



2020 CHRISTMAS FAIR



RULES & REGULATIONS FOR VENDORS

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 10' booth space. Each booth space will be provided with one chair. 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 IN 2020

The Christmas Craft Fair is limiting our vendors in 2020 to local crafters and artisans, due to our high vendor demand, and wanting to be true to our original purpose for starting Christmas Fair. Commercial products sold usually pertaining to makeup, health drinks, etc. will not be allowed this year. 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 Director, and the management and staff of this event are not required to provide reason for dismissal or prohibiting sales under any circumstances.

ACCEPTANCE

Booth Spaces are limited and given on a first-come, first-serve basis, upon approval based on meeting our requirements above. You will receive a letter of acceptance if you are approved. 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. We will do our best to honor special location requests, but give priority in the order the forms & payments are received. We will do our best to put you in similar spots to previous years, or spots you have requested, but all will be done by order that we receive the application and booth payment.

BOOTH FEE & CANCELLATIONS

We must receive your booth/table fee at the time of your application submission. We will only consider your application received in the order that we receive payment. If you need more than one space (table or booth), you must reserve and pay for additional space(s). Please note that we do NOT supply tables. You must bring your own (we are not renting out tables this year). There are NO REFUNDS ON CANCELLATIONS. If you are a no-show, you will not be invited back. Exhibitors who have not arrived by 8:00 AM the day of the show will forfeit their space.

SALES & SALES TAX

Commission is 10% of all your sales and must be paid at end of event at check-out table in the front of the Main Exhibit Building from 3-5 PM Sunday 11/22. Tax Forms will be available and handed out to each vendor. Vendors are responsible for collecting, reporting, and paying their own state sales tax (6%) and city tax (1%).

SETUP & TEARDOWN

Vendors may start setting up Friday 11/20 from 10:00 AM—5:00 PM. Vendors also have from 7:30—8:30 AM on Saturday morning for set up. Vendors must have their booth/tables completely set up by Saturday, 11/21 at 9:00am. Teardown may not take place before 3:00 PM on Sunday, 11/22. If you tear down early, you will not be allowed to come back for the following year's Christmas Fair. Please dispose of all trash and clean up your vendor area. All vendors MUST be cleaned up & out of the building by 7 PM Sun, 11/22 at the absolute latest. Doors will be locked at 7 PM. No exceptions!

ADDITIONAL NOTES

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

For questions call the Fair Office at (208) 263-8414—or email us: fairgrounds@bonnercountyid.gov
Mail Application Forms & Vendor Space Payments to: Bonner County Fair, P.O. Box 47, Ponderay, ID 83852