

COLVILLE RENDEZVOUS REQUIREMENTS AND POLICIES

CRAFT BOOTHS: *100 % of each item must be handmade* by the person(s) selling the items. (If you are selling for a family member, call to confirm that you fall under our guidelines.) In the interest of maintaining our Arts/Crafts theme we do not allow “commercial” vendors. *Everything in your booth must be 100% handcrafted.* Two photographs of your work must accompany your reservation contract. This is a juried event, determination of acceptability is made by the Rendezvous Craft Committee. Their decision is final.

FOOD BOOTHS: You must obtain a *certificate of insurance* with Colville Rendezvous Days being listed as an additional insured along with a *food service permit* issued by the NE Tri-County Health District (240 E Dominion Ave Colville WA 99114, (509) 684-5048). *We must receive this information no later than May 1.* Organizations or individuals operation food service booths will be responsible for storing, handling and serving food in a clean and careful manner. Food booths are required to have temporary or permanent flooring (i.e. tarps) and heavy-duty outdoor rated extension cords in good working condition.

ALL VENDORS

1. All Exhibitors, Concessionaires, Games and Public service booths are required to pay a reservation fee and are to operate all three days.
2. The Rendezvous Committee reserves the right to accept/reject any applications presented, whether you have shown in the past or not. The decision of the committee is final.
3. Requests for booth space received after June 1 will be assigned if there are available locations. Requests will be processed depending on availability or by July 1 whichever comes first. Reservation fees are refundable if cancellation is made *in writing* prior to July 1. *No refunds will be made after July 1.*
4. A confirmation of acceptance will be sent to exhibitors. *After July 1 assigned space is final.*
5. *No generators are allowed.*
6. Each exhibitor shall supply their own display booth, provision for shade, and supply of change and will be responsible for the prudent display of merchandise and handling of cash. They shall also be responsible for the manning of their booth, clean up and insurance if necessary.
7. Pick up trucks; motor homes and trailers *may not* be used inside the park for display of merchandise. Booths mounted on wheels may be used provided the wheel area is skirted and the tongue does not extend forward into the foot traffic area. Canopy or tarp tie-downs and stakes must be flagged to prevent people from tripping.
8. *Park picnic tables* may not be used for display tables, or for vendors to sit on or to have in their booth area. These tables are for the customers, public and visitors.
9. The Rendezvous Committee/Officials reserve the right to close any booth, which displays merchandise for sale that does not conform to general standards of safety, cleanliness, attractiveness, and good taste or meet the Rendezvous requirements. The Committee or officials may also close any booth if the behavior of the exhibitor(s) is (are) not in accordance with accepted standards, is disruptive, or if illegal activities are observed. Exhibitors whose booths are closed for any reason by the Rendezvous Committee/Officials will not be entitled to a refund of their booth fee, nor will they be invited to return.
10. No raffles will be conducted in the park during Rendezvous with the exception of the Rendezvous Committee.
11. Organizations or individuals operating games of chance must secure proper permits from the Washington State Gambling Commission prior to setting up. (i.e. bingo, etc..)
12. Organizations or individuals operating attractions such as dunk tanks, baseball, toss, or dart throws, etc. Are legally responsible for the safety of participants and spectators. (We suggest that you obtain appropriate insurance.)
13. Consumption of alcoholic beverages is not permitted outside the confines of the Beer Garden. This is a Washington State Liquor Control Board regulation. Failure to comply will result in closure of your booth.
14. No booklets, flyers, or sign up sheets of any type will be allowed in the booths unless they are related to your business & products you have contracted to sell.
15. No selling will be allowed on Thursday.

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16. Colville City Ordinances require that dogs be on a leash or restrained. The main part of the park is “off-limits” to dogs. *We understand that your pet is a part of the family, but we would suggest that pets be left at home.* Your cooperation is appreciated.
17. Potato guns, marshmallow guns, and all other projectiles are not allowed in the park during Rendezvous. Sale of these items are permitted only when disassembled and contained in a sealed package, Laws call assembly instructions and a statement telling the buyer that use of this item is not allowed in the park and will be subject to confiscation.

SET UP AND SALES

The Rendezvous grounds are situated in the Yep Kanum Park located at the south part of Colville, two blocks east of highway 395. Turn right (east) in roundabout on Hawthorne Street left on Elm street to north end of park right on Dominion street and right on Maple street into the north entrance of park. On arrival everyone must check in with Rendezvous booth coordinator. Then you will be directed to your assigned location.

1. **CRAFT BOOTHS** may be set up Thursday the week of Rendezvous, beginning at 8am until 6pm or Friday at 8am so you will be ready by 10am . Please plan on arriving before 6pm Thursday to ensure proper check in and set up. You need to be set up and ready for sales by 10am on Friday.
2. Vehicles will be permitted in the park for the purpose of bringing in booth materials and merchandise, but must be removed from the park before 10am on Friday. After 10am **NO VEHICLES** will be granted access to the craft booth area except emergency vehicles. This is a safety precaution. The public begins arriving around 10am on Friday.
3. **FOOD BOOTHS:** please watch your confirmation packet for set up times. We will begin putting booths in the park on Wednesday afternoon, so refer to your confirmation packet for the time you are to arrive. This ensures that our food court is properly lined out. Spacing is tight, so please be prompt.
4. **BOOTHS ARE NOT ALLOWED TO SELL ON THURSDAY.**
5. Sale hours are from 10am to 8pm on Friday and Saturday, and 10am to 6pm on Sunday. Booths may not be dismantled until after 5pm Sunday. Vendors closing early will not be eligible for future Rendezvous.
6. Vehicles may be brought into the booth area for the purpose of loading merchandise at the close of the sale hours. Use designated traffic lanes and exercise extreme caution because of heavy pedestrian traffic. It is best to have your vehicle escorted by someone on foot. All booths and vehicles must be removed from the park by 10pm Sunday evening.
7. Trash cans will be available for your convenience in cleaning up your booth area before you leave. Trash must be sacked frequently and carried to the park dumpster or stacked at pick up points. Please police your own area during Rendezvous.
8. Security is handled by local law enforcement agencies, but each exhibitor is responsible for loss of merchandise or money due to theft or any other cause. It is suggested that you box up or otherwise secure your merchandise at night. If you are having difficulties, contact one of the security persons or a Rendezvous Official.
9. Exhibitors who wish to do so, may use sleeping bags overnight in their booths, but may not bring tents, campers or vehicles into the booth areas. Trailer and RV parking is available for exhibitors along the east side of the park. This is a first come first served situation. There are camping facilities with showers and a dumping station at the Stevens County Fairgrounds about 6 blocks away.
10. Most of all enjoy your time spent in Colville during Rendezvous. May your weekend be prosperous! _