



POST FALLS FESTIVAL

July 12-13-14, 2024

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

FOOD VENDOR APPLICATION

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

Name of Business: _____

Contact Person: _____

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

Phone: _____ Alternate Phone: _____

Email: _____

BOOTH FEES: Maximum depth is 18'FT

10' Frontage - \$335*
 15' Frontage - \$460*
 20' Frontage - \$620*

(Your selection must include hitches, stairs, doors opened, platforms) *Plus a \$10.00 Fire Marshal Inspection Fee for all food vendors.

Type: Tent Trailer (removable hitch) YES / NO

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

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

_____ 220 **50AMP** \$225.00 ea.

(Limited availability) 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 as an additional fee or unplugged. Each plug-in is independently wired.

Please list ALL electrical items and Amps required. Be Specific, if we are not informed of proper requirements, we may not be able to provide service.

| Type of Equipment you will be using | Quantity | Power Requirements (amps per unit) |
|--|----------|------------------------------------|
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Food/Menu Details please supply the proposed menu.

***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. *City of Post Falls is required by the state to collect tax on vendor fees.*

| | | |
|--|---|----------|
| | Vendor Booth Fees: | \$ _____ |
| | Electricity Fees: | \$ _____ |
| | *Fire Marshal Inspection Fee: | \$ 10.00 |
| | Storage/Camping Fees: \$150.00 for the weekend (per unit) | \$ _____ |
| | TOTAL \$ | \$ _____ |
| | ADD *Tax 6% | \$ _____ |
| | Late fee after 6/14/24 ADD 20% | \$ _____ |
| | TOTAL FEES PAID: | \$ _____ |

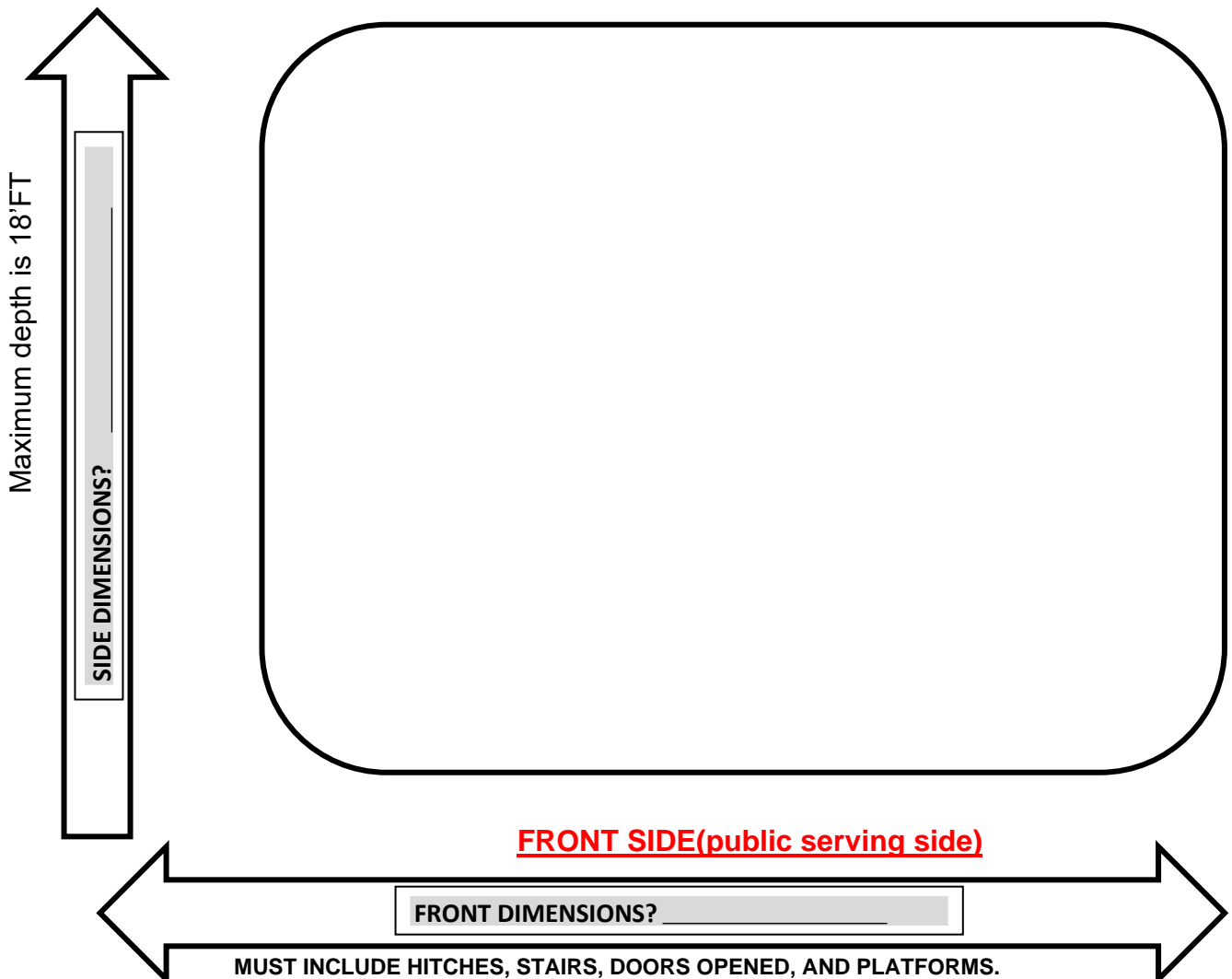
Attach and/or send photo(s) showing front elevation and product sold. Must show the location of hitches, awnings, and doors. Applications received without photos will not be approved.

