



**Event Dates:** Saturday & Sunday, Dec. 14-15, 2024 9:00 a.m. - 5:00 p.m.  
*\*Doors open to vendors at 8 a.m. Sat & Sun\**

**Setup Night:** Friday, Dec. 13, 2024 Setup between 1:00pm – 7:00 p.m.

**Vendor Shop Event:** Friday, Dec 13, 2024 5:00pm - 7:00pm

**Location:** Nez Perce County Fair Grounds, 1221 Burrell Ave. Lewiston, ID. 83501

### Vendor Participation Form

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

Products for Sale: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**ATTN:** If you need a wall space they are limited but only available in 10X10 or 8x10 spaces. If you need a wall space please make mention in comments area of this participation form. All spaces are open floor space so isle spaces do not have a back drop, you will have an isle on both sides of your space in isle spaces as we don't put vendors back to back. But you are welcome to bring in any racks, back drops and sign/banner holders etc to fill your space in the 8X10 and 10X10 spaces.

- **OPTION 1** ----Vendor Space (**8X10 floor space**) with one 8' table for \$119 each—  
Qty needed \_\_\_\_\_ \$ \_\_\_\_\_  
(Each space comes with one 8' table (table cloths are not provided), chairs and 2 vendor passes) Your large floor displays, own chairs etc are more than welcome also)
- **OPTION 2** ----Vendor Space (**10X10 floor space**) with one 8' table for \$179 each—  
Qty needed \_\_\_\_\_ \$ \_\_\_\_\_  
(Each space comes with one 8' table (table cloths are not provided), chairs and 2 vendor passes) Your large floor displays, own chairs and 10x10 canopy tents etc are more than welcome also in this space.

If you don't need the table provided please let us know in advance if at all possible. Thank You!

Extra 8' Tables for \$5 each—Qty needed \_\_\_\_\_ \$ \_\_\_\_\_

- **OPTION 3** ---**Table Space** (*no floor space for items*) with one 8' table for \$89 each--  
Qty needed \_\_\_\_\_ \$ \_\_\_\_\_  
(Each table space comes with one 8' table (table cloths are not provided), chairs and 2 vendor passes, nothing will be allowed for sale on the floor behind, along side or in front of your table in these spaces, it is strictly just a table

space. You can store product under your table, if you need space for addition tables or product storage please choose option 1 or 2)

- **Electricity Requested:** Yes \_\_\_\_\_ No \_\_\_\_\_

(We can not guarantee placement by power especially if you are coming in closer to the event, but will try our best to accommodate. **Please bring your own extension cords** if requesting power.)

- **Extra Wrist Band Tickets** (for booth helper only please, good for the weekend) \$5 each— Qty needed \_\_\_\_\_  
\$ \_\_\_\_\_

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

**(Receive \$4.00 off each space fee if paying via cash, check or moneyorder)**

Credit Card Payment information below...

VISA    MASTERCARD    AMERICAN EXPRESS    DISCOVER

Card # \_\_\_\_\_

Exp Date \_\_\_\_\_ CVV/CVC \_\_\_\_\_

The safety of your credit card information is taken seriously and will be blacked out upon payment being received.

### **PAYMENT DETAILS**

Please make check or money orders payable to Christina Clark or First Class Events

**(DO NOT MAKE CHECKS OUT TO CHRISTMAS EXTRAVAGANZA)**

Mail this completed form (Pages 1 - 3 or 4) with payment to...

Christina Clark  
P.O. Box 1774  
Lewiston, ID. 83501

Please call or text (208) 305-4127 for more information or with any questions. I will respond as quickly as possible but this is just a community event I put together and have a family and run businesses as well so please be patient. You will likely receive response quicker via text.

