



# POST FALLS FESTIVAL

## July 12 - 13 - 14, 2024

### Q'emiln Park (12201 W. Parkway Drive, Post Falls)

Office Use Only	
<input type="checkbox"/> Fees Paid	_____
<input type="checkbox"/> Pictures received	_____
Space#	_____

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**VENDOR BOOTH**     10X10 booth - \$175.00     20X10 booth - \$345.00

10X10 booth / Pre-Packaged Food - \$280.00 Not prepared on-site (i.e. jams, jellies, baked goods, jerky, pepperoni sticks, fudge, etc.)

**Attach or send a photo(s) of the booth layout showing the front elevation and products sold. Applications received without photos will not be approved. PLEASE: Write legibly or type.**

**Description of Booth:**

\_\_\_\_\_

\_\_\_\_\_

**List products that will be sold or what information will be available.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ELECTRICITY is limited in availability. No guarantees we can accommodate electrical needs.**

\_\_\_\_\_ Number of 110 (20 amp) plug-ins \$65.00 ea. (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.)

<b><i>PAYMENT:</i></b> Payment is required at the time of application. A <b>check</b> is preferable, made payable to the City of Post Falls. If paying by credit card, you will be emailed an invoice to pay online. <b>*City of Post Falls is required by the state to collect tax on vendor fees.</b>	Vendor Booth Fees:	\$ _____
	Electricity Fees: _____ x \$65	\$ _____
	Storage/Camping Fees: \$150.00 for the weekend (per unit)	\$ _____
	<b>TOTAL \$</b>	\$ _____
	<b>ADD *Tax 6%</b>	\$ _____
	Late fee after 6/14/24 ADD 20%	\$ _____
	<b>TOTAL FEES PAID:</b>	\$ _____

**Applications will be reviewed as they are received for the approval process. Your space is not fully confirmed until full payment is received.**

A copy of the application and acceptance confirmation will be e-mailed back to you.

**No applications accepted after Friday, June 21, 2024**

**VENDOR AGREEMENT:** I will take full responsibility for my employees' safety, work, and myself. I will indemnify the City of Post Falls and will hold the City, its staff, volunteers, or event sponsors harmless for any personal liability claims and loss or damage of goods that may arise from participation in Post Falls Festival 2024. I understand my booth, display and listed items must be consistent with what was submitted for acceptance. If deemed inconsistent, I will be asked to leave the event and forfeit any fees paid.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Continue** (Vendor rules and regulations)

## **VENDOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION**

**HOURS OF OPERATION:** Vendors must be open and operating the following hours: Friday: 11:00am-8:00pm. Saturday: 11:00am-8:00pm. Sunday: 11:00am-4:00pm. **Any additional hours are at the Vendors' discretion.** It is required that all vendors operate their booth for the entire event and understand that tear down on Sunday before 4:00pm is not allowed for any reason, regardless of whether you run out of product.

**REQUIREMENTS FOR BOOTHS:** This is an outdoor park setting, not every space will be completely level or have shade, so please be flexible in adjusting your displays for this. All vendors are responsible for providing their own covered tent, tables, and chairs. Tents must be staked or weighted down, with closeable sides, and able to handle all weather conditions. All booths should be kept clean and visually appealing. You must have a printed sign (no handwritten signs) that identifies the name of your booth.

If ELECTRICITY is purchased, you must provide your own 12-gauge Extra heavy-duty U- grounded extension cord (minimum of 100 feet). Electrical cords not meeting this requirement will be disconnected. 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.) No generators allowed.

**BOOTH ASSIGNMENTS:** You will receive your booth space location when you check in for set-up on Thursday or Friday with the festival management. You may note a preferred vendor location on your application; however, the assignment of the vendor booths is at the discretion of the festival management. All placement decisions are final. **NO NEGOTIATIONS!**

**APPROVED ITEMS FOR SALE:** Your application must include a full list of items you would like to Sell/display/handout. (All items are subject to approval by the Festival Committee. No unapproved items are allowed. NOTE: Write on the application whether samples will be given from your vendor booth. Only samples of your product are allowed.