BOOTH SPACE LAYOUT

Business Name: _____

Draw the following in the box space below (if applicable)

- Location of service window(s)
- Location of the entrance access door for workers
- Location of Hitch/Removable Hitch
- Cooking Exhaust
- BBQ grill or grilling surface
- Exact dimensions of the trailer, including hitch to bumper and all open serving windows or awnings _____ by _____



VENDOR AGREEMENT: I will take full responsibility for the safety of my employees, my 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.

SET-UP & VENDOR CHECK-IN: The Post Falls Festival Committee will assign your booth location and set-up time. *Please Note:* Vendors with trailers will be contacted with specific load-in directions and available times will be communicated closer to the event date. Check-in/set-up (at Q'emiln Park - 12201 W. Parkway Drive, Post Falls) will begin on Thursday, from 10:00 am-8:00 pm, or on Friday, beginning at 7:00 am, booths must be set up & operational by 11:00 AM. All vehicles must be moved from the parking lot behind the food vendor row by 9:00 am on Friday.

REQUIREMENTS FOR BOOTHS: This is an outdoor park setting, Food vendor row is along the parking lot curb. Vendors are placed in the parking lot against the curb with the public service window facing the park. Not every space will be completely level or have shade, so please be flexible in adjusting for this. Tents must be weighted down, and able to handle all weather conditions. All booths should be kept clean and visually appealing on both the front/public and back/parking lot sides. 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.

USE OF SPACE: **No soliciting or sales of your product outside of your booth!** All displays, products, and staff must stay within your booth space. 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.

REQUIRED TO OPERATE

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.

INSURANCE: You must furnish a certificate of insurance to the Parks & Recreation office at the time of application. The insurance certificate requirements are as follows:

- The minimum limit of liability shall be \$500,000.
- The policy coverage shall be Comprehensive and on an Occurrence form.
- Under Certificate Holder, City of Post Falls, 408 N. Spokane Street, Post Falls, Idaho 83854 shall be named as Additional Insured.

FOOD SERVICE LICENSE APPLICATION: must be obtained from the Panhandle Health District (3 working days) **PRIOR** to the event. The Panhandle Health District can be reached at 208-415-5200. All food vendors are expected to meet the requirements of the Panhandle Health District. Vendors will be inspected by PHD on the day of the event. Vendors are expected to conform to all state, federal and local regulations. Any food vendor in violation will be closed.

FIRE MARSHAL: Vendors must meet all requirements set forth by the Kootenai County Fire Marshal. This includes, but is not limited to, having all labeled fire-retardant structures (tents/sidewalls, etc.) when applicable. All fire extinguishers must have a valid recharged tag. If you are operating with fryers or grease, you must have a special K silver extinguisher in addition to a standard fire extinguisher. A \$10.00 Fire Inspection fee is added to booth fees. If you have any additional questions, please contact Kootenai County Fire & Rescue, 1590 E. Seltice Way, Post Falls, ID 83854 / 208-777-8500.

ICE / WATER: Vendors are responsible for bringing their ice. Water will be available. Vendors must bring their food-grade hoses for potable water.

GREASE: There will be grease bins available on site for Vendor use. All Food Vendors using fry oil are to provide a ground cover inside their designated area for the absorption of grease where applicable. No Food Vendor will be allowed to open for business if this ground cover is not in place. Grease absorbent mats work the best. Absolutely no grease or grey matter is to be disposed of on the grounds, in restrooms, or down any drains. Anyone found doing this will be charged a minimum of \$1,000 and, immediately be ordered to leave the event site, and could potentially face additional charges.

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)

SECURITY: Every precaution is made to protect the grounds. 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.

PARKING: Parking for vendors is located on the park's west side 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.

***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 Coeur d'Alene RV Resort at (208) 773-3527 – Suntree RV Park at (208) 777-8888 & Post Falls RV Campground at (509) 601-9078

ONLY For Storage/Camping: 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.

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.

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

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

Signature _____ Date _____

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.

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