

# VICTORIAN CHRISTMAS FESTIVAL

*December 3-6, 2026*

*Vendor Kit*

*Rules & Regulations*

OFFICIAL LETTER

# VICTORIAN CHRISTMAS FESTIVAL

DEAR VENDOR,

We hope this finds you in good spirits and filled with holiday cheer! While we have been busy preparing features, floor plans, and festivities galore, we hope you have been planning your best display filled with Holiday decor for all to enjoy.

As this show seasons progresses, we wanted to let you in on a secret: a sure way to stay on our nice list this year is to follow our Show Rules & Regulations! You will find the online Vendor Kit has most information you need to prepare, the rest of the show guidelines you will find here in this document.

Wishing you a delightfully magical event, thank you for being part of the Victorian Christmas Festival!

Yours truly,

THE SHOW TEAM

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## Booth Payment Guidelines

1. For any payment questions, to make additional payments, or update your payment plan, please contact [EmilyB@mpeshows.com](mailto:EmilyB@mpeshows.com)
2. Monthly payments are charged on the 15<sup>th</sup>. Please be sure to have the available funds ready to go and ensure a smooth billing process. The Final Payment is due on November 15<sup>th</sup>
3. After three (3) missed payments, your contract is subject to cancellation without a refund, and your booth space will be released. If you wish to restart payments, monthly payment plans will no longer be available. If your product category has not been capped, your payment options will be a 50/50 payment split or payment in full. Please note that your original booth space may no longer be available, and you will need to select from the remaining options
4. **The Final Payment is due on November 15<sup>th</sup> per the original contract.** The full and final payment will automatically run so please ensure funds are available before this date. Any outstanding contracts after the show cycle will be automatically forwarded to collections. The vendor will remain responsible for the booth space fees and will be prohibited from exhibiting in future Marketplace Events.
5. All deposits/payments received by MPE or due to MPE are non-refundable and non-transferable. If the License Agreement is terminated by Exhibitor, or any space is downsized at the request of the Exhibitor, the balance of the full cost of the space shall be immediately due. Exhibitor acknowledges that because MPE will make a substantial investment in the Show prior to the Show taking place, MPE's damages in the event of termination by Exhibitor or termination by MPE due to Exhibitor's breach of this License Agreement would be difficult to establish. Exhibitor agrees that the non-refundable payments shall constitute liquidated damages, and not an unlawful penalty, for breach of this License Agreement.

## Victorian Dress Code & Booth Garland

It is REQUIRED that you adhere to the Victorian Dress code, and include Garland in your booth display. Refer to the *Dress Code & Booth Garland* section of the Vendor Kit to gain inspiration. Those who do not adhere to these requirements are at risk of having their contract for next year pulled.

## 1. Altered Exhibit Plans

Management reserves the right at any time, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations to best serve the interest of the show. Their decision will be final.

## 2. Animals

Animals that are approved by Show Management are permitted in the Washington State Fair Events Center if part of an exhibit, activity or performance that legitimately requires the use of animals. Only trained service animals or service animals in training are allowed into the Washington State Fair Events Center. All other animals, including pets and comfort animals, are prohibited. Permitted animals must always be on a leash, within a pen, or under similar controls. The owner takes full responsibility for his/her own animal. Animals must be contained within your booth space, not in aisles.

## 3. Balloons and Stickers

Helium-filled balloons and other inflatable items are NOT permitted in the Washington State Fair Events Center as per building regulations. No stickers may be given out to attendees but are allowed to be sold.

## 4. Competitions, Draws & Contests

- Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner.
- Prize winners must not be required to place an order before collecting the prize offered.
- The schedule of prizes and terms of the competitions must comply with all the existing government regulations.
- Contest winner must be drawn for at the show. Show management will neither promote or make an announcement of winners. No wheels that make noise.
- Any contests conducted must not violate any state or federal laws or regulations in effect at that time.

