



Crafters 1 Day Event
 Saturday, July 13, 2019
 Grand Pavilion at Q'emiln Park
 11:00am – 5:00pm

Office Use Only
<input type="checkbox"/> Fees Paid
Space# _____

Name of Business: _____
 Contact Person: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email: _____

<p><u>CRAFT VENDORS</u></p> <p>_____ 10X10 Single booth - \$35 (After June 14 - \$70) _____ 10X20 Double booth - \$70 (After June 14 - \$120)</p>	<p><u>ELECTRICITY FEES</u></p> <p>_____ Electricity - \$15 (Limited electricity, call for availability) <i>(Vendor must provide own 10-12 gauge cord)</i></p>
<p>Description of Booth or display:</p> 	
<p>What will be sold?(i.e. Product)</p> 	

Make checks payable to City of Post Falls.
If paying by credit card, we will contact you to process once your application is approved
 A copy of the application/confirmation will be mailed (or e-mailed) back to you.

Vendor Booth Fees: \$ _____
 Electricity Fees: \$ _____
TOTAL FEES PAID: \$ _____

Continue to page 2(signature required)

Applications will take approximately 2 weeks to review and process prior to approval.
 No applications accepted after Friday, June 28, 2019

CRAFTER APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

Requirements for Booths: All booths must provide own equipment including tables. All booths should be kept clean and visually appealing. A booth sign and survey will be provided upon sign-in. A booth sign must present at all times. Products must be confined within the booth space. ***No soliciting or sales of your product outside of your booth!*** We encourage that you bring a hand truck for loading & unloading. If electricity is purchased, you must provide your own heavy-duty grounded extension cord (minimum 10-12 gauge).

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. All vendors are required to operate their booth the entire day.

Hours of Event: Saturday: 11:00am-5:00pm. All booths must be removed, and area cleaned by 7:30pm Saturday.

Vendor Check-In & Set Up: Check-in/set-up at Q'emiln Park Grand Pavilion will begin on Saturday at 8:00am.

No Dogs Allowed: Dogs will not be allowed in vendor booths.

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 June 14. After June 14, **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 application with appropriate fees to: City of Post Falls, Parks & Rec. Department, 408 Spokane Street, Post Falls, ID 83854 • Phone (208) 773-0539.or (208) 457-3366 •

Email: jmcdowell@postfallsidaho.org

A copy of the application/confirmation will be mailed (or e-mailed) back to you.