will be returned by mail along with the deposit funds.

Vendor Booth Fees: Booth Fees include advertising for the event, and 10 vendor passes for event admission.

Insurance Certificates: Our insurance policy requires every exhibitor to provide insurance certificates naming the “**Centralia-Chehalis Chamber of Commerce**” and “**Southwest Washington Fairgrounds**” as Additional Insured.

Limitation Of Liability: The Southwest Washington Fairgrounds, its management, and the Centralia-Chehalis Chamber of Commerce shall not be responsible for any loss, breakage or damage that may occur to the vendor’s property, from any cause whatsoever, during or subsequent to the period covered by this contract. Likewise, the Southwest Washington Fairgrounds, its management and the Centralia-Chehalis Chamber of Commerce shall not be responsible for any injury that may occur to the vendor or the vendor’s employees, from any cause whatsoever, during or subsequent to the period covered by this contract.

Vendor Booth Specifications: All booths must be arranged to not obstruct the general view or hide the booths of others. They must all be within their booth dimensions which will be marked. You are encouraged to have attendees sign up for door prizes at your booth so that you can retain the names for your business! You can use your coupon as the form for your drawing. There will be drawings held during the show.

Advertising: Included with your booth fee is advertising for the event with roadside signage, radio and print media.

Vendor Booth Set-up: Exhibit area will be available for move-in and set-up on Wednesday, April 12 from noon to 6 pm and Thursday, April 13 from 10 am to 7 pm You may pick up your tables at this time if you have requested them on your show application. Chairs will be available from racks in central locations at the event. **ALL BOOTHS MUST BE SETUP BY FRIDAY, APRIL 14 at 11 AM! The Southwest Washington Fairgrounds is located at 1909 S Gold Street, Centralia WA 98531.**

Sub-Leasing Of Space: The vendor agrees that exhibit space will not be sub-leased in whole or part.

Care Of Exhibit Hall: The vendor agrees to leave the exhibit area clean, with no debris or personal belongings. All machinery will be located in exterior booth space. The vendor also agrees not to damage in any way the walls, floor or any permanent fixtures of the Blue Pavillion. Therefore, with any violation of this provision, no matter how caused, the exhibitor becomes financially responsible to the Blue Pavillion at the Southwest Washington Fairgrounds.