Fall Bazaar

Craft Fair

At Hillcrest High School

**Date:** Saturday, November 21 2015

**Time:** 10:00 a.m. to 4:00 p.m. DO NOT DISMANTLE BEFORE 4! Please clean up your area including the tape marking your booth space.

C**ontact Person:** Haylie Rowberry 208-604-4254

**Vendor Fee:**  $100 10’x10’ $100 10’x5’ $75

**Rules, Conditions and Important Information:**

**1.** The Cafeteria will be open to set up at 8:00 a.m. You should have your booth completely set up by 9:45 a.m.

**2.** Everything needs to fit in the space you have rented. This includes chairs, boxes, table legs, ect.

**3.** Please bring your own chairs, tables, and extension cords (if you need power please mark so on the application as outlets are limited).

**4.** You are required by the state to charge sales tax. The form will be on a chair at your booth. You are responsible for mailing in your sales tax to the Idaho State Tax Commission. Keep in mind sales tax is 6%.

**5.** Please mail your completed application, and booth fee, to Haylie Rowberry, 189 Robison Dr. Ammon Idaho 83406.

**6.** To make this event as successful as possible for our vendors some craft items will be limited. (Example: hair bows, beaded watches, Scentsy ect…) If you inquire about the Bazaar and there is still space available for your item it does not mean your spot is being reserved. Your spot is NOT reserved until the booth fee, and application have been received.

**7.** All cancellations will get **HALF** of your booth fee back if you give notice of canceling by November 11 ,2015. If you cancel after this date you will not get a refund.

**8.** After setup is complete please move your vehicle away from the building so we can reserve parking for our shoppers.

**9.** Your customers will pay you at your booth. You are responsible for having change available and adding sales tax as listed above.

**10.** It will be to your advantage to make your booth as appealing as possible. Make it easily accessible and add anything that will catch the customer’s eye. Please cover your tables to the floor for a more attractive display.

**11. Be very specific of all the things you will be selling on the provided application. If you have items for sale at the Bazaar that you did not list on your application you will be politely asked to take them down.**

**12.** You are not allowed to let a friend show up on the day of the Bazaar (that I am not aware of) to share your booth. There are certain vendors such as Scentsy that I am only allowing one of each. If you do have someone come and sell items that are not cleared by me they will be asked to put their items away. Thanks for your cooperation**!**

13. School board policy states that no weapons of any kind may be brought into the building for display or sale at the Bazaar. These include knives, guns, imitation items that appear real ect.

14. Fire code prohibits any smoking or burning of candles inside of school.