



# Post Falls Bridal Tour

Space# \_\_\_\_\_  
(Office Use Only)

Vendor Agreement Form  
Saturday, January 21, 2023

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ Email: \_\_\_\_\_

Describe your booth or display (*pictures required*): \_\_\_\_\_

**Venue Location:** Rank 1<sup>st</sup> Choice & 2<sup>nd</sup> Choice (details on page 2)

Trailhead (26 Vendors) \_\_\_\_\_ JACC (20 Vendors) \_\_\_\_\_

**Booth Registration:**  Single Vendor/8x6 booth space- \$75      **Price Increase after December 9 - \$90**

Registration accepted on or before December 9, 2022.

**Grand Prize Collection:**  Yes     No    Item Being Donated: \_\_\_\_\_

**Bridal Tour Book Ad:**  Full page ad: \$75       1/2 page ad: \$55

Print ad needs to be submitted by Friday, December 9, 2022. All vendors get a free directory listing in the book with registration. All print ads must be camera ready, unless you select "we design your ad" option.

We Design Your Ad: Additional \$50

**TOTAL FEES PAID:** \$ \_\_\_\_\_

Check box if paying with credit card and we will contact you for payment once application is approved.

## **VENDOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION**

**Requirements for Booths:** One booth is provided with a 6 ft. table. No electricity available. All booths should be kept clean and visually appealing. Signs may not be hung on the walls. All product must be confined within the booth space. Check specific rules for each location site. **No soliciting or sales of your product outside of your booth**

**Expectations:** To provide a quality show, it is expected that all vendors operate their booth for the entire event. There will be NO REFUNDS given for booth location.

**Hours of Event:** Saturday: 10:00am-3:00pm. All booths must be removed and area cleaned by 5:30pm Saturday.

**Vendor Check-In & Set Up:** Check-in/set-up time will vary per site; an email will be sent with details.

**Vendor Parking:** Please check in with each venue as to where you should unload and park.

**SAVE THE MAIN PARKING FOR YOUR CUSTOMERS!**

**Acceptance:** The City of Post Falls & the JACC reserves the right to limit or deny booth applications. Please allow 2 weeks for review and processing of applications.

**Refunds:** A 70% refund will be issued prior to December 9<sup>th</sup> for booth space only – ad space fees will not be refunded. After December 9<sup>th</sup>, **NO** refunds will be issued for cancellation of your booth space.

*I have read the above rules & agree, by my signature, to abide by those rules. Failure to follow rules or event-staff directions will result in removal from the show and/or being prohibited from participating in future events. For questions, please call our office.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail entry form with appropriate fees to: City of Post Falls, Parks & Recreation Department, 408 N. Spokane Street, Post Falls, ID 83854 • Phone: (208) 773-0539. • Email: [jmcdowell@postfalls.gov](mailto:jmcdowell@postfalls.gov)  
A copy of the application/confirmation will be mailed (or e-mailed) back to you.

## Venue Location Information

Each facility offers a unique setting. Please read what is offered at each facility and make your choice on which would be your first venue. Please note that this year the Red Lion will not be taking part in the Bridal Tour. They are stepping back from weddings due to staffing issues.

### The JACC

17 – 6'x8' booth spaces (the stage is not available)

The following is available on a limited, first-come first-served basis and will be assigned/reserved in the order received:

- 6' banquet tables
- Electricity
- Wall space

### The Trailhead Event Center

24 – 8'w x 6'd booth spaces

- 6' banquet table per space
- 1 black table cloth per booth space
- Black pipe and draping – perimeter only
- Chair for booth
- Cocktail table with white cloth upon request