

Hello Spring!

Craft Fair

April 17, 2021

Shilo Event Center

.... *by* Colissa & Girls

Application

Name _____ Business Name _____

Email _____

Address _____

Cell Phone _____ **Items are:** Hand Crafted _____ Commercial _____

List all items you will be selling: _____

Booth Space:

<u>SOLD OUT</u>	\$110.00	10' Wide x 8' deep (End Space) (Hotel Lobby)	
_____	\$100.00	10' Wide x 8' deep (Hotel Lobby)	<u>Add Ons</u>
_____	\$90.00	8' Wide x 8' deep (Hotel Lobby)	_____ \$5.00 Electricity
_____	\$80.00	6' Wide x 8' deep (Hotel Lobby)	_____ \$5.00 6/8' Table
<u>SOLD OUT</u>	\$75.00	12' x 3' (Hallway)	
<u>SOLD OUT</u>	\$75.00	24' x 1.5' (Hallway)	
<u>SOLD OUT</u>	\$75.00	14' x 3' (Event Foyer)	

Requests or Notes:

Payment: _____ **Venmo:** (@Colissa-Teeter) Specify 'Hello Spring Craft Fair.'

_____ **Paypal:** (idahocraftfairs@gmail.com) Select "Friends and Family" For No Fee.
(Or choose any other option & add \$4. for fees)

_____ **Credit Card:** (4% fee)

Cancellation Policy: There is a \$10 Cancellation Fee regardless. The last day to cancel for a full refund, (minus cancellation fee), is March 1st. 50% refund for month of March. No refunds after April 1st.

Disclaimer of Liability: Vendor assumes full responsibility for participation in this event. I/We agree to release, indemnify, and hold harmless Colissa Teeter and associated parties of the 'Hello Spring!' Craft Fair at The Shilo Event Center, against any claim of injury incurred by me, my affiliates, or my staff in association with this event. I agree that The Shilo Event Center and associated parties are not responsible for any damage, theft or loss that may occur due to participation in this event. I also confirm that I have also read and understand the policy form.

Signature _____ Date _____

Please Return: Signed Application and Payment in order to secure your booth.

Email Application to: idahocraftfairs@gmail.com

idahocraftfairs@gmail.com

208-390-5818

Hello Spring!

Craft Fair

Saturday, April 17, 2021

Shilo Event Center

(780 Lindsay Blvd)

10am - 4pm

Information and Policies

1. To reserve your space....Return completed Application and Payment. Acceptance is on a First come - First serve basis. (Only one representative from commercial or direct marketing companies). Contact us to be sure the space hasn't already been filled.
2. Return Application form through email. (idahocraftfairs@gmail.com)
3. A confirmation will be sent, once all information has been received.
4. Payment may be made through:
 - Venmo** (@Colissa-Teeter) Specify 'Hello Spring Craft Fair.'
 - Paypal** (idahocraftfairs@gmail.com) Select "Friends and Family" (For No Fee) or choose the other option (and add \$3. to cover fees).
 - Credit Card** (3% fee).
5. A booth may not be shared or consigned without Prior written consent, all names need to be added to the contract. Items must be listed, so as to avoid commercial duplication of Company Names/Products.
6. Set up will begin at 7:30am and must be business-ready by 9:45am.
7. Wi-Fi will be available.
8. Vendors are responsible for their own booth set-up: Including tables, chairs, and tablecloths. If you signed up for electricity, be sure to bring extension cords and a power strip.
9. All displays must stay within assigned space, be free standing and secure.
10. Each vendor is required to fill out a sales tax form with the State of Idaho. You will be able to do this online as the time gets closer; the instructions will be on the form.
11. You Must relocate your vehicle away from the building after unloading. Parking needs to be readily available for your customers.
12. Break down is at 4pm, NO sooner. The premises should be vacated by 6pm.
13. Booth area must be clean upon departure. Take any trash with you and REMOVE BLUE TAPE from floor.
Thanks!
14. Please be considerate of others and move your vehicle promptly to allow room for everyone when loading and unloading.
15. Advertising will be done through Social Media and Facebook. Poly-signs and Banners will be placed in Idaho Falls and surrounding areas. Flyers will be in stores, businesses, and on vehicle windshields at other events. Vendors will receive a pdf flyer to download; flyers can be shared with friends, businesses and at other shows.

Pass The Word.....This will be a Fun, Spring Event people won't want to miss!!

In addition to all the advertising that will be done, be sure to invite everyone you know through conversation, social media and flyers.

See You Soon!!