



July 12th, 13th, & 14th, 2019 Q'emiln Park

Office Use Only	
<input type="checkbox"/> Fees Paid	Recvd _____
<input type="checkbox"/> Pictures received	
<input type="checkbox"/> Insurance (food vendors)	
Space#	_____

Name of Business: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____

NON FOOD VENDORS Limited number of pre-packaged food product booths are available in our craft area*

_____ 10X10 booth - \$100

_____ 20X10 booth - \$200

_____ 10X10 booth /Pre Packaged Food* - \$150

*Not prepared on-site (i.e. jams, jellies, baked goods, fudge, etc.)

FOOD VENDORS: Maximum depth is 18'FT

_____ 10' Frontage - \$200 + \$10.00*

_____ 15' Frontage - \$300 + \$10.00*

_____ 20' Frontage - \$400 + \$10.00*

Type: Trailer Tent

*\$10.00 Fire Inspection Fee for all food vendors.

Attach and send photo(s) of booth layout showing front elevation and product sold. Food booths must show location of hitches, awnings, and doors. Applications received without photos will not be approved.

Description of Booth:

What will be sold?(i.e. Product or menu items)

ELECTRICITY FEES

_____ No. of 110 (20 amp) cord plug-ins - \$25.00 ea.

_____ 220 (limited availability) \$100.00 / Call our office for details

Please pay for the appropriate number of plug-ins. All paid lines will be tagged at the event. Untagged lines will be assessed an additional fee, or unplugged. Each plug-in is independently wired.

OVERNIGHT STORAGE/CAMPING

_____ \$50.00 for weekend (per unit)

Make checks payable to City of Post Falls. If paying by credit card, we will contact you to process once your application is approved.

Vendor Booth Fees: \$ _____

Electricity Fees: \$ _____

Storage/Camping Fees: \$ _____

Late fee after 6/7/19 ADD \$25.00 \$ _____

TOTAL FEES PAID: \$ _____

Applications will take approximately 2 weeks to review and process prior to approval. A copy of the application/confirmation will be mailed (or e-mailed) back to you.
No applications accepted after 6/21/19

Continue to page 2(signature required)

VENDOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

HOURS OF OPERATION: Vendors must be open and operating the following hours:

Friday: 11:00am-8:00pm. Saturday: 11:00am-8:00pm. Sunday: 11:00am-4:00pm. It is required that all vendors operate their booth for the entire event. **Any additional hours are at the Vendors discretion.** All booths must be removed, and area cleaned by 8:00pm Sunday.

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. If electricity is purchased, you must provide your own heavy-duty grounded extension cord (minimum 10-12 gauge). Electrical cords not meeting this requirement will be disconnected. No generators allowed. Booth sizes must fit within dimensions paid for. **NOTE:** Awnings, tables, displays, etc. must be confined within booth space. **No soliciting or sales of your product outside of your booth!**

IDAHO STATE SALES TAX NUMBER: All vendor booths are required by the State of Idaho to pay Idaho state sales tax. If vendor does not have an Idaho state sales tax number, a temporary Idaho state sales tax number that is valid for 30 days will be provided by the City of Post Falls when picking up vendor packet.

FOOD VENDORS ONLY: Insurance / Health Department Requirements: Food vendors must provide a **Certificate of Insurance** wherein the **CITY OF POST FALLS** is listed as additional insured on a comprehensive general liability endorsement or commercial general liability in the amount of \$500,000. **Certificate of insurance must be on file at the city by 6/21/19. You will not be allowed to set up without this Certificate of Insurance.** A Food Service License must be obtained from the Panhandle Health District. All food vendors are expected to meet requirements of the Panhandle Health District and Kootenai County Fire District for their inspection at the Post Falls Festival. A \$10.00 Fire Inspection fee will be collected at the time application is approved. Vendors are expected to conform to all state, federal and local regulations. Any food vendor in violation will be closed.

SET UP & VENDOR CHECK-IN: Check-in/set-up (at Q'emiln Park) will begin on Thursday, from 10:00am-8:00pm, or on Friday, beginning at 7:00am, booths must be set-up & operational by 11:00AM. NO vehicle access permitted into the festival area after 9:00am on Friday.

NO DOGS ALLOWED IN PARK: Dogs will not be allowed in vendor booths.

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.

VENDOR PARKING: Parking is located on the west side of the park. Absolutely no parking next to your booth or in main lot! **SAVE THE MAIN PARKING LOT FOR YOUR CUSTOMERS.**

STORAGE/CAMPING: Storage/Camping will be accepted based on space availability. Pre-reservation & payment is required at the time when you submit your vendor application. The cost for RV campers/storage trailers will be \$50.00 for the weekend per unit (**early registration**). Reservations made after the 6/7/19 will be \$75.00 per unit. All vehicles/storage trailers are limited to 40' length and must be self-contained for dry camping; there are no hook-ups. No generators over 65db are allowed in the camping. 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.

Description of Vehicle / Trailer: _____ License Plate(s) # _____ Vehicle length: _____

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

REFUNDS: A 70% refund will be issued prior to June 7. After June 7, **NO** refunds will be issued for cancellation of your booth space, electricity fees, and/or camping/storage fees. There will be **NO REFUNDS** given for inclement weather, booth location, or less than desirable sales of your product.

DON'T FORGET TO ENCLOSE A PICTURE OF YOUR BOOTH!

CONDITIONS OF CONTRACT: Vendor is familiar with and agrees to the Conditions of Contract as listed above which govern the leasing of this space. Failure to follow contract 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 application with appropriate fees & photo to:

City of Post Falls, Parks & Recreation Department, 408 N. Spokane Street, Post Falls, ID 83854

Phone: (208) 773-0539. Email: recreation@postfallsidaho.org.

A copy of the application/confirmation will be mailed (or e-mailed) back to you after the 2-week processing period.