## 5. Conducting Business in your Booth

Distributing literature or general solicitation of business is forbidden outside your exhibit area. All business must be conducted within your assigned booth space – please do not talk to customers in the aisles.

## **6. Damage to Premises**

Exhibitors are liable for any damage to the Washington State Fair Events Center, its equipment, or furnishings, including nail holes, spilled paint, defacing, breakage, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property.

## **7. Decorator**

Trade Show Supply House, Inc. is the official Victorian Christmas Festival decorator. There is no Floor covering, or furniture included in your booth price. For any display décor, carpet or show furniture rental, please see the *Decorator & Electrician Order Form* section of the Vendor Kit, and send completed order to:

[Bryan@thedecorator.net](mailto:Bryan@thedecorator.net)  
360-624-4498

The Decorators Service desk will be located in the back of the Showplex next o to the Show Office during move in.

Not every booth will have a store front. Those with store fronts will need to place garland along the facade. Those without will hang garland along the back of their booth. Garland will not be available for rent or purchase; each vendor must provide their own.

## **8. Booth Cleaning/Janitorial**

Show Management provides daily janitorial service to aisles and common areas only. If you require general and/or special booth cleaning (scrap containers, vacuuming, shampooing), please contact the show decorator, Trade Show Supply House, Inc. at 360-624-4498.

## **9. Display Vehicles**

Any vehicles to be displayed are subject to the following conditions:

- Vehicle must be approved by Show Management at least 1 months in advance of show.
- Battery must be disconnected and taped.
- Fuel tanks must not be more than  $\frac{1}{4}$  full. Vehicles with no fuel gauge or broken fuel gauge will not be allowed on show floor.
- Fuel caps must be taped or locked shut
- Drip pans must be placed under vehicle
- Ignition must be disabled, or the vehicle locked and hood inoperable of the vehicle and keys must be left with Show Management.

## **10. Latecomers/No Shows**

Any space not occupied or for which no special arrangements have been made by 8:00 pm on Thursday, December 4th, may be resold or reassigned by Show Management without any obligation on the part of the Victorian Country Christmas or Marketplace Events, LLC for any refund whatsoever.

Please inform us if you have a last-minute emergency. Any unclaimed freight will be returned to a "no-show" firm at the end of the show via ground transportation at the firm's sole risk and expense. No refunds will be granted for unused display space.

## **11. Mechanical Conveyances**

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles during the show hours. The only exception to this rule will be in the case of handicapped persons visiting the show and in the case of authorized show duty staff.

## **12. Miscellaneous Supplies**

The Show Office does not supply office supplies, stationary, equipment, change, etc., nor does it offer/allow printing or copy services. There are no facilities to cash checks or receive faxes. Please plan accordingly.

## **13. Paging**

Per Washington State Fair Events Center regulations, unscheduled announcements made over the paging system will be for emergencies only. Other than staff using the p.a. system and pre-recorded show announcements, no other announcements will be made while the show is open to the public.

## **14. RV Parking**

Recreational Vehicle Overnight Parking is available throughout the year in the orange RV lot only. This RV lot offers full hook up services – power, water and sewage, however, water may be turned off during freezing weather.

Anyone wishing to reserve an RV space must register in advance with the Washington State Fair Events Center. The Administration Office is open during business hours Monday through Friday. If you have any questions or would like to pre-register please call the Washington State Fair Events Center at 253-845-1771.

## **15. Plumbing**

The Washington State Fair Events Center provides water; however, due to restricted access to water sources on the exhibit floor, it is crucial that exhibitors provide their own hoses that may reach hook ups and drains. Drains are exclusively provided for the drainage of wastewater. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials, or organic materials of any kind.

## **16. Staffing of Exhibits**

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses; therefore, you should take precautions to protect your display, including obtaining insurance. All exhibitor personnel must be 16 years of age or older.

## **17. Subletting Booth Space**

No exhibitor may sublet any portion of their booth to another supplier without the written consent of Show Management.

