



Sudden Valley 2024 Valley Fair Vendor Registration Form

The 2024 Sudden Valley Fair will be held on Saturday, July 13th, from 10 AM – 3 PM. The Sudden Valley Community Association (SVCA) is committed to producing a quality celebration for attendees with a unique assortment of vendors. If you are interested in becoming a vendor at the 2024 Valley Fair, please review the following information prior to submitting your request.

Details for Vendors:

- **SPACE:** All spaces are outdoor, on grass, and approximately 10' deep and 10' wide. You must furnish your own tent. Tables and chairs are available for rent from SVCA for an additional \$25 fee, subject to availability.
- **SUBMISSION OF VENDOR APPLICATION:** Submission of application does not guarantee Valley Fair participation. You will be notified by 2:00pm on Friday, June 7th, via email of your application status.
- **FEES AND PAYMENT:** Booth fees are \$50 per 10' x 10' space rented. Fees will be charged after you are accepted on Friday, June 7th, and will be due no later than Friday, June 14th. Fees are non-refundable.
- The SVCA reserves the right to refuse any application for any reason and reserves the right to limit the number of vendors selling similar items or services.
- The Valley Fair is a rain or shine event. There is an indoor facility available in the event of rain; however, it cannot accommodate all planned activities and vendors. The vendor acceptance packet will let you know if your rental can be accommodated in the alternate indoor space in the event of inclement weather. Please note: No refunds will be issued due to weather, due to the forecast of inclement weather, due to the inability to accommodate your booth indoors, or due to any other circumstances beyond our control.
- Booths must be operated Saturday, July 13th, from 10:00 AM - 3:00 PM.
- Vendors will be pre-assigned booth locations, site access and set-up times.
- Vendors will not be able to tear down prior to festival closing times. Exit times and instructions will be assigned.
- Vendors may only sell what the SVCA has approved in advance.



- We require photos of your products and previous booth setups (if applicable) to be submitted with this application.
- Prospective craft vendors must offer exclusively handmade products. We do not welcome resellers of manufactured or mass-produced items. Vintage items (older than 20 years) are an exception.
- Promotional booth vendors are requested to provide Fair attendees with giveaway promotional items.
- All merchandise and signage must be contained within, or attached to, your booth space.
- No electrical sources will be provided by SVCA onsite, and generators will not be allowed.
- Vendors are responsible for cleanup of their booth space and removal of trash during and after the festival.
- Limited security patrol will be provided by the Association, however the SVCA will not be held responsible for lost, stolen or damaged merchandise. Neither security nor SVCA staff will be tasked with manning your booth if it needs to be left unattended. Vendors who choose to leave items unattended do so at their own risk.
- Vendors will be expected to comply with all rules and procedures provided by the SVCA.
- Booth sharing is allowed if, at the time of application, both vendors provide contact information and product information.

Friday, May 31st: Vendor application due to SVCA by 4:30 PM.

See submission instructions on application.

Friday, June 7th: You will be notified via email of your status + key information about the event.

Friday, June 14th: Payments must be received by SVCA by 4:30 PM.

Saturday, July 13th: Sudden Valley Fair, 10 AM – 3 PM.

You may pay with check, cash, or credit card on or after June 7th at the SVCA Welcome Center. Credit Cards payments may be accepted over the phone. Mailed checks received by SVCA after the payment due date of Friday, June 14th, may not be accepted and your spot may be forfeited.



2024 Valley Fair Vendor Application

Name of Vendor _____

Business Name: _____

Social Media Presence (account name and platform):

Phone: _____

Address: _____

City/State/Zip: _____

Email: _____

Products to be sold:

We require photos accompany this application.

(Please be descriptive, this will help determine your acceptance and booth location)

Please check if you will be renting a table: Table and 2 chairs - \$25 fee

Please check here if you are selling any food products:

How to submit your application

- Email a clearly legible copy to **office@suddenvalley.com**
- OR -
- Turn in a paper copy to the SVCA Welcome Center located at 1850 Lake Whatcom Blvd.. You may deliver it to the front desk during business hours (8:30 AM – 4:30 PM, Monday – Friday), or drop it off in the night drop located on the side of the building by the parking lot.

Note applications are due by 4:30pm on Friday, May 31st. Applications submitted after the deadline via email or the night drop box may not be accepted.



VENDOR WAIVER

This agreement is made upon the express condition that the SUDDEN VALLEY COMMUNITY ASSOCIATION, its agents, officers, directors, members, managers, volunteers or employees shall be free from all liabilities and claims for any loss, damage, liability or injury, or death and/or suits for or by reason of any loss, damage, liability or injury, or death to any person or property of the undersigned, its agents, volunteers or employees, or third parties, from any cause or causes, whether suffered directly or indirectly, or caused by any act, or failure to act, including but not limited to actions or omissions involving negligence on the part of its agents, officers, directors, members, managers, volunteers or employees, whatsoever arising out of or relating to, in any respect, participation in a program, activity or event provided by or made available through the SUDDEN VALLEY COMMUNITY ASSOCIATION.

The undersigned hereby covenants and agrees to assume all risks of harm and responsibility for any personal injury, death, or property damage that I may incur as a result of such participation, and further indemnify, defend, safe and hold harmless the SUDDEN VALLEY COMMUNITY ASSOCIATION, its agents, officers, directors, members, managers, volunteers or employees, or third parties, from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages relating to participation in said programs, activities or events. By signing this Release, the undersigned hereby acknowledges and represents that he/she is of sound mind, has read this Release, and understands it and signs it voluntarily.

Vendor Signature(s)

Date