



July 8 • 9 • 10, 2022

Q'emiln Park

12201 W. Parkway Drive, Post Falls, Idaho

FOOD VENDOR APPLICATION

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

Name of Business: _____

Contact Person: _____

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

Phone: _____ Alternate Phone: _____

Email: _____

BOOTH FEES: Maximum depth is 18'FT

- 10' Frontage - \$225*
 15' Frontage - \$340*
 20' Frontage - \$450*

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

Type: Tent Trailer (removable hitch) YES / NO

ELECTRICITY is limited to availability. No guarantees we can accommodate electrical needs.

_____ Number of 110 (20 amp) plug-ins \$25.00 ea.

_____ 220 **50AMP** \$150.00 ea.

(limited availability) 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.

Please list ALL electrical items and Amps required. Be Specific, if we are not informed of proper requirements, we may not be able to provide service.

Type of Equipment you will be using	Quantity	Power Requirements (amps per unit)

Food/Menu Details please supply the proposed menu.

Food Items	

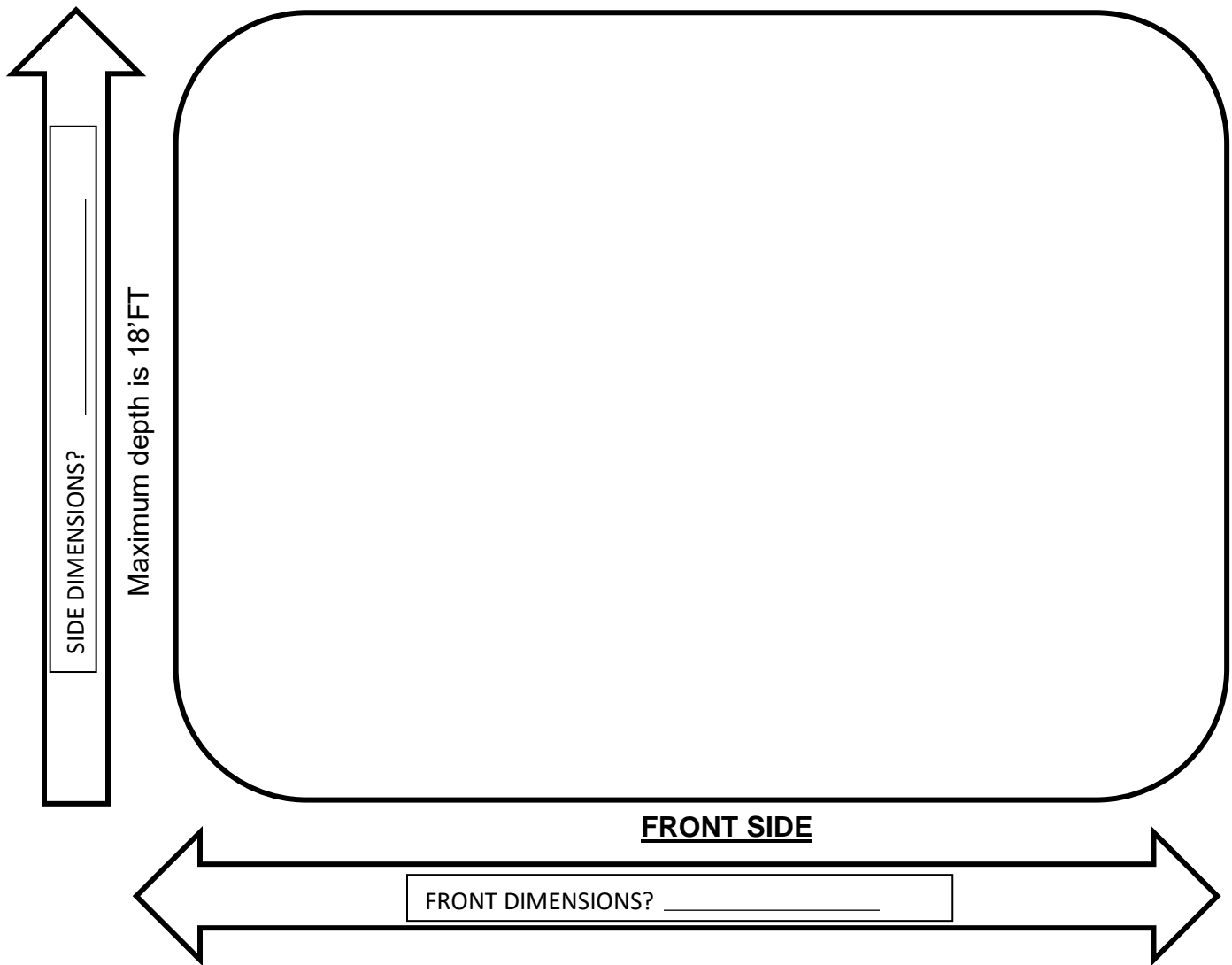
Attach and send photo(s) showing front elevation and product sold. Must show the location of hitches, awnings, and doors. Applications received without photos will not be approved.

