



POST FALLS HOLIDAY CRAFT FAIR

Space# _____
(Office Use Only)

Crafters 1 DAY EVENT Saturday, November 4, 2023 Jacklin Arts & Cultural Center

Name of Business: _____

Contact Person: _____

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

Phone: _____ Alternate Phone: _____

Email: _____

<u>CRAFT VENDORS:</u> _____ 8X6 Single Booth(s) - \$40 each **Tables available on request
Description of Booth or display
What will be sold?(i.e. Product)

CRAFTER APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

Requirements for Booths: All booths should be kept clean and visually appealing. 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 Jacklin Arts & Cultural Center: Friday Noon – 5PM or Sat 7:30a.m.

****All booths must be set up by 8:45a.m.**

Vendor Parking: Parking is located on the street and behind our building. **SAVE THE MAIN PARKING FOR YOUR CUSTOMERS! After you are set up, please move your vehicle to the Chamber Parking lot – next to ours.**

Acceptance: The Jacklin Arts & Cultural Center reserves the right to limit or deny booth applications. Please allow 1 week for review and processing of applications.

Refunds: NO refunds will be issued for cancellation of your booth space.

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: Jacklin Arts & Cultural Center, 405 N. William Street, Post Falls, ID 83854 • Phone: (208) 457-8950 • Email: director@thejacklincenter.org

A confirmation will be mailed (or e-mailed) back to you.

Applications will take approximately 1 week to review and process prior to approval.
No applications accepted after Friday, Oct 27th, 2023

Make checks payable to JACC. If paying by credit card, a 3% service fee will apply, we will contact you to process once your application is approved

TOTAL FEES PAID: \$ _____