Email--- womens\_night\_out@yahoo.com (I check this email about once a week so for faster response please text)

**(Vendor forms MUST be mailed to address above or placed in an envelope and dropped off at our local Silvercreek Realty Group office (door has drop slot) 229 Thain Rd Lewiston. We will not accept email applications due to easily getting lost in inbox)**

- Would you like a receipt? Yes \_\_\_\_\_ No \_\_\_\_\_ (We will receive these on Fri-setup night)
- Door Raffle Item? Yes \_\_\_\_\_ No \_\_\_\_\_
- **VENDOR SHOP EVENT RSVP:** Can you come and how many to expect **YES NO** how many \_\_\_\_\_ (Will have some light snacks and soda/water available for vendors. This gives an opportunity for vendors to shop each-others booths before we get busy over the weekend with the public. MUST RSVP to be a part of this as to make sure we have enough supplies.)

**(If participating in the door raffle:** please bring your item and/or gift certificate to the front door on setup night. This is to help bring in more customers as well as get your business name out there. We will be handing out a free drawing ticket to each adult thru the door and doing drawings throughout the day both days. If your item is left over at the end of the event you are welcome to come back and pick it up, or leave it and we will save it for the following year)

Comments/Requests... \_\_\_\_\_

**ATTENTION...**

(No refunds after September 1, 2024) We are vendor inclusive, vendors from 2023 have seniority over new vendors until June 1<sup>st</sup> (This applies to pampered, chef, may kay etc so please get in touch with us if you are an independent rep for a company to see if space is filled). **We must have at least 1/2 of your space fee to hold your spot, final payment is due August 1<sup>st</sup> (unless other arrangements have been made with us )or next vendor of like business will be selected if full payment is not received.** If payment is not received in full we will not setup a space for you on setup night as we do not want empty spaces. Thanks for your understanding!

**Like us on facebook for updates and for a facebook invite to invite your facebook friends:**  
Christina Clarks Christmas Extravaganza

I HAVE READ ALL THE RULES HEREIN AND PERTAINING TO THIS APPLICATION/CONTRACT AND FULLY UNDERSTAND AND AGREE TO ABIDE BY THEM. (REFER ALSO TO PAGES 5 AND 6)

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please mail in first 4 pages of this contract with payment, include page 5 if needing campsite/r.v. site)**

## VENDOR RELEASE OF LIABILITY FORM

I assume liability for my participation in this event. I understand this transfer's liability of any kind from Christina Clark, First Class Events, and/or INNOVATION ENTERPRISES, LLC. and any of her employees/workers or agents representing or related to the Christmas Extravaganza, First Class Events, and/or INNOVATION ENTERPRISES, LLC. to me, risking my personal assets.

Therefore, I do agree to hereby release from liability, indemnify and hold harmless Christina Clark, First Class Events and/or INNOVATION ENTERPRISES, LLC. and any of her employees/workers or agents representing or related to the Christmas Extravaganza, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of Nez Perce County Fair Grounds premises or anything associated with & during the conduct of the Christmas Extravaganza.

\_\_\_\_\_  
VENDORS SIGNATURE

\_\_\_\_\_  
VENDORS PRINTED NAME

\_\_\_\_\_  
VENDORS BUSINESS NAME

\_\_\_\_\_  
DATE SIGNED



\_\_\_\_\_  
CHRISTINA J. CLARK  
Event coordinator/promoter  
For First Class Events.

# RV PARKING/OVERNIGHT STAY...



1. There are many hotels in our area and we have some listed on our website with contact information. If you prefer we also have availability for camp/r.v. sites on grounds The fair charges us a fee so we have to pass it on so **if this form is not filled out you will not be able to stay the night at the fair grounds in a camper/motorhome or tent as they fairground staff takes a count of how many campers etc are on the grounds and will charge you.**

How Many R.V.'s/Tents will you have \_\_\_\_\_

**R.V. Parking** (*includes electric, water to fill your tanks at dumpsite on site (no water hookup as they shut it off for winter), access to building restrooms, showers and dumpsite*) **\$35.00/day (per R.V.)**