## **18. Trespassing**

Exhibitors are granted access to the Washington State Fair Events Center only at designated times, i.e., show hours, and two (2) hours before show opening. Entering another exhibitor's booth without their permission is **STRICTLY PROHIBITED**.

## **19. Weapons and Firearms**

Under no circumstances are firearms, knives (even pocketknives), tasers, stun guns, etc., allowed in the Washington State Fair Events Center. This includes persons with a concealed weapons permit. Attendees cannot bring any previously purchased sharp items, such as kitchen knives or garden tools, into the Washington State Fair Events Center.

## **20. Will Call**

Will Call will be located outside by the main front entrance and is open one (1) hour prior to Show opening. If you need to leave Tickets for a visitor, please place in an envelope with their first and last name clearly written on the front and instruct your visitor to pick up their pass at Will Call.

Vendor Badges are required for Vendors to enter the building; you may leave badges for your workers in an envelope at Will Call. Show Management is not responsible for lost or misplaced tickets at Will Call.

## **21. Safety Measures**

Exhibitors are responsible for the protection of the public as it relates to any hazard that exists within their exhibit space, i.e., shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place. Show Management reserves the right to declare any exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

## **22. Propane**

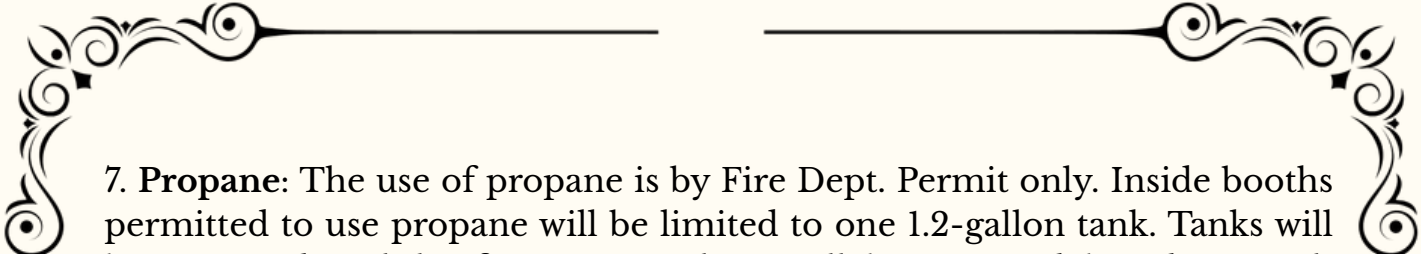
The use of propane is by Fire Department permit only. Booths permitted to use propane will be limited to one 1.2-gallon tank. Tanks will be removed nightly; fire extinguishers will be required based on possible hazards; tanks will be shut off when not in use; under no circumstances will any burnable objects (paper, plastics, wood) be allowed within 18" of propane flames. Greater distances may be required. Empty propane bottles displayed shall have their overflow stem valve removed to verify their condition. Any variance must be approved by the Fire Marshal.

## 23. Fire Extinguishers

Exhibitors are strongly advised to have one handheld fire extinguisher in their booth. This safety precaution enhances the efforts of Show Management and the Washington State Fair Events Center to satisfy Fire Marshall requirements. Do not block or cover any fire extinguishers. Fire extinguishers are required for every 200+ sq ft tent, canopy, or temporary membrane structure, one extinguisher for every 500 sq ft.

