



## Vendor Participation Form

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

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

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

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

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

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

- **OPTION 1** ----Vendor Space (**8X10 floor space**) with one 8' table for \$99 each—  
Qty needed \_\_\_\_\_ \$ \_\_\_\_\_  
(Each space comes with one 8' table (table cloths are not provided), chairs and 2 vendor passes) Your large floor displays etc are more than welcome also
- **OPTION 2** ----Vendor Space (**10X10 floor space**) with one 8' table for \$159 each—  
Qty needed \_\_\_\_\_ \$ \_\_\_\_\_  
(Each space comes with one 8' table (table cloths are not provided), chairs and 2 vendor passes) Your large floor displays and 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 \$69 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 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) \$4 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 (208) 305-4127 for more information or with any questions.

Email--- [womens\\_night\\_out@yahoo.com](mailto:womens_night_out@yahoo.com)

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- Would you like a receipt?   Yes \_\_\_\_\_   No \_\_\_\_\_   (We will receive these on Fri-setup night)
  - Door Raffle Item?   Yes \_\_\_\_\_   No \_\_\_\_\_

(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... \_\_\_\_\_

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## **ATTENTION...**

(No refunds after September 1, 2020) We are vendor inclusive, vendors from 2019 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). We must have at least ½ 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 an 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 3 pages of this contract with payment, include page 4 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

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

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



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

# RV PARKING/OVERNIGHT STAY...



- 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 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.**

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

**R.V. Parking** (*includes electric, water to fill your tanks (no water hookup), access to restrooms, showers and dumpsite*) **\$30.00/day (per R.V.)**

How many nights staying \_\_\_\_\_ X \$30.00 = \$ \_\_\_\_\_

**R.V./Tent Site** (*no hookups, dry camping only*) **\$20.00/day (per R.V./Tent)**

How many nights staying \_\_\_\_\_ X \$20.00 = \$ \_\_\_\_\_

**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

**(KEEP THIS PORTION FOR YOUR RECORDS)**

**Event Dates:** **Saturday & Sunday, December 11-12, 2021** **9:00 a.m. - 5:00 p.m.**  
***\*Doors open to vendors at 8 a.m. Sat & Sun\****

**Setup Night:** **Friday, December 10, 2021** **Setup between 5:00 p.m – 8:00 p.m.**

**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 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  
P.O. Box 1774  
Lewiston, ID. 83501

Please call (208) 305-4127 for more information or with any questions.  
Email--- [womens\\_night\\_out@yahoo.com](mailto:womens_night_out@yahoo.com)

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 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. Option 2— is 10 feet wide and 10 foot deep, your table provided if 8 foot. Table Spaces** are just that, a table space. An 8 foot table will be provided, you may store extra product under you table on the floor. 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 court for breakfast, lunch and dinner options
7. If you are not able to make it for any reason, please contact Christina (208) 305-4127. 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)

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!