

College of Southern Idaho
Hospitality, Tourism and Events
40thth Annual Harvest Time Holiday Show
Crafter / Artist Contract

Place: CSI Expo Center, N. College Blvd., Twin Falls, Idaho 83303

Dates:

Thursday	November 8	Set-Up (See Schedule)	9:00 am – 5:00 pm
Friday	November 9	Festival Hours	10:00 am-7:00 pm
Saturday	November 10	Festival Hours	10:00 am-7:00 pm
Sunday	November 11	Festival Hours	10:00 am – 4:00 pm

* **All three days of attendance are mandatory. Friday, Saturday and Sunday.**
No animals allowed unless you have a “Documented Service Animal”
(Please supply written documentation)

Fees:	10 x 12 Booth	\$200.00	▪ 50% deposit due by June 15, 2018.
	10 x 6 Booth	\$155.00	▪ Balance of funds due by September 3, 2018
	Electricity	\$40.00	▪ No refunds after October 1, 2018.
	Website Listing/Description	\$30.00	

If paying by mail: Make checks payable to: **CSI Harvest Time Festival**
Mail to: CSI Harvest Time Festival, PO Box 1238, Twin Falls, Idaho 83303

Online payments: <http://business.csi.edu/hospitality/index.asp> , click on the Harvest Festival logo, then click Online Vendor Payment.

If you want electricity, please provide an explanation of what you will be using and how many AMPS required (20 AMPS maximum). No electricity can be purchased during the event. Vendors will not be allowed to use space heaters, coffee makers, or other hi-amp electrical devices due to Expo Center electrical capacity.

Set-Up: Set-up will take place from 9 am until 5 pm on Thursday, November 8, 2018. Each exhibitor **MUST** check in at the Expo Center lobby and pick up his/her vendor and parking passes before lining up to enter. Your parking pass must be visible at all times during the show; the pass must be hanging on your rear view mirror before you will be allowed to enter the building to unload. Please unload your materials as quickly as possible to minimize congestion in the aisles. Engines **MUST** be turned off while unloading. After unloading, please remove your vehicle from the building prior to assembling your booth.

At the conclusion of the show, please dismantle your booth before bringing your vehicle into the building. **Tear down on Sunday begins at 4:15 pm.**

SET-UP SCHEDULE:

<u>9 am-11 am</u>	<u>11 am-1pm</u>	<u>1 pm-3pm</u>	<u>3pm-5pm</u>
Booths 352-363	Booths 302-313	Booths 200-214	Booths 1-7
Booths 452-463	Booths 402-413	Booths 703-714	
Booths 552-563	Booths 502-513	Booths 802-807	Booths 300, 314, 351, 364
Booths 652-663	Booths 602-613		Booths 400, 414, 451, 464
Booths 808-815	Booths 753-764		Booths 500, 514, 551, 564
			Booths 600, 614, 651, 664
			Booths 700, 702, 751, 752
			Booths 800, 801, 901-909,910,911

Booth Location: Location requests will be considered but are not guaranteed. The final booth space assignment list will be available online, with the map, one week prior to the festival.

Event Admission: Admission costs for the public are Adults \$3.00 and children 10 and under free. You can also purchase a full weekend pass for \$7.00 per person.

Parking: During the show (Friday through Sunday), all vendor vehicles must be parked south of the building. Unfortunately, this space is not of sufficient size to accommodate all of the vendors; therefore, we ask that when the vendor parking area is full, you park at the Herrett Museum and utilize the free shuttle. This will allow customers to use the available space in front of the Expo building. If you have a trailer or motor home, please let us know during registration and we will direct you to the designated areas.

Trailer parking is at the south end of the lot (near the day care center).

Requirements: **Items should be handcrafted or home-based items. Home crafted goods will be given priority when booth space is limited.** Backdrops, decorations, partitions, tables, tax numbers, extension cords, chairs, change, and covering for dirt floor are the responsibility of each vendor.

Please submit 5 photos (mail or email) of the work to be sold at the festival if you are a new vendor or changing items that you have sold in the shows before. Photos should be labeled and include a description of the work and price ranges. **Items offered during the festival must be consistent with photos submitted.** Photos will not be returned by mail. Photos sent via USPS can be picked up during the festival. All applicants must send in photos, participation in past festivals does not guarantee placement in this festival.

College of Southern Idaho is a smoke and drug free campus.

***VENDOR PETS ARE NOT ALLOWED-All Emotional Support Dogs will need verification from a Registered Medical Doctor and animal training certification.**

Liabilities: The Vendor agrees to assume all liability for and the indemnify of Hospitality, Tourism and Events, the College of Southern Idaho, and the festival from and against any and all claims, with loss of life, personal injury, and/or property damage/theft, arising from or out of the installation, setup, operation, and/or dismantling of exhibit.

HTEC Contacts:	Dianne Jolovich	djolovich@csi.edu	208-732-6407
	Summer campus hours	May 1 – May31 June closed July & August	Monday through Friday 9:00 am – 3:30 pm By appointment

Submit completed form with deposit.

PLEASE PRINT CLEARLY

Business

Name: _____

Contact

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone:

(____) _____ Email: _____

How many spaces do you require: _____ Space number request (not guaranteed): _____

Numbered photo descriptions:

1. _____

2. _____

3. _____

4. _____

5. _____

I authorize use of photos of my work and booth area for promotional materials and website.

I want to have my business name and a description of my work included on the Harvest Time Festival website for \$30.00

Description of your art/craft for the website (100 words maximum): _____

10 x 12 Booth \$200.00 **Total Amount Due** _____

10 x 6 Booth \$155.00

Electricity \$40.00 50% of total is due by June 15, 2018.

Website Listing & Description \$30.00 Balance is due by September 3, 2018.

I have read the contract and agree to its terms. This contract is not binding until signed by both parties.

Vendor Signature: _____

Date: _____

Harvest Festival Committee Signature: _____

Date: _____

FOR OFFICE USE ONLY			
Date Contract Received	Booth Number(s)	Electricity (Y/N)	Website Description (Y/N)
Date Deposit Received	Check Number	Amount Received	Notes
Date Balance Received	Check Number	Amount Received	