



**Crafters 1 Day Event**  
 Saturday, July 10, 2021  
 Grand Pavilion at Q'emiln Park

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

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

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

<p><b><u>CRAFT VENDORS</u></b></p> <p>_____ 10X10 Single booth - \$40 (After June 11 - \$75)</p> <p>_____ 10X20 Double booth - \$75 (After June 11 - \$125)</p>	<p><b><u>ELECTRICITY FEES</u></b></p> <p>_____ Electricity - \$15 (Limited electricity, call for availability)</p>
<p><b>Description of Booth or display</b></p>   	
<p><b>What will be sold?(i.e. Product)</b></p>   	

**CRAFTER APPLICATION RULES, REGULATIONS AND ADDITIONAL INFORMATION**

**HOURS OF EVENT:** Saturday: 11:00am-5:00pm. All booths must be removed, and area cleaned by 7:00pm Saturday.

**REQUIREMENTS FOR BOOTHS:** You must provide your own equipment including tables. All booths should be kept clean and visually appealing. A booth sign and survey will be provided upon Check-in. A booth sign must be 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.

**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.

**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 when picking up your vendor packet.

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

**VENDOR CHECK-IN & SET UP:** Check-in/set-up at Q'emiln Park, Grand Pavilion – 12201 W. Parkway Drive, Post Falls will begin on Saturday at 8am.

**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 11. After June 11, **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](mailto:jmcdowell@postfallsidaho.org)

**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: \$ \_\_\_\_\_

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

Applications will take approximately 2 weeks to review and process prior to approval No applications accepted after Friday, June 25, 2021