



## Rules for Vendors and Exhibitors

1. Exhibit Fee: Exhibit fees must be paid in full by February 26<sup>th</sup> to ensure your booth space. **Please make check and credit card payments to S.E.L. EVENT CENTER.**
2. Electricity: Electricity is available to most booths at no extra charge. You will need to furnish your own U.L. approved extension cord.
3. Washington Sales Tax: Vendors who plan to sell during the Green Fair will need to obtain a permit from the Washington State Department of Revenue. A temporary permit can be obtained at no cost. Please call 1-866-248-1287 for more information.
4. Exhibit Space: Booths are not to be shared, and may not be sublet without prior approval from KLEW TV. Vendors are expected to leave booth spaces at the end of the event in the same state they were found. Please let Green Fair operators know if you have special requests or needs prior to the event.  
  
Booth must be manned at all times during Green Fair hours. (Friday 10 am – 8 pm, Saturday 10 am – 4 pm). Booth take down not allowed prior to 4 pm on Saturday. You are responsible for clean up.
5. Cancellations: Refunds are not allowed for this event. Cancellations after March 12<sup>th</sup> will be subject to a \$100 cancellation fee.
6. Security: KLEW-TV and the SEL Event Center are not responsible for possessions, items, and belongings of vendors during event hours. The SEL Event Center is equipped with a security alarm system which is activated every night.

Exhibitor agrees to operate in a manner as to not create any unusual liability situation and agrees that the Exhibitor and its employees shall hold KLEW-TV, the SEL Event Center, and Schweitzer Engineering Laboratories, Inc. and the employees of KLEW and Schweitzer Engineering harmless from any personal liability. Any situation that is deemed of unusual liability by KLEW or the SEL Event Center will be grounds for Exhibitor to immediately leave premises.

By signing this form you are agreeing that you have read and understand the rules

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Signature

Date

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Print Name



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