

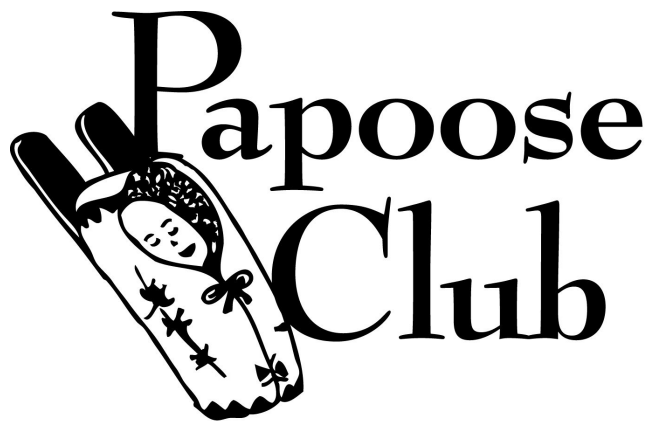
# The 26th Annual Papoose Club Holiday Bazaar

www.papooseclub.org

December 3rd and 4th, 2016

Saturday 9am-5pm, Sunday 11am-4pm  
Hemingway Elementary, Ketchum, Idaho

## Vendor Application 2016



### **Vendor Information:**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Sales Tax #: \_\_\_\_\_ OR Temporary/yearly#: \_\_\_\_\_

Description of Craft: \_\_\_\_\_

Returning Vendor \_\_\_\_\_

New Vendor \_\_\_\_\_

## **Registration Fees:**

This year we are offering an **Early Bird Discount**. Your application and check must be postmarked by **August 20, 2016** to take advantage of the offer.

\_\_\_\_\_ \$140 – Early Bird Discount for Regular Booth Space (9'x10')

\_\_\_\_\_ \$100 – Early Bird Discount for Card Table Space (accommodates a 6' table)

For applications that are submitted **after August 20, 2016**, the following fees apply.

\_\_\_\_\_ \$160 - Regular Booth Space (9' x 10')

\_\_\_\_\_ \$120 Card Table Space (accommodates a 6' table)

Please note that your registration fees must be submitted with your application. Your check will be cashed upon acceptance to the show. If you cannot pay your booth fees until a later date, please let Alexis know so we can make arrangements.

## **Preferred Booth Location:**

\_\_\_\_\_ same as last year                      \_\_\_\_\_ prefer new location (specify below)

\_\_\_\_\_ Foyer: \_\_\_\_\_

\_\_\_\_\_ Gym: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

## **Power Needs:**

\_\_\_\_\_ Yes, I need a power source and would accept a different location than requested above if power is not available in my preferred location.\*\*

\_\_\_\_\_ No, I do not need power.

\*\*Please note: If you require power, your booth will be located near a power outlet. You must, however, provide your own heavy duty (orange) power cord to deliver power to your booth. The Papoose Club will not provide extension cords or power strips.

## **Selection Criteria and Process:**

A committee will review each application, and vendors will be juried on the basis of the criteria listed below. All vendors will be juried on a yearly basis to ensure variety each season.

1. Offers high-quality, authentic merchandise.
2. Handcrafted goods and hard-to-find or unusual items that are not widely commercially available are strongly encouraged.
3. Direct sales or multi-level marketing are typically not allowed, but is at the discretion of the jury (ie. The Body Shop, Avon, Cookie Lee)

All vendors are **required** to participate on both days of the event. In addition, we seek to provide a variety of items in terms of price point, selection and style.

Therefore, even vendors who meet the criteria noted above might not be chosen because other vendors offer the same or similar wares.

## **Vendors – List Items for Sale and Price Range of Items:**

Please describe the items you will be selling. Specify: Functional or Decorative Clay, Wearable Clothing, Jewelry: Silver or Gold, Watercolors, Oils, Weavings...

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## **Photographs:**

As a part of the jury process, all new vendors must include photographs with your application. These photos will accurately represent the type and variety of items you wish to sell. Please limit photos to three. These photos may also be used in advertising unless you prefer otherwise. If you wish to have photographs returned, please include a self-addressed, stamped envelope. You may also email photos to: [papooseholidaybazaar@gmail.com](mailto:papooseholidaybazaar@gmail.com) Returning vendors are exempt from sending in photos unless your product offering has changed significantly.

## **Sales Tax:**

All sales will be transacted directly between the vendor and the buyer. Vendors are responsible for collecting **8% sales tax** on each sale. Vendors are responsible for reporting their taxable income to the State of Idaho and City of Ketchum. Forms will be provided at the event for each. Even if you have a permanent tax ID#, you will be required to fill out the form. Please have a copy of your tax ID# on the premises. To apply for a temporary sales tax#, please call the Idaho State Tax Commission at 208-334-7660, or you can apply using the form. It's quick and easy to do!

## **Event Schedule:**

<b>Mandatory set-up:</b>	Friday, December 2nd	4:30pm-8:30pm
<b>Bazaar hours:</b>	Saturday, December 3rd	9:00am-5:00pm
	Sunday, December 4th	11:00am-4:00pm

(Vendors may enter one hour prior to the Bazaar's opening. **Booths are required to be open during all hours of bazaar operation.** Saturday evening, all vendors **must** leave by 5:30 p.m. **Final breakdown on Sunday starts at 4pm and must be completed by 6pm!**)

## **Cancellation Policy:**

Canceling prior to November 4, 2016 – full refund  
Canceling November 5 - November 25 – 50% refund  
Canceling the week of the bazaar – no refund

## **General Rules:**

1. Coffee, tea, soda or dark beverages are not allowed in the building.
2. All vendors are required to park away from the event in the parking lot across the street.
3. In an effort to keep the gym warmer, please use the main entrance.
4. All booth equipment will need to be provided by the vendor.

## **Donated Item:**

\_\_\_ I would like to donate an item to the Papoose Door Prize Giveaway.

The item I will be donating is: \_\_\_\_\_

\*If making a donation it will be collected upon check-in during set-up.

**Please complete all of the information and make your check payable to the Papoose Club.** The Holiday Bazaar Committee will review your application and you will be notified of acceptance (by email) according to the dates below. Upon acceptance, you will be notified and your booth fee check will be cashed. Deadlines and notifications are as follows:

	<u>Deadline</u> (Postmarked)	<u>Notification</u>
<b>Early Bird Applications</b>	<b>Aug. 20 2016</b>	<b>Sept. 6, 2016</b>
<b>General Applications</b>	<b>Oct. 1, 2015</b>	<b>Oct. 16, 2016</b>

Please mail your application and check (payable to Papoose Club) to:

**Kaz Thea**  
**1630 Heroic Drive, Hailey, Idaho 83333**  
**OR email to: [papooseholidaybazaar@gmail.com](mailto:papooseholidaybazaar@gmail.com)**

The Papoose Club is a non-profit organization. All proceeds from the Holiday Bazaar go towards benefiting various children's programs in the Wood River Valley.

For questions, please call:  
**Kaz Thea (208) 720-7805**

I CERTIFY THAT THE INFORMATION IN THE ABOVE APPLICATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE, AND THAT I AM THE LEGAL REPRESENTATIVE OF THE ABOVE NAMED BUSINESS. By signing below I also understand that my photo or photos of my booth may be used in Papoose Club publicity including on the website or in print ads or flyers.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

Please include me on the waiting list if not accepted: Yes \_\_\_\_\_ No \_\_\_\_\_