

The 27th Annual Papoose Club Holiday Bazaar

December 2nd and 3rd, 2017
Saturday 9am - 5pm, Sunday 11am - 4pm
Hemingway Elementary, Ketchum, Idaho

Vendor Application 2017



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 **September 17, 2017** 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 September 17, 2017 and by the deadline of October 15th, 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 us know so we can make arrangements.

Preferred Booth Location:

_____ same as last year

_____ prefer new location (specify below)

___ Foyer:

___ Gym:

___ Other: _____

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 hardtofind or unusual items that are not widely commercially available are strongly encouraged.
3. Direct sales or multilevel 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...

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 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:

| | |
|-------------------------|--|
| Mandatory setup: | Friday, December 1st 4:30pm - 8:30pm |
| Bazaar hours: | Saturday, December 2nd 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 3, 2017 – full refund
- Canceling November 4 - November 24 – 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 setup.

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:

| | | |
|--------------------------------|-----------------------|------------------|
| | Deadline (Postmarked) | Notification |
| Early Bird Applications | September 19 2017 | October. 5, 2017 |
| General Applications | Oct. 15, 2017 | Oct. 25, 2017 |

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

1630 Heroic Road

Hailey, ID 83333

OR email to: papooseholidaybazaar@gmail.com

The Papoose Club is a nonprofit organization. All proceeds from the Holiday Bazaar go towards benefiting various children’s programs in the Wood River Valley. For question email papooseholidaybazaar@gmail.com.

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 _____