

# “Santa’s Workshop”

December 3rd, 2022

Shilo Inn Event Center

(780 Lindsay Blvd, Idaho Falls)

10am – 4pm

**Welcome to Santa’s Workshop!**  
**A magical place where Christmas is brought to life!!**

## Information and Policies

1. To reserve your space....Return completed Application and Booth Fee. Acceptance is on a First come - First serve basis. Only one representative from commercial companies.  
(Contact us to be sure the space hasn’t already been filled.)
2. Return Contract and Policy form through email. ([idahocraftfairs@gmail.com](mailto: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](mailto:idahocraftfairs@gmail.com)) Be sure to select “Friends and Family” for NO Fee.  
(Or choose any other option & add \$3. for fees.)
  - Venmo** (@colissa-teeter) (#5818) Specify “Santa’s Workshop“  
(If you choose the Merchant category, add \$3 to cover fees)
  - Credit Card** (4% fee)
5. A booth may not be shared or consigned without Prior written consent. All names must 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, tablecloths, power strip (if applicable), extension cords (if needed) etc. All displays must stay within assigned space, be free standing and secure. \*\* Tents are not allowed unless you have received prior authorization ~Limited spaces.
9. 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 form.
10. You MUST relocate your vehicle away from the building after unloading. Parking needs to be readily available for your customers.
11. Break down is at 4pm, NO sooner. The premises should be vacated by 6pm.
12. Booth area must be clean upon departure. Take any trash with you and REMOVE BLUE TAPE from floor.  
Thanks!
13. Please be considerate of others and move your vehicle promptly to allow room for everyone when loading and unloading.
14. Advertising will be done through Social Media and Facebook. Poly-signs and Banners will be placed in Idaho Falls and surrounding areas. Vendors will receive a flyer to download; flyers can be shared with friends, businesses and at other shows.

**This will be a Fun, Holiday event people won’t want to miss!!**

In addition to all the advertising that will be done, be sure to invite everyone you know through conversation, social media and by sharing the FB ‘Event!’

*See You Soon!!*