How many nights staying \_\_\_\_ X \$35.00 = \$ \_\_\_\_\_

**R.V./Tent Site** (*no hookups, dry camping only*) **\$25.00/day (per R.V./Tent)**

How many nights staying \_\_\_\_ X \$25.00 = \$ \_\_\_\_\_

**If requesting a campsite/R.V. Parking please include this amount in your vendor fees and include this sheet with your participation forms when sending in.**



## Vendor Information Sheet

**(Vendors keep this and refer to for event info)**

**Event Dates: Saturday & Sunday, Dec. 14-15, 2024 9:00 a.m. - 5:00 p.m.**  
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**Vendor Shop Event: Friday, Dec 13, 2023 5:00pm - 7:00pm**  
**Location: Nez Perce County Fair Grounds, 1221 Burrell Ave. Lewiston, ID. 83501**

2. We are vendor inclusive meaning we only allow one cookie lee, pampered chef etc. Vendors from last year have seniority over vendors for this year until June 1<sup>st</sup>. If you are a independent rep vendor that would like the opportunity to be a part of our event and have contacted us to find out that there was a vendor that has seniority from last year, please send in your form without payment and we will put you on our waiting list. After June 1<sup>st</sup> if that position is open we will contact you on a first form received basis.
3. We must have at least ½ of your space fee to hold your spot. Final payment for your vendor space if not paid in full, is due no later than August 1<sup>st</sup> or next vendor of like business will be selected if full payment is not received as we have a waiting list especially with independent rep positions. No refund on vendor space after September 1<sup>st</sup>.

Please make check or money orders payable to Christina Clark or First Class Events  
(DO NOT MAKE CHECKS OUT TO CHRISTMAS EXTRAVAGANZA)

Christina Clark  
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Lewiston, ID. 83501

Please call or text (208) 305-4127 for more information or with any questions. I will respond as quickly as possible but this is just a community event I put together and have a family and run businesses as well so please be patient. You will likely receive response quicker via text.  
Email--- [womens\\_night\\_out@yahoo.com](mailto:womens_night_out@yahoo.com) (I check this email about once a week so for faster response please text)

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**If payment is not received in full we will not setup a space for you on setup night as we do not want empty spaces.**  
**Thanks for your understanding!**

**Like us on facebook for updates and for an invite to invite your facebook friends:**  
**Christina Clarks Christmas Extravaganza**