## 24. Fire Regulations

1. **All decorations**, drapes, signs, banners, plastic displays, split bamboo, items such as carpeting, artificial turf used in the vertical position, combustibles, etc. within 18 inches of ignition sources, such as light fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be flame-retardant. Curtains, drapes, hangings, and other decorative materials suspended from walls or ceilings must be flame resistant. Skirting, curtains, and display coverings not proven to be flame retardant are not allowed and will be ordered to be removed immediately by the Fire Marshal.
2. **Painted back-drops/signage** utilizing oil based or water-based paints if provided with backing materials such backing material that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.
3. **Materials used for outdoor ground coverings**, such as beauty bark, shredded tires that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.
4. **All lattice, peg board and any other thin wood material** less than 1/4" thick shall be covered with flame retardant covering. Proof of flame retardancy is the responsibility of the owner. Items not proven to be flame retardant are not allowed and will be ordered removed immediately by the Fire Marshal.
5. **Any collection of empty cardboard boxes** or combustible waste inside is prohibited, except when stored in metal containers with metal covers.
6. **Storage** of "extra" stock in cardboard boxes will be in locations approved only by the Tacoma Fire Dept. and the promoters.



7. **Propane:** The use of propane is by Fire Dept. Permit only. Inside booths permitted to use propane will be limited to one 1.2-gallon tank. Tanks will be removed nightly; fire extinguishers will be required based on each booth's hazard; tanks will be shut off when not in use; under no circumstances will any burnable objects (paper, plastics, wood) be allowed within 18" of propane flames. Greater distances may be required. Empty propane bottles displayed shall have their overflow stem valve removed to verify their condition. Any variance must be approved by the Fire Marshal.

8. **Electrical:** If extension cords are used, a minimum of 14-gauge grounded cord is required. If the cord on the appliance being powered is larger than 14 gauge, the extension cord shall be at least the same gauge as the power cord. Electrical installation shall be in accordance with nationally recognized safety practice. No ungrounded "zip" cords are allowed. Extension cords and flexible cords shall not extend through the ceiling, floors, and walls or under doors or floor covering. Frayed or worn electrical cords are not allowed.

25. Copy of Contract Terms and Conditions: Page 12

These terms and conditions, and all attachments hereto, constitute the "License Agreement."

**1. EXHIBITOR COVENANTS**

- a) Exhibitor agrees to (i) obey all laws, by-laws, ordinances and regulations governing use of the facility and operation of the Show, (ii) abide by all applicable laws, statutes, rules, regulations, or orders of any governmental authority (federal, state, provincial, or local), fire and police departments, and of any other government or regulatory body having authority to regulate the facility and the Show, (iii) obey all laws, including those pertaining to health and safety, consumer protection and protection of visitors to the Show, and (iii) abide by all rules and regulations governing the Show established from time to time by Marketplace Events LLC ("MPE"), including rules and regulations set forth in the Exhibitor Manual.
- b) Exhibitor agrees to observe, to the extent applicable, all union contracts and labor relations agreements in force (i) between MPE and contractors providing services to the facility, and (ii) governing companies operating in the facility in which the Show is taking place.
- c) Exhibitor agrees to obtain, at its own expense, any licenses or permits which are required for the operation of its trade or business during the term of the Show and to pay all taxes, including all applicable sales taxes, of any nature or kind that may be levied against it as a result of the operation of its trade or business in its contracted space.
- d) Exhibitor agrees not to conduct or be associated with any promotional contests or giveaways held at or offered in connection with the Show without the prior written consent of MPE.
- e) Exhibitor represents and warrants that any music, television or radio broadcasts played, performed, or broadcast at the show are copyrighted works of Exhibitor or that Exhibitor has obtained a license to use such material. Exhibitor represents and warrants that any photos, images, written material, or any other materials used by Exhibitor at the Show or submitted by Exhibitor (or its agents, representatives, employees or those for whom Exhibitor is responsible in law) to MPE for MPE's use to promote the Show or to promote the Exhibitor (each a "Work") shall not violate the intellectual property rights, right of publicity, right of privacy, or any other proprietary rights, of others. In addition to all other indemnification obligations in this License Agreement, Exhibitor shall indemnify, defend and hold harmless MPE and the facility (and their respective officers, directors, employees, insurers, agents, and representatives) against any and all claims, losses, liabilities and damages (including legal fees and expenses) costs and charges arising from a third party claim based on MPE's use of a Work to promote the Show or the Exhibitor. This section shall survive the expiration of the License Agreement.
- f) Exhibitor will occupy the contracted exhibit space during all Show dates and hours, will only sell, promote or advertise the products and services described in this License Agreement and will ensure that all Exhibitor personnel conduct themselves in a professional manner. Any space not claimed or occupied by the end of the last move-in day may be resold or reassigned by MPE without any obligation to refund Exhibitor for any amounts paid. Exhibitor acknowledges that MPE and/or the facility may have sponsorship obligations that prohibit the promotion of certain categories of products or services at the Show. Exhibitor will promptly remove any products, promotional or educational materials not included in this License Agreement upon MPE's request. Failure to do so may result in MPE shutting down the entire space.
- g) Exhibitor consents to be photographed, filmed and otherwise recorded during the Show and consents to MPE's use of such photography, filming or recording for any reason in all media.

