



Crafters 1 Day Event
 Saturday, July 14, 2018
 Grand Pavilion at Q'emiln Park

Office Use Only <input type="checkbox"/> Fees Paid Space# _____
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Name of Business: _____
 Contact Person: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email: _____

<u>CRAFT VENDORS</u> _____ 10X10 Single booth - \$35 (After June 15 - \$70) _____ 10X20 Double booth - \$70 (After June 15 - \$120)	<u>ELECTRICITY FEES</u> _____ Electricity - \$15 (Limited electricity, call for availability)
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Description of Booth or display

What will be sold?(i.e. Product)

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.

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.

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 7:30am.

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 15. After June 15, **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 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.

Make checks payable to City of Post Falls.

If paying by credit card, we will contact you to process once your application is approved

Applications will take approximately 2 weeks to review and process prior to approval. No applications accepted after Friday, June 29, 2018

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