



# Post Falls Bridal Tour Vendor Agreement Form

Saturday, January 19, 2019

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

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

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

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

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

Describe your booth or display (*pictures required*): \_\_\_\_\_

\_\_\_\_\_

Trailhead \_\_\_\_\_ JACC \_\_\_\_\_ Red Lion \_\_\_\_\_

Registration accepted on or before December 5, 2018. Print ad needs to be submitted by Wednesday, December 5, 2018. All vendors get a free listing with their registration. Additional fees apply to upgrade to a vendor ad. All print ads must be camera ready.

Full page ad: \$45      2 /3 page ad: \$30      1/2 page ad: \$20      1/3 page ad: \$15

We Design Your Ad: Additional \$45

Single/8x6 booth space- \$45 \_\_\_\_\_ Cocktail table space- \$25 \_\_\_\_\_ Brochure Ad only- \$ \_\_\_\_\_

Upgrade ad- \$ \_\_\_\_\_

TOTAL FEES PAID: \$ \_\_\_\_\_ Visa/Mastercard \_\_\_\_\_

Card Number: \_\_\_\_\_ Expires: \_\_\_\_\_ CW: \_\_\_\_\_ Signature: \_\_\_\_\_

### CRAFTER APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

**Requirements for Booths:** One booth is provided a 6ft table. No electricity available. All booths should be kept clean and visually appealing. Signs may not be hung on the walls. All product must be confined within the booth space. **No soliciting or sales of your product outside of your booth!**

**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 booth location.

**Hours of Event:** Saturday: 10:00am-4:00pm. All booths must be removed and area cleaned by 5:30pm Saturday.

**Vendor Check-In & Set Up:** Check-in/set-up time will vary per site; an email will be sent with details.

**Vendor Parking:** Parking is located on the west side of the park. **SAVE THE MAIN PARKING FOR YOUR CUSTOMERS!**

**Acceptance:** The City of Post Falls reserves the right to limit or deny booth applications. Please allow 2 weeks for review and processing of applications.

**Refunds:** A 70% refund will be issued prior to Oct. 6. After Oct. 6, **NO** refunds will be issued for cancellation of your booth space.

*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. For questions, please call our office.*

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

Mail entry form with appropriate fees to: City of Post Falls, Parks & Rec. Department, 408 N. Spokane Street, Post Falls, ID 83854 • Phone: (208) 773-0539. • Email: [jmcdowell@postfallsidaho.org](mailto:jmcdowell@postfallsidaho.org)  
A copy of the application/confirmation will be mailed (or e-mailed) back to you.