**2. MPE RIGHTS**

- a) MPE reserves the right, in its sole and unfettered discretion to, without any liability to MPE: (i) determine the eligibility of Exhibitors and exhibits for the Show; (ii) reject or remove exhibits, Exhibitors, Exhibitor personnel or promotional activities that MPE considers objectionable, inappropriate, disruptive or dangerous; (iii) change or modify the layout of the Show and/or relocate exhibits or Exhibitors to comparable space; or (iv) change the date, location and duration of the Show. The terms of this License Agreement shall continue to apply in the event MPE exercises its rights under subsections (iii) and (iv) of this Paragraph 2.
- b) MPE shall have the right to establish and amend or modify any regulations governing use of the facility and the Show.

**3. ASSIGNMENT AND SUBLETTING**

Exhibitor shall not assign any rights or sublet space under this License Agreement without the prior written permission of MPE, which permission may be withheld in MPE's sole discretion.

**4. INDEMNIFICATION**

Exhibitor shall indemnify, defend and hold harmless MPE and the facility, their respective officers, directors, agents, representatives and employees, against all claims, losses, liability, damages (including legal fees and expenses), costs and charges of every kind ("Claims") resulting from: (i) any breach of any representation or warranty of Exhibitor contained in this License Agreement, (ii) any breach of any covenant or other obligation or duty of Exhibitor under this Agreement or under applicable law, (iii) any act or omission of Exhibitor; (iv) any negligence, or willful misconduct by or on behalf of Exhibitor or its employees or agents, excluding to the extent Claims result from the negligence or willful misconduct of MPE; and/or (v) any interaction or commercial transaction between Exhibitor and a Show attendee. This section shall survive termination of the License Agreement.

**5. LIABILITY AND INSURANCE**

- a) Exhibitor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to MPE for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name MPE as additional insured and insure Exhibitor against all claims of any kind arising from or in any way connected with Exhibitor's presence or operations at the Show. The policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of MPE, Exhibitor shall provide MPE with a certificate of insurance verifying the policy.
- b) Exhibitor is responsible to insure and protect its own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident or other cause and accepts all risks associated with the use of the exhibit space and its environs. Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against MPE, the Show sponsors or the facility in which the Show is held, for any loss, damage or injury howsoever caused, to Exhibitor, its officers, directors, agents, representatives, and employees or their respective property.

c) Neither MPE nor the facility will assume liability for loss for damage, through any cause,

of equipment, products, goods, exhibits or other materials owned, rented or leased by Exhibitor, except to the extent caused by MPE's or the facility's gross negligence or intentional misconduct.

