

Christmas Craft Fair

NOVEMBER 16TH & 17TH, 2024

9 AM - 3 PM

BONNER COUNTY FAIRGROUNDS



VENDOR INFORMATION

FIRST AND LAST NAME: _____ PHONE #: _____

COMPANY NAME: _____

PRODUCT (S) : _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

SCHEDULE

FRIDAY, NOVEMBER 15TH 10:00 AM - 5:00 PM - VENDOR SETUP

SATURDAY, NOVEMBER 16TH 7:30 AM - 8:30 AM - VENDOR SETUP

SATURDAY, NOVEMBER 16TH 9:00 AM - 3:00 PM - CHRISTMAS FAIR OPEN

SUNDAY, NOVEMBER 17TH 9:00 AM - 3:00 PM - CHRISTMAS FAIR OPEN

SUNDAY, NOVEMBER 18TH 3:00 PM - 5:00 PM - VENDOR BREAKDOWN



SPACE REQUESTED (PLEASE CHECK ONE) :

NO MORE THAN 2 TABLES OR BOOTH SPACES PER VENDOR

30" X 60" (6 FT) TABLE SPACE (SPACE ONLY, NO ELECTRICITY) : \$75.00 _____

10' X 10' BOOTH SPACE (NO ELECTRICITY) : \$100 _____

10' X 10' BOOTH SPACE (WITH ELECTRICITY) : \$125 _____

*NO TABLE RENTALS. VENDORS MUST BRING YOUR OWN!

TOTAL TO BE PAID FOR SPACE

\$ _____

SPACES ARE LIMITED AND FIRST-COME, FIRST-SERVE. ALL VENDORS MUST BE APPROVED BY FAIR MANAGER.

*****PAYMENT AND APPLICATION ARE REQUIRED TO RESERVE SPACE.*****

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 OR CHAIRS.

THE FAIR BOARD RESERVES THE RIGHT TO REMOVE VENDORS OR PRODUCTS DUE TO INAPPROPRIATE OR UNSAFE PRODUCTS, ITEMS, AND/OR INAPPROPRIATE BEHAVIOR.

FOOD ITEMS MUST BE APPROVED BY PANHANDLE HEALTH AND THE FAIR BOARD. NO ELECTRIC HEATERS ARE ALLOWED.

NO REFUND ON CANCELLATIONS!!

FOR QUESTIONS CALL THE FAIR OFFICE AT 208-263-8414 OR EMAIL US AT FAIRGROUNDS@BONNERCOUNTYID.GOV

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APPLICATIONS AND ACCEPTANCE



2024 Christmas Craft Fair applications will be received in-person only.

There is no online application method nor will emailed or mailed applications be accepted.

Please see the application and the rules and regulations documents for additional information as changes were made since last year regarding cost and vendor space availability.

Applications will be accepted accordingly according to group as described below:

2023 Vendors (ONLY) who want to return to the 2024 Craft Fair

o Applications will be accepted only on October 1st at the main exhibit building from 8:30AM-3:30PM.

o Applicants will submit their application and complete the attached participant liability waiver.

o Vendors are allowed to select their space(s) from 2023 (up to two).

If a vendor chooses the same space from the previous year, the vendor will pay on application day.

o If a vendor elects to not choose their same space(s), their top 2 preferences will be written down and vendor space will be assigned at a later date. There is no guarantee a preference for 2024 will be honored.

If you do not choose your previous space on application day, we will make contact with you afterward to communicate which space is available to you. If you confirm this space, we will invoice you along with an acceptance letter.

All other vendors/applicants

o Applications will be accepted only on October 2nd at the main exhibit building from 8:30AM -3:30PM.

o Applications will be accepted and recorded on the first come, first served basis.

o No payment will be required at the time you submit your application.

o Applications will be reviewed in the order they are received and if you are selected to be a vendor you will be contacted with vendor space information.

o If the vendor space assigned is agreeable you will be sent an acceptance letter, invoicing and other documentation to complete at which time it will need to be returned with payment for your space(s).

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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).**

Bonner County Fairgrounds

Participant Liability Waiver

EVENT: 2024 BONNER COUNTY FAIRGROUNDS – CHRISTMAS CRAFT FAIR

Date: NOVEMBER 15-19, 2024

Location: Bonner County Fairgrounds. 4203 N Boyer Ave. Sandpoint, ID

I, THE UNDERSIGNED expressly agree to indemnify and hold harmless, the Bonner County Fair Grounds, Bonner County, the Sponsors, and their officers, agents, officials, or employees from any and all liability, loss, or damages that they suffer as a result of claims, demands, actions, damages, or injuries of any and every kind or nature whatsoever, which may result from, arise out of, or are in any way connected with my participation in the listed event.

I FURTHER AGREE, to indemnify and hold harmless, the Bonner County Fair Grounds, Bonner County, the Sponsors, and their officers, agents, officials, or employees from any claims of liability by any person or persons by reason of any claims of liability of which I am involved in and at my own expense I will defend the afore-named individuals or corporations, in any suit or proceeding attempting to establish any liability whether or not the same be well founded, and will further hold the Bonner County Fairgrounds, Bonner County, the Sponsors, and their officers, agents, officials, volunteers, or employees harmless from any damages.

I UNDERSTAND that I am entering and/or participating in the listed event at my own risk, that fair and rodeo activities, including but not limited to motor vehicle sports, events involving animals, riding, roping, etc., are inherently dangerous, and that it is my responsibility to have medical and all other appropriate insurance as there is not medical coverage for any injuries I may suffer or damages which may occur.

I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND ALL RULES AS PART OF PARTICIPATION TO INCLUDE ANY APPLICABLE SAFETY RULES AND THAT I UNDERSTAND THAT THIS IS A LEGAL AND BINDING DOCUMENT AND THAT I ASSUME THE RESPONSIBILITY SET FORTH IN THIS DOCUMENT.

DATED this _____ day of _____, _____.

Participant Name (Print)

Participant Signature

SEE REVERSE RELATING TO MINOR PARTICIPANTS. SIGNATURE OF PARENT/GUARDIAN IS REQUIRED.

If applicable, as parent/legal guardian of the above individual (less than 18 years of age), I hereby authorize the individual to participate in the EVENT listed on this waiver. I acknowledge that I have read and understand all the conditions of this waiver. I also hereby waive and forever discharge claims for damage or injury which the above listed individual, their heirs, executors, and administrators may have or accrue against Bonner County Fairgrounds, Bonner County, the Sponsors, and their officers, agents, officials, volunteers, or employees, arising from any damages or injuries, physical or mental, suffered in connection with exhibition at the location listed on this waiver.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature Required: _____ Date: _____