

# CHRISTMAS & Fair

## Rules & 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 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\*

The Christmas Craft Fair is limiting our vendors 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 will not be allowed. 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, we 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, and meeting criteria. 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. 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 front of the Fair Office from 3-5 PM Sunday 11/21.

### SETUP & TEARDOWN

Vendors may start setting up Friday 11/19 from 10:00am - 5:00pm. Vendors also have from 7:30am - 8:30am on Saturday morning for set up. Vendors must have their booth/tables completely set up by Saturday, 11/20 by 9:00am. Teardown may not take place before 3:00pm on Sunday, 11/21. 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 7pm Sun, 11/21 at the absolute latest. Doors will be locked at 7pm. 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 at: [fairgrounds@bonnercountyid.gov](mailto:fairgrounds@bonnercountyid.gov)**

**Mail application forms & vendor space payments to: Bonner County Fair, P.O. Box 47, Ponderay, ID 83852**

# CHRISTMAS *Craft* & Fair

*Dear Christmas Fair Vendor,*

*Thank you for participating in the 2021 Christmas Craft Fair!*

**This packet includes two separate forms:**

1. **Sales Commission 10% Settlement Ticket** - You must fill this out and turn it in with your payment directly to the address on the form by December 21, 2021. We do not need a copy of this form.
2. **State 6% Sales Tax Declaration Form** - State 6% Sales Tax Declaration Form - There are three copies of this form. You must fill this form out and turn in the top sheet to the Fair Checkout Table, the second sheet to the Tax Commission Office with your payment (within 15 days), and the bottom yellow sheet is your copy to keep.

*Thank you so much!*  
*The Bonner County Fair Staff*

