



POST FALLS FESTIVAL

July 7th, 8th, & 9th, 2017
Q'emiln Park

Space# _____
(Office Use Only)

Name of Business: _____

Contact Name: _____

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

Phone (Day): _____ (Evening): _____ Email: _____

Describe your booth or display: _____

What will be sold? (i.e. product or menu): _____

Attach and send photo(s) of booth layout showing front elevation and product sold. Food booths must show location of hitches, awnings, and doors. Early registration accepted on or before June 9, 2017. Final application deadline is Friday, June 23, 2017.

Please check all boxes that apply to your booth and complete both sides of application.

NON-FOOD VENDORS

Limited number of pre-packaged food product booths are available in our craft area

_____ 10X10 booth - \$100 (After June 9 - \$125)

_____ 20X10 booth - \$200 (After June 9 - \$225)

_____ 10X10 booth /Pre Packaged Food* - \$150 (After June 9 - \$175)

*Not prepared on-site (i.e. jams, jellies, baked goods, fudge, etc.)

ELECTRICITY FEES

_____ No. of 110 (20 amp) cord plug-ins - \$25 ea.

_____ 220 (limited availability) \$100 / 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.

FOOD VENDORS

_____ 10' Frontage - \$200 (After June 9 - \$225)

_____ 15' Frontage - \$300 (After June 9 - \$325)

_____ 20' Frontage - \$400 (After June 9 - \$425)

Maximum depth is 18'd an additional fee, or unplugged.

Each plug-in is independently wired.

OVERNIGHT STORAGE/CAMPING

_____ \$50 for weekend (per unit) (After June 9 - \$75)

Vendor Booth Fees: \$ _____

Electricity Fees: \$ _____

Storage/Camping Fees: \$ _____

TOTAL FEES PAID: \$ _____

_____ Check to City of Post Falls

_____ Visa/Mastercard

Applications will take approximately 2 weeks to review and process prior to approval

Card Number: _____ Expires: _____ CW: _____ Signature: _____

(Credit and debit card transactions will be assessed a convenience fee)

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(signature required)

EXHIBITOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

Requirements for booths: All booths must be covered, staked down, and able to handle all weather conditions. Easy-up tents are acceptable. All booths should be kept clean and visually appealing. You must have a sign that identifies the name of your booth (present at all times) and must be confined within booth space. Please remember this is a park setting; not every space will be completely level, so please be flexible in adjusting your displays for this. You must provide your own heavy-duty grounded extension cord (minimum 10-12 gauge) if electricity is purchased. Cords not meeting this requirement will be disconnected. Booth sizes must fit within dimensions paid for. **NOTE:** Awnings, tables, displays, etc. must be confined within booth space. **No soliciting or sales of your product outside of your booth!**

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

FOOD VENDORS ONLY: Insurance / Health Department Requirements: Food vendors must provide proof of liability insurance with a minimum of \$500,000 and must be received by the City a minimum of 2-weeks prior to the event. The City of Post Falls must be named as an additional insured. You must also meet all requirements of the Panhandle Health District and Kootenai County Fire District for their inspection at the Post Falls Festival. Vendors must comply with all state, federal and local regulations.

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: Friday: 11:00am-8:00pm. Saturday: 11:00am-8:00pm. Sunday: 11:00am-4:00pm
You may open earlier or stay open later if you wish, but you must be operating during the required hours.
All booths must be removed and area cleaned by 8:00pm Sunday.

Set Up & Vendor Check-In: Check-in/set-up (at Q'emiln Park) will begin on Thursday, from 10:00am-8:00pm, or on Friday, beginning at 7:00am. NO vehicle access permitted into the festival area after 9:00am on Friday.

Vendor Parking: Parking is located on the west side of the park. Absolutely no parking next to your booth or in main lot!
SAVE THE MAIN PARKING LOT FOR YOUR CUSTOMERS.

Description of Vehicle / Trailer: _____ License Plate(s) # _____ Vehicle length: _____

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Storage/Camping: Pre-reservation & payment is required at the time when you submit your vendor application. Limited space is available & there are no hook-ups. The cost for RV campers/storage trailers will be \$50.00 for the weekend per unit (**early registration**). Reservations made after the deadline will be \$75.00 per unit. All vehicles/storage trailers are limited to 40' length and must be self-contained for dry camping. No generators over 65db are allowed in the camping or show grounds. For other camping options in Post Falls, please contact Coeur d'Alene RV Resort at (208) 773-3527 or Suntime RV Park at (208) 773-9982. For site set-up, please list length of your camper/storage trailer.

Drop-In Storage/Camping will be accepted based on space availability.

Acceptance: The City of Post Falls reserves the right to limit or deny booth applications. Please allow 2-weeks for review and processing all applications.

Refunds: A 70% refund will be issued prior to June 9. After June 9, **NO** refunds will be issued for cancellation of your booth space, electricity fees, and/or camping/storage fees.

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

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 & 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 the 2-week processing period.