

October *Boo-tique*

Shilo Event Center
(780 Lindsay Blvd, Idaho Falls)

October 22nd, 2022
10-4pm

Information and Policies

1. To Reserve your space....Return completed Application and Booth Fee. Acceptance is on a First come - First served basis. (Only one representative from direct marketing companies; Contact us to be sure the space hasn't already filled)
2. Return Application through email. (idahocraftfairs@gmail.com)
3. A confirmation will be sent, once All information has been received.
4. Payment may be made through.....
 - Paypal** (idahocraftfairs@gmail.com) Select "Friends and Family" for NO Fee. (Or choose any other option & add \$3. for fees.)
 - Venmo** (@colissa-teeter)(#5818) Specify "October Boo-tique."
 - Credit Card** (4% fee)
5. A booth may not be shared or consigned without Prior written consent. All names need to be added to the contract. All items must be listed, so as to avoid commercial duplication of Company Names/Products.
6. Set up will begin at 7:30am and must be business-ready by 9:45am.
7. Wi-Fi will be available.
8. Vendors are responsible for their own booth set-up: Including tables, chairs and tablecloths. If you signed up for electricity, be sure to bring extension cords and a power strip.
9. All displays must stay within assigned booth space, be free standing and secure.
10. Each vendor is required to fill out a sales tax form with the State of Idaho. You will be able to do this online as the time gets closer; the instructions will be on the State's website.
11. You Must relocate your vehicle away from the building after unloading! Vendor parking is across the street in the fluers parking lot. The Shilo Parking lots are for your customers.
12. Please be considerate of others and move your vehicle promptly to allow room for everyone when loading and unloading.
13. Break down is at 4pm, NO sooner. The premises should be vacated by 6pm.
14. Booth area must be clean upon departure. Take any trash with you and REMOVE BLUE TAPE from floor. Thanks!
15. Advertising will be done through Social Media, Facebook and Instagram. Poly-signs and Banners will be placed in Idaho Falls and surrounding areas. An Event will be created on FB and posted on the community calendar. Be sure to share the Event on your FB and invite your contacts!

Pass The Word.....This will be a Fun, Fallish Boo-tique!!

In addition to all the advertising that will be done, be sure to invite everyone you know through conversation, social media and flyers! Share the 'Event' on FB and be sure to like our page on FB

See You Soon!!