

POST FALLS DAYS

June 1st, 2nd, & 3rd, 2012



FOOD EXHIBITOR APPLICATION

Location of Event: Q'emiln Riverside Park
12201 West Parkway Drive, Post Falls, ID 83854

REGISTRATIONS WILL NOT BE ACCEPTED AFTER MAY 18, 2012.

Space# _____ (Office Use Only)

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? (list menu) _____

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 Commercial (Food)	\$ 150.00	\$ 175.00
<input type="checkbox"/> 10 x 15 Commercial (Food)	\$ 225.00	\$ 263.00
<input type="checkbox"/> 10 x 20 Commercial (Food)	\$ 300.00	\$ 350.00

Booth Fee: \$ _____

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 the weekend (early registration fee). After May 18th, \$50.00 for weekend

Storage/Camping Fees: \$ _____

Note: Towing vehicle & trailer are considered one rental (\$25.00).

Additional supply trailers, etc. will be assessed an additional \$25.00 per unit.

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

FOOD EXHIBITOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

Requirements for booths: All booths must be stable, covered, staked down, and able to handle all weather conditions. Easy-up tents (or trailers) are acceptable. All booths should be kept clean and visually appealing. Booth sizes are based on 10x10 grid with extensions of 5' increments. Any odd-sized booth, trailer, extension of the trailer hitch/tongue must be moved up to the next longest space. For example, if booth (trailer/tongue) is 8'x12' structure, this would fall into a space size of 10'x15'. Awnings, tables, steps, items on display, etc., must be included in the square footage calculated. **NO off-site sales of your product!**

Signage & Electricity: You must have a sign that identifies the name of your booth (present at all times) must be cleaned & well defined. Signs must be confined within 2-feet of booth space. You must provide your own 50' (heavy duty, 12 gauge, grounded) extension cord if electricity is purchased.

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 must have their own insurance. Vendors are not covered through the city's insurance. Food vendors must provide proof of liability insurance with a minimum of \$500,000 and must be received by the City a minimum of 2 weeks prior to the event. The City of Post Falls must be named as an additional insured. You must also meet all requirements of Panhandle Health Dist. and Kootenai County Fire Dist., for their inspection at Post Falls Days.

Expectations: To provide a quality show, it is expected that all vendors operate their booth for the entire event. There will be NO REFUNDS in the event of 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: 2:00-8:00pm. Saturday: 11:00am-8:00pm. (You may stay open later on Friday & Saturday if you wish). Sunday: 11:00-4:00pm. 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.** **Gray Water:** Barrels are available for gray water. Please do not dump on the grounds or in restrooms.

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 Fees: 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 Suntree 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.