



POST FALLS HOLIDAY CRAFT FAIR
CRAFTERS 1 DAY EVENT
Saturday, November 4, 2023
Trailhead Event Center
& Black Bay Depot

Space# _____
(Office Use Only)

Name of Business: _____
Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____
Email: _____

CRAFT VENDORS

_____ 8X6 Single Booth - \$40

Description of Booth or display

What will be sold?(i.e. Product)

CRAFTER APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

Requirements for Booths: All booths must provide a table, your own skirting and a sign that identifies your booth. No electricity available. All booths should be kept clean and visually appealing. Signs may not be hung on the walls. All product must be confined within the booth space.
No soliciting or sales of your product outside of your booth!

Expectations: To provide a quality show, it is expected that all vendors operate their booth for the entire event. No tear down during the show. There will be NO REFUNDS given for inclement weather, booth location, or less than desirable sales of your product

Hours of Event: Saturday: 9:00am-3:30pm. All booths must be removed and area cleaned by 5:30pm Saturday.

Vendor Check-In & Set Up: Check-in/set-up at Q'emiln Trailhead Event Center or Black Bay Depot on Friday from 1:00-4:30p.m. and Saturday at 7:30a.m. All booths must be set up by 8:45a.m.

Vendor Parking: Parking is located on the west side of the park. **SAVE THE MAIN PARKING FOR YOUR CUSTOMERS!** **Acceptance:** The City of Post Falls reserves the right to limit or deny booth applications. Please allow 2 weeks for review and processing of applications.

Refunds: There will be **no refunds** once your application is accepted.

I have read the above rules & agree, by my signature, to abide by those rules. Failure to follow rules or event-staff directions will result in removal from the show and/or being prohibited from participating in future events. For questions, please call our office.

Signature: _____ **Date:** _____

Mail entry form with appropriate fees to: City of Post Falls, Parks & Rec. Department, 408 N. Spokane Street,
Post Falls, ID 83854 • Phone: (208) 773-0539, or (208) 457-3366 • Email: jmcdowell@postfalls.gov
A confirmation letter will be mailed (or e-mailed) back to you.

Applications will take approximately 2 weeks to review
and process prior to approval.
No applications accepted after Friday, October 20, 2023

**Make checks payable to City of Post Falls. If paying
by credit card, we will contact you to process once
your application is approved**

FEES PAID: \$ _____
ADD 6% TAX: \$ _____
TOTAL FEES PAID: \$ _____