BOOTH SPACE LAYOUT

Business Name:

Draw the following in the booth space below (if applicable)

- Location of service window(s)
- Location of Hitch/Removable Hitch
- Cooking Exhaust
- BBQ grill or grilling surface
- Exact dimensions of the trailer, including hitch to bumper and all open serving windows _____ by _____



VENDOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

HOURS OF OPERATION: Vendors must be open and operating the following hours: Friday: 11:00 am-8:00 pm. Saturday: 11:00am-8:00pm. Sunday: 11:00am-4:00pm. It is required that all vendors operate their booth for the entire 3- day event. **Any additional hours are at the Vendors discretion.** All booths must be removed, and the area cleaned by 8:00 pm Sunday.

SET-UP & VENDOR CHECK-IN: Check-in/set-up (at Q'emiln Park - 12201 W. Parkway Drive, Post Falls) will begin on Thursday, from 10:00 am-8:00 pm, or on Friday, beginning at 7:00 am, booths must be set up & operational by 11:00 AM. NO vehicle access is permitted into the festival area after 9:00 am on Friday.

The Post Fall Festival Committee will assign your booth location and set-up time. *Please Note:* Trailer vendors will be contacted with an assigned time to drop off your trailer on Thursday morning, July 7, 2022.

REQUIREMENTS FOR BOOTHS: This is a park setting, not every space will be completely level, so please be flexible in adjusting your displays for this. All booths must be covered, staked down, and able to handle all weather conditions. The dimensions paid for are your booth space your entire booth must fit within these dimensions. **No soliciting or sales of your product outside of your booth!** All booths must be kept clean and visually appealing both on the front serving side and the back parking lot side. You must have a printed sign (no handwritten signs) that always identifies the name of your booth present and must be confined within booth space. If electricity is purchased, you must provide your own 10-gauge Extra heavy-duty U- grounded extension cord (minimum of 100 feet). Electrical cords not meeting this requirement will be disconnected. No generators allowed.

REQUIRED TO OPERATE

IDAHO STATE SALES TAX NUMBER: All vendor booths are required by the State of Idaho to pay Idaho state sales tax. If a vendor does not have an Idaho state sales tax number, a temporary Idaho state sales tax number that is valid for 30 days will need to be obtained by registering online or by paper form when picking up the vendor packet.

INSURANCE: You must furnish a certificate of insurance to the Parks & Recreation office at the time of application. The insurance certificate requirements are as follows:

- The minimum limit of liability shall be \$500,000.
- The policy coverage shall be Comprehensive and on an Occurrence form.
- Under Certificate Holder, City of Post Falls, 408 N. Spokane Street, Post Falls, Idaho 83854 shall be named as Additional Insured.

