



**POST FALLS HOLIDAY CRAFT FAIR**  
**Crafters 1 Day Event**  
Saturday, November 3, 2018  
Trailhead Event Center

Space# \_\_\_\_\_  
(Office Use Only)

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

**CRAFT VENDORS**

\_\_\_\_\_ 8X6 Single booth - \$35 (After October 5 - \$70)

**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 a 6ft table. No electricity available. All booths should be kept clean and visually appealing. Crafters must provide your own skirting and a sign that identifies your booth. Signs may not be hung on the walls. All product must be confined within the booth space. ***No soliciting or sales of your product outside of your booth!***

**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: 9:00am-4:00pm. All booths must be removed and area cleaned by 5:30pm Saturday.

**Vendor Check-In & Set Up:** Check-in/set-up at Q'emiln Trailhead Event Center will begin on Friday from 3:00-5:00pm, and Saturday at 7:30a.m.

**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 October 5. After October 5, **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 N. Spokane Street, Post Falls, ID 83854 • Phone: (208) 773-0539. or (208) 457-3366 • Email: [jmcdowell@postfallsidaho.org](mailto: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, October 19, 2018

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