**6. BOOTH DISPLAY**

- a) All exhibits require full floor covering. Booth construction and signage must be exhibited in accordance with the rules and regulations pertaining to Exhibitor's booth type and as outlined in the Exhibitor Manual.
    - Signs must be one-sided, and not face into another exhibitor's booth.
    - No hand written signs are allowed – use professional signs only.
    - No tents without consent of Show Management
    - Tables must be professionally skirted (no plastic) with floor-length skirting that is pleated or gathered. Fine furniture is acceptable without skirting.
    - Exhibitor shall be responsible for any damage it causes to the venue in connection with its booth construction and signage, including damage to floors or walls.
  - b) Exhibitor shall not dismantle or remove its display or goods during the term of the Show, and shall keep its display intact until the end of the closing hour on the last Show day.
- Exhibitor shall remove its display and equipment from the Show site by the final move-out day and return its space to the same condition as it was in at the move-in date. If Exhibitor fails to do so, MPE may dispose of the display and equipment at the cost of Exhibitor.

**7. CANCELLATION AND TERMINATION**

- a) MPE shall have the right, but not the obligation, to immediately terminate this License Agreement in the event that: (i) Exhibitor violates or breaches any of the terms, conditions, representations or warranties of this License Agreement, including Exhibitor's payment obligations or Exhibitor's failure to appear at the Event; (ii) Exhibitor, or any of its principles, behaves in a manner or engages in any activity that MPE reasonably believes would bring Exhibitor or MPE into public disrepute, contempt, scandal or ridicule, or would materially reflect unfavorably on Exhibitor or MPE or the Show, including but not limited to conflicts with other exhibitors, attendees or other show participants at the Event, a rating with the Better Business Bureau of D+ or below, or a substantial number of negative reviews on Yelp or similar sites; (iii) MPE determines, in its sole discretion, that Exhibitor is promoting the sale of potentially illegal or unsafe products or that Exhibitor is engaged in deceptive, false, or misleading advertising or activity; or (iv) Exhibitor is removed from one of MPE's other events for any of the above-referenced reasons.
- b) All deposits/payments received by MPE or due to MPE are non-refundable and non-transferable. If the License Agreement is terminated by Exhibitor, or any space is downsized at the request of the Exhibitor, the balance of the full cost of the space shall be immediately due. Exhibitor acknowledges that because MPE will make a substantial investment in the Show prior to the Show taking place, MPE's damages in the event of termination by Exhibitor or termination by MPE due to Exhibitor's breach of this License Agreement would be difficult to establish. Exhibitor agrees that the non-refundable payments shall constitute liquidated damages, and not an unlawful penalty, for breach of this License Agreement.
- c) In the event of termination of this License Agreement, MPE shall have the right to immediately occupy the space and utilize it in any manner as MPE deems appropriate, including, but not limited to, re-licensing its use to another exhibitor. Exhibitor shall not be entitled to any offset or mitigation of the amount due under this License Agreement as a result of the use of or payment for the space by another exhibitor in the Show.

**8. FORCE MAJEURE**

If MPE is unable to permit Exhibitor to occupy the facility or the space due to circumstances outside the control of MPE, or if circumstances outside the control of MPE, including but not limited to, casualty, explosion, fire, lightning, flood, weather, epidemic, pandemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott, would make holding the Show impractical or impossible, (each a "Force Majeure Event"), MPE may cancel or postpone the Show without penalty. MPE will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that Exhibitor may suffer due to a Force Majeure Event. If the Show is cancelled or postponed in whole or in part due to a Force Majeure Event: (i) all payments shall be retained by MPE, (ii) any unused payments made by Exhibitor shall be applied towards the following year's Show, and (iii) the terms of this License Agreement shall apply to Exhibitor's participation in the next occurring Show.

**9. MISCELLANEOUS**

- a) Waiver by MPE of any breach of any term or provision of this License Agreement by Exhibitor shall not be deemed a waiver of any subsequent breach of the same or any other provision hereof.
- b) Except where expressly permitted in this License Agreement, or agreed upon by the parties in writing, the terms of this agreement may not be changed or modified.
- c) This License Agreement shall be governed by and construed in accordance with the laws of the governing jurisdiction in which the Show is held.
- d) If a printed or digital show guide is produced for the show, MPE is not responsible for any errors or omissions in the show guide.



Washington State Fair Events Center  
<https://www.VictorianChristmasFestival.com>

