

# October *Boo-tique*

## Sandy Downs Event Center

(6855 S. 15<sup>th</sup> E. Idaho Falls)

October 24<sup>th</sup> 2020

10-4pm

### Information and Policies

1. To Reserve your space....Return completed Policy form, Contract, and Application fee. Acceptance is on a First come - First serve basis. (Only one representative from commercial companies). Contact us to be sure the space hasn't already been filled.
2. Return Application and Policy form through email. ([idahocraftfairs@gmail.com](mailto:idahocraftfairs@gmail.com))
3. A confirmation will be sent once All information has been received.
4. Payment may be made through.....  
**Paypal** ([idahocraftfairs@gmail.com](mailto:idahocraftfairs@gmail.com)) Be sure to select "Friends and Family." If you choose the other option, add \$3. to cover fees.  
**Venmo** (@colissa-teeter) Specify "October Boo-tique."  
**Credit Card** (3% fee)
5. Check-in at front table Before setting up your booth.
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, tablecloths, power strip (if applicable), extension cords (if needed) etc. All displays must stay within assigned space, be free standing and secure.
9. Each vendor is personally responsible for collecting 6% sales tax and mailing that to the State of Idaho. You will be able to fill out a form online as the time gets closer.
10. You Must relocate your vehicle away from the building after unloading. Parking needs to be readily available for your customers.
11. Please be considerate of others and move your vehicle promptly to allow room for everyone when loading and unloading.
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. Advertising will be done through Social Media and Facebook. Poly-signs 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, Fall Boo-tique!!**

In addition to all the advertising that will be done, be sure to invite everyone you know through conversation, social media and flyers! Share the 'Event' on FB and be sure to like our page on FB

*See You Soon!!*

Vendor's Signature \_\_\_\_\_

Date \_\_\_\_\_