



The 20th Annual Papoose Club Holiday Bazaar

www.papooseclub.org

December 4th and 5th, 2010

Saturday 9-5, Sunday 11-4

Hemingway Elementary, Ketchum, ID

Vendor Application 2010

Vendor Information:

Name: _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Permanent Sales Tax #: _____ OR Temporary/yearly#: _____

Description of Craft: _____

Registration Fees:

\$150 - Regular Booth Space (9' x 10')

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

Please note that this year, we ask that your registration fees be submitted with your application.

Your check will be cashed upon acceptance to the show (approximately October 1st). If you cannot pay your booth fees until a later date, please let Molly 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 may be allowed 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:

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. 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 **7% sales tax** on each sale. Vendors are responsible for reporting their taxable income to the State of Idaho. Forms will be provided at the event. 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. It's quick and easy to do!

Event Schedule:

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

(Vendors may enter one hour prior to the Bazaar's opening. 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 1, 2010 – full refund
- Canceling November 2 - November 29 – 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 Raffle.

The item I will be donating is: _____

Please complete all of the information and your check payable to the Papoose Club and return by September 10, 2010. Please mail your application and check to:

Molly Page, PO Box 449 Hailey, Idaho 83333 OR email to:
papooseholidaybazaar@gmail.com

The Holiday Bazaar Committee will review your application and you will be notified of acceptance by **September 30, 2010**. Upon acceptance, you will be notified and your booth fee check will be cashed. 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:

Molly Page at 208-720-4187 or Kris Galles at 208-720-2554.

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 _____

***Confirmation of your booth space will be emailed to you in October.**

**** If you need a place to stay, go to www.tripadvisor.com or access our visitor's bureau online.**