



## VENDOR APPLICATION

### WINTERFEST-OUTHOUSE RACES

SATURDAY, JANUARY 28th

MAINE STREET, SPIRIT LAKE, ID 83869

11:00am – 3:00pm

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

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

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

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

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

\_\_\_\_\_ I would like to be a vendor at the TRUNK or TREAT event on Friday, October 28<sup>th</sup>, 2022

\_\_\_\_\_ I would like to be a vendor at the WINTERFEST/OUTHOUSE RACES event on Saturday, January

FOOD/CRAFT VENDORS: (10X10 space = \$35)

**\*If you will be preparing food on site please send a copy of your food handlers permit with your application.**

Description of Booth:

What will be sold (include pictures)

**Attach and send photo(s) of inside booth & product(s) sold. Applications not fully completed with pictures and information will not be accepted.**

If paying by check, please make it payable to City of Spirit Lake. If paying by credit card; after the application is approved, you will be contacted for your payment information.

Mail application with appropriate fees & photo to:

City of Spirit Lake, Parks & Recreation Department,

PO Box 309, Spirit Lake, ID 83869

Phone: (208)623-4868

Email: [parkandrec@spiritlakeid.gov](mailto:parkandrec@spiritlakeid.gov)

Total Fees Paid: \$ \_\_\_\_\_

Continue to page 2 (signature required)

## VENDOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

**HOURS OF OPERATION:** Vendors must be open and operating the following hours: Winterfest/Outhouse Races: Saturday, January 21 from 11:00am-3pm (booths must be set up no later than 10:30am).

It is required that all vendors operate their booth for the entire event. All booths must be removed, and the area cleaned by 9:00pm (Trunk or Treat) and 4:00pm (Outhouse Races).

**REQUIREMENTS FOR BOOTHS:** Be prepared for a winter outdoor event. Vendors must provide a 10X10 pop-up tent with adequate weights, and provide their own signs, tables, chairs, product displays. All booths should be kept clean and visually appealing. If you are a food vendor with a food truck (please specify size) we will have a designated area for you. No electricity is provided for use. Must provide your own battery-operated lighting. Use of whisper generators permitted. NOTE: Awnings, tables, displays, etc. must be confined within booth space. **No soliciting or sales of your product outside of your booth!**

**IDAHO STATE SALES TAX NUMBER:** All vendor booths are required by the State of Idaho to pay the Idaho state sales tax.

**SET UP & VENDOR CHECK-IN:**

Winterfest/Outhouse Races, check-in/set-up is Saturday, January 21<sup>st</sup> from 9:00am-10:30am, booths must be set-up and operational by 10:30am, no vehicle access is permitted into the booth staging area after 10:30.

**NO PERSONAL PETS ALLOWED:** Vendors are not allowed to have personal pets with them in booths. If you have a Service Dog, you must state that on your application. A service dog will be allowed with prior approval from the Event Management.

**VENDOR PARKING:** You may park on any street that is not blocked for the event.

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

**REFUNDS:** There will be **NO REFUNDS** given for cancellation of your booth space, inclement weather, booth location, or less-than-desirable sales of your product.

**APPLICATIONS NOT FULLY COMPLETED WITH PICTURES AND INFORMATION WILL NOT BE ACCEPTED.**

**CONDITIONS OF CONTRACT:** Vendor is familiar with and agrees to the Conditions of Contract as listed above which govern the leasing of this space. Failure to follow contract 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 at 208-6234-4868.

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_