FOOD SERVICE LICENSE APPLICATION: must be obtained from the Panhandle Health District (3 working days) **PRIOR** to the event. The Panhandle Health District can be reached at 208-415-5200. All food vendors are expected to meet the requirements of the Panhandle Health District. Vendors will be inspected by PHD on the day of the event. Vendors are expected to conform to all state, federal and local regulations. Any food vendor in violation will be closed.

FIRE MARSHAL: Vendors must meet all requirements set forth by the Kootenai County Fire Marshal. This includes, but is not limited to, having all labeled fire-retardant structures (tents/sidewalls, etc.) when applicable. All fire extinguishers must have a valid recharged tag. If you are operating with fryers or grease, you must have a special K silver extinguisher in addition to a standard fire extinguisher. A \$10.00 Fire Inspection fee is added to booth fees. If you have any additional questions, please contact Kootenai County Fire & Rescue, 1590 E. Seltice Way, Post Falls, ID 83854 / 208-777-8500.

ICE / WATER: Vendors are responsible for bringing their ice. Water will be available. Vendors must bring their food-grade hoses for potable water.

GREASE: There will be grease bins available on site for Vendor use. All Food Vendors using fry oil are to provide a ground cover inside their designated area for the absorption of grease where applicable. No Food Vendor will be allowed to open for business if this ground cover is not in place. Grease absorbent mats work the best. Absolutely no grease or grey matter is to be disposed of on the grounds, in restrooms, or down any drains. Anyone found doing this will be charged a minimum of \$1,000 and, immediately be ordered to leave the event site, and could potentially face additional charges.

NO PERSONAL PETS ALLOWED: Vendors are not allowed to have personal pets with them in booths. If you have a Service Dog, you must state that on your application. A service dog will be allowed with prior approval from Festival Management.

SECURITY: Every precaution is made to protect the grounds. Post Falls Police Department will patrol the park throughout the weekend, but they are not staged on site. The City of Post Falls will not be liable for any loss, theft, or damage of any kind.

VENDOR PARKING: Parking for vendors is located on the west side of the park near the boat launch. Absolutely no parking next to your booth or in the first 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 \$75.00 for the weekend per unit (**early registration**). Applications made after 6/15/22 will be charged an additional 20% per unit. All vehicles/storage trailers are limited to a maximum combo length of 40 feet 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) 777-8888.

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 the application.

REFUNDS: A 70% refund will be issued prior to June 10. After June 10, **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 emergencies, inclement weather, booth location, or less than desirable sales of your product.

<p><i>PAYMENT: Check is preferable, made payable to the City of Post Falls. If paying by credit card, we will contact you to process once your application is approved.</i></p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Applications will be reviewed as they are received for the approval process. A copy of the application/confirmation will be mailed (or e-mailed) back to you. No applications accepted after 6/24/22</p> </div>	Vendor Booth Fees:	\$ _____
	Electricity Fees:	\$ _____
	*Fire Marshal Inspection Fee:	\$ 10.00
	Storage/Camping Fees: \$75.00 for weekend (per unit)	\$ _____
	TOTAL DUE \$	\$ _____
	Late fee after 6/15/22 ADD 20%	\$ _____
	TOTAL FEES PAID:	\$ _____

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

FOOD VENDOR AGREEMENT: My entry implies my willingness to abide by all event rules if accepted. My booth will be open and manned during all event hours and I understand I may not dismantle my setup or begin loading out until the conclusion of the event. Failure to abide by these policies will disqualify me from next year's event. I will take full responsibility for the safety of my employees, my work, and myself. I will indemnify the City of Post Falls and will hold the City, its staff, volunteers, or event sponsors harmless for any personal liability claims and loss or damage of goods that may arise from participation in Post Falls Festival 2022. I understand my booth, display and vended items must be consistent with what was submitted for acceptance and if deemed inconsistent. I will be asked to leave the event and forfeit any fees paid.

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 you have been accepted.