

“Santa’s Workshop”

Saturday, December 5th, 2020

Moved to... **The Shilo**

(780 Lindsay Blvd)

10am – 4pm

Welcome to Santa’s Workshop!
A magical place where Christmas is brought to life!!

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 Contract and Policy form through email. (colissascorner@hotmail.com)
3. A confirmation will be sent, once all information has been received.
4. Payment may be made through **Paypal** (colissascorner@hotmail.com) Be sure to select “Friends and Family.” Or If you choose the other option, add \$3. to cover fees. **Venmo** (colissa teeter) Specify ‘ Santa’s Workshop Craft Fair.’ **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. Break down is at 4pm, NO sooner. The premises should be vacated by 6pm.
12. Booth area must be clean upon departure. Take any trash with you and REMOVE BLUE TAPE from floor. Thanks!
13. Please be considerate of others and move your vehicle promptly to allow room for everyone when loading and unloading.
14. Advertising will be done through Radio, 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, Holiday 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! Flyers can be copied and handed out at other events you are involved in or left with businesses.

See You Soon!!

Vendor’s Signature _____

Date _____