**USE OF SPACE:** **No soliciting or sales of your product outside of your booth!** All displays, merchandise, and staff must stay within your booth space. **This means clothing racks, signs, awnings, tables, chairs, displays, etc.** Sandwich boards and merchandise outside your booth will NOT be tolerated. Walkways must always remain open and clear. Vendors in violation of this will be warned once after that, they may not be invited back for future shows.

**VENDOR CHECK-IN & SET-UP:** Check-in/set-up (at Q'emiln Park - 12201 W. Parkway Drive, Post Falls) will begin on **Thursday 7/11, from 10:00am-8:00pm, or on Friday 7/12, beginning at 7:00am**, booths must be set up & operational by 11:00am on Friday. NO vehicle access is permitted into the festival area after 9:00am on Friday, so please plan accordingly.

**VENDOR TEAR DOWN:** On Sunday at the close of the festival, vehicles may not enter until all customers have vacated the festival area. During tear down, Vendors **MUST** take down their booth, pack, and **THEN** check in with Festival Management to get approval to drive a vehicle onto the grounds. All booths must be removed, and the area cleaned by 8:00pm Sunday.

**IDAHO STATE SALES TAX NUMBER:** All vendor booths are required by the State of Idaho to pay Idaho state sales tax. Vendors will need to register online 3 days prior to the event or fill out a paper form for a temporary Idaho state sales tax number that is valid for 30 days, when arriving at vendor check-in.

**PAYMENT:** Payment is required at the time of application. A **check** is preferable, made payable to the City of Post Falls. If paying by credit card, you will be emailed an invoice to pay online. If payment is not received within 5 business days of notification, the vendor will surrender the application and be moved to the waitlist. ***\*City of Post Falls is required by the state to collect tax on vendor fees.***

**ETHICS AND CONDUCT:** Appropriate behavior must always be displayed by Vendors. No profanity, yelling, or aggressive behavior during the festival. No calling attention to products in a loud or aggressive way or soliciting customers outside your booth space. Vendors are prohibited from smoking/vaping and consuming alcohol inside their booth space.

**NO PETS ALLOWED:** No Animals allowed in booth space during the festival (except for service animals)

**PARKING:** Parking for vendors is located on the west side of the park near the boat launch. Absolutely no parking next to your booth or in the first main lot! **SAVE THE MAIN PARKING LOT FOR YOUR CUSTOMERS.** Vendors must obey the traffic pattern when coming and going from the parking lot.

**SECURITY:** Easy-Up tents need to have securable sides. Post Falls Police Department will patrol the park throughout the weekend, but they are not staged on site. The City of Post Falls will not be liable for any loss, theft, or damage of any kind.

**\*STORAGE/CAMPING:** **Storage/Camping will be accepted based on space availability.** Pre-reservation & payment is required at the time when you submit your vendor application. The cost for RV campers/storage trailers will be \$150.00 for the weekend per unit (**early registration**). Applications made after 6/14/24 will be charged an additional 20% per unit. All vehicles/storage trailers are limited to a maximum combo length of 40 feet and must be self-contained for dry camping; there are no hookups. No generators over 65db are allowed in the camping. Vendors who have paid for camping are asked to arrive no later than Thursday 7/11 by 8:00pm to ensure parking space.

For other camping options in Post Falls, please contact Post Falls RV Campground at (208) 618-4361 – Coeur d’Alene RV Resort at (208) 773-3527 – Suntree RV Park at (208) 777-8888

For Storage/Camping: ONLY Provide information.

\*Description of Vehicle / Trailer: \_\_\_\_\_ License Plate(s) # \_\_\_\_\_ Vehicle length: \_\_\_\_\_

**ACCEPTANCE:** The City of Post Falls reserves the right to limit or deny booth applications.

**REFUNDS:** Once, your payment has been processed. NO refunds will be issued for cancellation of your booth space, electricity fees, and/or camping/storage fees. There will be NO refunds given for emergencies, inclement weather, booth location, or less than desirable sales of your product.

I, the undersigned, have read and retained a copy of Vendor Regulations, agreed to the stated terms and conditions, and understand all terms stated within.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Mail the application 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@postfalls.gov](mailto:recreation@postfalls.gov).

A copy of the application/confirmation will be mailed (or e-mailed) back to you after you have been accepted.