4. **SPACE EXPLANATIONS:** Each space comes with one 8' table (table cloths are not provided). We will have two chairs setup with your table on setup night, you are welcome to as many or as few chairs as you need. If you chose Vendor Space **Option 1** (8X10 floor space) or **Option 2** (10X10 floor space) extra 8 foot tables can be rented for \$5 each or you are welcome to bring additional tables, floor displays, your own comfy chairs etc as needed, if you don't need the table provided please let us know in advance if at all possible. Each space rented in vendor space **Option 1**—is 8 feet wide (as wide as your table provided) and 10 foot deep so please make sure your setup can stay within these perimeters or you will be asked to move items into your allotted space. **Option 2**— is 10 feet wide and 10 foot deep, your table provided if 8 foot so please make sure your setup can stay within these perimeters or you will be asked to move items into your allotted space. **Table Spaces** are just that, a table space only. An 8 foot table will be provided, you may store extra product under your table on the floor but nothing behind, along side or in front of these spaces. If you need floor space for additional product and or tables you will need Option 1 or 2.
5. If you are dealing with food ~mincemeat, pickled items...you must have a food permit. If you are not sure if your food is permitted, please contact the Idaho Public Health Department at (208) 799-0358. We cannot allow you to sell without one without their approval.
6. **Breakfast & Lunch:** You are welcome to bring outside food or enjoy a meal from our food vendors, we have a full espresso bar as well for any coffee needs.
7. If you are not able to make it for any reason on short notice during thurs or fri of the event week, please contact via text Christina (208) 305-4127 as we will be setting up and not likely have time to answer phone calls during setup. If you are unable to make it and know in advance please call or text Christina. We are not able to access Facebook or email during setup or event hours.
8. The fair grounds does have camper spaces available, if you need power they charge us a fee for use so please fill out the campsite agreement and submit if needing accommodations so we can make the fair aware. If that form is not filled out you will not be able to stay the night at the fair grounds in a camper/motorhome or tent. Water hookups are not available do to the cold weather but we do have availability for you to fill your water tanks in your campers and a dump site on site as well as access to the restrooms and showers in the fair building.
9. ST-124 forms will be filled out by every vendor. This form allows vendors to collect and report sales taxes, or indicates they already have a seller's permit or that they are not selling anything that requires sales tax be charged.
  - We will have these forms at the event and will have you fill them out on setup night. Every vendor must complete the entire form even if you are not selling anything. There is a box to mark to indicate you are not selling.
  - The vendor must keep one copy at their booth at the event for proof that they have a temporary sellers permit in case the Idaho State Tax Commission should come to the event. The other copy is to be mailed off within 10 days of the event with tax payment, directions are on the back of the ST-124 form. Most businesses (Scentsy, Mary Kay, etc... collects tax already and those vendors just have to mail in copies. Others have to tally info and pay the allotted 6% tax amount needed and mail off.)
  - Everyone will have to fill out this form. Reason for that is vendors that do not could be penalized and the promoter could be charged a penalty of \$25 per participant (to maximum of \$1000) for not submitting the ST-124 form.
10. We will gladly give flyers to anyone that would like to help distribute and or would like them for other events they will be a part of to let their customers know where they will be. Flyers will also be available on our web site for printing or we can mail or meet up with printed flyers/handouts for you.

11. If participating in the door raffle: please bring your item and/or gift certificate to the front door on setup night. This is to help bring in more customers as well as get your business name out there. Each Adult that comes in will get a drawing slip to fill out and we will be doing drawings throughout the day. If your item is left over at the end of the event you are welcome to come back and pick it up, or leave it and we will save it for the following year)
12. You are required to have a tax permit for this event. Follow the link and instructions below as we get the event ID closer to the event or we will be handing out hard copies to fill out at the event:
- A. Go to [tax.idaho.gov/GoToTAP](http://tax.idaho.gov/GoToTAP) and under “Sellers and Promoters” click “Register as a Temporary Seller or Promoter.”
  - B. Choose “Seller WITH Event ID” > “Next”
  - C. Choose “I am going to an event” > “Next”
  - D. Enter the Event ID > “Next”
  - E. Enter your Seller Information > “Next”
  - F. Choose Purpose: “I am not making taxable sales,” “I have a regular permit” or “I need a temporary permit.” > “Next”  
Review your entry > “Submit”
  - G. Check your email account for further instructions or attached Temporary Sellers Permit (if applicable).
- The Event ID is:** \_\_\_\_\_
- If you have questions about sales tax or being an event promoter, email [taxrep@tax.idaho.gov](mailto:taxrep@tax.idaho.gov) or call (208) 334-7660 in the Boise area or toll-free at (800) 972-7660. Hearing-impaired callers, use the Idaho Relay Service at (800) 377-3529.
14. We are no longer allowing vendors until night of setup unless it is absolutely necessary as our event rises in demand with each year we need to do this to keep our sanity and organization. Cut off for vendor forms will be end of November. If you want to participate after this time you can call or text Christina to see if we have space to fit you in.
13. and lastly please be courteous of our time and do not show up prior to setup times allotted for vendors as Christina is there all day for days setting up to try to make it perfect for everyone and we are not ready for you to setup until the allotted times. Thanks!

Have a great day and thank you so much for participating in Christina Clark’s Christmas Extravaganza. We strive to make this event the best it can be and we couldn’t do it without you, we look forward to working with you to make this event bigger and better with every passing year!