

# POST FALLS DAYS

June 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>, 2012



## CRAFT/NON-FOOD EXHIBITOR APPLICATION

Space# \_\_\_\_\_  
(Office Use Only)

Location of Event: Q'emiln Riverside Park  
12201 West Parkway Drive, Post Falls, ID 83854  
APPLICATIONS WILL NOT BE ACCEPTED AFTER MAY 18, 2012.

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening) \_\_\_\_\_

Email : \_\_\_\_\_

Description of booth or display: **Attach photo(s) of booth** (show hitches, awnings, and door locations.)

**Applies to new and returning vendors.** \_\_\_\_\_

What will be sold? \_\_\_\_\_

Are you a returning vendor from previous year?  Yes  No

**Please check boxes (below) that apply to your weekend accommodations.**

<u>Fees for 3-day event</u>	<u>Rec'd on/before May 4</u>	<u>Rec'd after May 4</u>
<input type="checkbox"/> 10 x 10 Non-Food / Crafts / Exhibit	\$ 90.00	\$110.00
<input type="checkbox"/> 10 x 15 Non-Food / Crafts / Exhibit	\$135.00	\$165.00
<input type="checkbox"/> 10 x 20 Non-Food / Crafts / Exhibit	\$180.00	\$220.00
		<b>Booth Fee: \$</b> _____

### Electricity Fees:

- \$25.00 for 110 (20 amp) **1 plug-in** needed
- \$50.00 for 110 (20 amp) **2 plug-ins** (1 outlet)

**NOTE: No 220 Available**

*\*\* Please pay for the appropriate amount of plug-in's . All paid lines will be tagged at the event. Untagged lines will be assessed an additional fee, or unplugged. NOTE: 1 outlet has 2 plug-ins. Each of our plug-ins is independently wired.*

Number of plug-ins needed \_\_\_\_\_ x \$25.00

Electricity Fees: \$ \_\_\_\_\_

### Overnight Storage/Camping (Complete the reverse side of application)

- \$25.00 (per unit) for weekend (early registration fee). After May 18<sup>th</sup>, \$50.00 for weekend.

*Note: Towing vehicle & trailer are considered one rental (\$25.00). Additional supply trailers, etc. will be assessed an additional \$25.00 per unit.*

Storage/Camping Fees: \$ \_\_\_\_\_

**TOTAL FEES PAID:** \$ \_\_\_\_\_

PAYMENT INFORMATION:		
Amount \$ _____	<input type="checkbox"/> Check to City of Post Falls	<input type="checkbox"/> Visa/Mastercard
Card Number: _____	Expires: _____	Signature: _____

**Please Complete Both Sides of This Form**

**CRAFT / NON-FOOD EXHIBITOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION**

**Requirements for booths:** All booths must be covered, staked down, and able to handle all weather conditions. Easy-up tents are acceptable. All booths should be kept clean and visually appealing. You must have a sign that identifies the name of your booth (present at all times) and must be confined within booth space. Please remember this is a park setting; not every space will be completely level, so please be flexible in adjusting your displays for this. You must provide your own 50' (heavy duty, 12-gauge, grounded) extension cord if electricity is purchased. Booth sizes are based on 10x10 grid with extensions of 5' increments. Any odd-sized booth needs to be moved up to the next highest space. For example, if booth is 8'x12' structure, this would fall into a space size of 10'x15'. **NOTE:** Awnings, tables, displays, etc. must be confined within booth space. **NO off-site sales of your product!**

**Security:** Every precaution is made to protect the grounds. Post Falls Police Department will patrol the park throughout the weekend. The City of Post Falls will not be liable for any loss, theft, or damage of any kind.

**Insurance / Health Department Requirements:** All vendors should have their own insurance. Vendors are not covered through the city's insurance. Vendors must comply with health department and fire department regulations where applicable.

**Expectations:** To provide a quality show, it is expected that all vendors operate their booth for the entire event. There will be NO REFUNDS given for inclement weather, booth location, or less than desirable sales of your product. Failure to stay for the entire event will affect your acceptance into future shows.

**Hours of Event:** Friday: 2:00pm-8:00pm. Saturday: 11:00am-8:00pm. (You may stay open later on Friday & Saturday if you wish). Sunday: 11:00am-4:00pm. All booths must be removed and area cleaned by 8:00pm Sunday.

**Set Up:** Set up may begin on Thursday, May 31, from 12:00-8:00pm, or Friday, June 1, from 8:00-1:00pm. Set up must be completed by 1:00pm on Friday **or you will forfeit your space.**

**Vendor Parking:** Identified on map. Absolutely no parking next to your booth or in main lot! Save the main parking lot for YOUR customers.

**Description of Vehicle 1:** \_\_\_\_\_ **License Plate(s) #** \_\_\_\_\_

**Description of Vehicle 2:** \_\_\_\_\_ **License Plate(s) #** \_\_\_\_\_

**Storage/Camping:** Pre-reservations & payment are required at the time when you submit your vendor application. Limited space is available & there are no hook-ups. The cost for RV campers/storage trailers will be \$25.00 for the weekend per unit (**early registration**). Reservations made after May 18 will be \$50.00 per unit. For other camping options in Post Falls, please contact Coeur d'Alene RV Resort at (208) 773-3527 or Suntime RV Park at (208) 773-9982. For site set-up, please list length of your camper/ storage trailer. **Drop-In Storage/Camping will be accepted based on space availability.**

**Camping/storage trailers: Total length of vehicle(s):** (1) \_\_\_\_\_ (2) \_\_\_\_\_

**Acceptance:** The City of Post Falls reserves the right to limit or deny booths based on space availability, duplication, incomplete application, visual appeal, type of product sold, or if the booth does not meet the requirements of our show. This is a community based, family-oriented festival.

**Refunds:** A 70% refund will be issued prior to May 1. After May 1, **NO** refunds will be issued for cancellation of your booth space, electricity fees, &/or camping/storage fees.

I have read the above rules & agree, by my signature, to abide by those rules. Failure to follow rules or Event-staff directions will result in removal from the show and/or being prohibited from participating in future events. If you have any questions, please call our office.

**DON'T FORGET TO MAIL IN A PICTURE OF YOUR BOOTH!**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail entry form with appropriate fees to: City of Post Falls, Parks & Rec. Department, ATTN: Post Falls Days, 408 Spokane Street, Post Falls, ID 83854. Phone # (208) 773-0539. Fax # (208) 773-7658.  
A copy of the application/confirmation will be mailed (or e-mailed) back to you.