



Christmas Craft Fair

RULES AND REGULATIONS

BOOTH SPACE

Booth Spaces measures 10' x 10', and all spaces will be marked with Painter's Tape. We will NOT be putting up walls or dividers between spaces. Please bring your own decorations, tables, pop-up tents, shelving, backdrops, and anything else you'd like for your booth space. If you have paid for power, please bring an extension cord. Not all booths have a power outlet, but you will be able to run a cord from a nearby booth.

CRAFT VENDORS ONLY

Wanting to be true to our original purpose for hosting the Christmas Craft Fair we limit our vendors to Northwest crafters and artisans. This event will not allow the resale of commercial products that are in direct competition with a local crafter or artisan. This is purely at the discretion of the Fair Manager, we are not required to provide reason for dismissal or prohibiting sales under any circumstances.

ACCEPTANCE

Booth Spaces are limited to meeting criteria and approval by Fair Board and Fair Manager. Since this is a Craft Fair, the Fair Board reserves the right to decline vendors or products that are mass produced, commercial or imported products, or vendors that are not in the spirit of a craft fair.

SETUP & TEARDOWN

Vendors may start setting up Friday 11/15 from 10:00 AM - 5:00 PM. Vendors also have from 7:30 AM - 8:30 AM on Saturday morning for set up. Vendors must have their booth/tables completely set up by Saturday, 11/16 by 9:00 AM. Teardown may not take place before 3:00 PM on Sunday, 11/17. If you tear down early, you will forfeit your spot for the following year. Please dispose of all trash and clean up your vendor area. All vendors MUST be cleaned up & out of the building by 5 PM Sun, 11/17 at the absolute latest. Doors will be locked at 5 PM. No exceptions!

ADDITIONAL NOTES

Only service animals are allowed in our Main Exhibit Building. Food items must be approved by Panhandle Health and the Fair Board. NO Electric Heaters allowed - they blow the breakers and are a fire hazard. Though we are going to advertise in our community like last year, nothing beats word of mouth. 'Share' our event on your Social Media page, and invite others to join. It's going to be great weekend of festive fun!

Please note that we do NOT supply tables or chairs. You must bring your own.

There are NO REFUNDS ON CANCELLATIONS. If you are a no show, you risk not being invited back.

STATE TAX FORMS

SEE FOLLOWING PAGE FOR IMPORTANT DIRECTIONS

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IDAHO STATE TAX DIRECTIONS



ALL vendors are required to complete the following process online with the Idaho State Tax Commission, no paper forms will be disseminated.

This includes those who need a temporary sellers permit and those who already have a “regular” sales tax permit.

**1 - GO TO [TAX.IDAHO.GOV/GOTOTAP](https://tax.idaho.gov/gototap) AND UNDER “SELLERS AND PROMOTERS”
CLICK “REGISTER AS A TEMPORARY SELLER OR PROMOTER.”**

2 - CHOOSE “SELLER WITH EVENT ID” > “NEXT”

3 - CHOOSE “I AM GOING TO AN EVENT” > “NEXT”

4 - ENTER THE EVENT ID # 1096876032 > “NEXT”

5 - ENTER YOUR SELLER INFORMATION > “NEXT”

6 - CHOOSE PURPOSE: “I AM NOT MAKING TAXABLE SALES,” “I HAVE A REGULAR PERMIT” OR “I NEED A TEMPORARY PERMIT.” > “NEXT”

7 - REVIEW YOUR ENTRY > “SUBMIT”

**8 - CHECK YOUR EMAIL ACCOUNT FOR FURTHER INSTRUCTIONS OR ATTACHED TEMPORARY
SELLERS PERMIT (IF APPLICABLE).**