



HYDE PARK STREET FAIR 2019

VENDOR APPLICATION PACKET

What: 2019 Hyde Park Street Fair Vendor Application to Jury Selection
Where: Camel’s Back Park, 1200 Heron Street, Boise Idaho, 83702
When: September 13-15th, 2019
 Friday 4:00pm—9:30pm
 Saturday 10:00am—9:30pm
 Sunday 10:00am—6:00pm
Application Deadline: **June 1, 2019**
Notification Sent: **July 2, 2019**

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY!

FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN REMOVAL FROM CONSIDERATION.

For questions, contact: hpsfvendors@gmail.com

1. **Print and complete application form. Form must be 100% complete to be considered.**
2. **Determine Booth Category and Fee. Price is per 12x12 booth space:**
 - **Non-Profit**—Information Only, No Sales Allowed. \$125.00
 - **Craft**—Items for sale, made by vendor. \$315.00
 - **Commercial**—Items for sale, *not* made by vendor. \$365.00
3. **Write TWO separate checks payable to North End Neighborhood Association:**
 - Non-Refundable Application Fee: \$40.00
 - Refundable Booth Fee + Electricity Fee, If Power is Needed: Rates Vary
4. **Required Documentation:**
 - Photo of Booth—any size
 - Photo of Merchandise—any size
5. **Mail completed application packet (application, two checks, and documentation) to:**
 - North End Neighborhood Association c/o Gruntwerks
 - PO BOX 1963
 - Boise, ID 83701

By Submission of Application, you agree to the following terms:

1. North End Neighborhood Association (NENA) reserves the right to deny any application.
2. No post-dated checks.
3. All Fee checks must be same-day bankable, but may not be cashed until selections are final on July 2nd.
4. All returned checks are subject to an additional \$25 penalty charge.
5. Vendors who are NOT accepted will have their booth fee ONLY refunded.
6. Application Fees are non-refundable.
7. In addition to application and booth fees, food & beverage vendors pay 15% of gross sales. Payment is due at the NENA booth by 7pm on final day (Sunday) of HPSF. Have register tape or Square/device available for confirmation of sales. Failure to comply will result in exclusion from future fairs.
8. Cancellation Policy: After July 2nd, cancelled booths will have booth fees returned ONLY if that booth space can be filled with another vendor. No refunds of any type for cancellations submitted less than two weeks prior to event start date.
9. Booth Coops or Sublets are allowed ONLY if original vendor charges no additional fee AND change is approved by HPSF.
10. Failure to appear or failure to be present for all operating hours of HPSF may result in exclusion from future fairs.
11. Improper behavior may result in exclusion from future fairs.
12. There is no guarantee of exclusivity on food items or types, though effort will be made to ensure variety of vendors.
13. All menus will be approved as submitted for accepted vendors. No changes to menu or pricing are allowed after acceptance. Daily Specials must be included in original menu submission or will not be allowed.
14. All food vendors are responsible for proper disposal of waste. Improper disposal will result in a monetary fine by Boise City Parks & Recreation.
15. No vehicles are allowed in park parking areas or on grass at any time, including for loading/unloading. Failure to comply will result in damage fees.
16. Parking is EXTREMELY limited. Food & beverage vendors will be provided with limited parking permits for the food court in the main lot and along Heron Street. These spaces are reserved for vehicles necessary to the operation of a booth and are NOT for personal vehicles.
17. Vendor parking is available for free at two locations: The Pursuit church (2590 N. Bogus Basin Road) and Healthwise (2601 N. Bogus Basin Road). Free shuttle service will be provided, with shuttles running every 15 minutes from 8:15am to 10:15pm.
18. Vendor parking passes are issued at vendor check-in. ONE space will be provided per vendor, unless other arrangements have been made in ADVANCE.
19. Vendors with large trucks and/or trailers must use the designated vendor lots. Failure to comply may result in loss of booth space without a fee refund.
20. Setup schedules will be provided to all vendors and must be followed explicitly.
21. HPSF has a goal of sustainability. Please use recyclable items when possible. Cardboard and other refuse should be recycled when possible.
22. Event is held during both daylight and night hours. Be prepared with alternate light source(s) if electricity is not purchased.
23. All food & beverage vendors must remove their trailers or booths from the park immediately following the close of the fair on Sunday. Failure to do so may result in Boise City fines and exclusion from future fairs.
24. Do not include instruction and term pages with applications. Only submit the application pages 3 & 4. Please type or use legible writing. Illegible applications will not be considered.
25. Vendors will not hold NENA, Hyde Park Street Fair, the City of Boise, Gruntwerks Productions, event participants, directors, volunteers or employees responsible for damages, claims, or any expenses occurred prior to, during, or after the event.
26. Signature of the application form constitutes agreement to all provisions.



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Application Packet Must Contain the Following Items

Required Documentation Checklist:

_____ **Completed Application Form**

_____ **Photo of Booth**

_____ **Photo of Merchandise**

_____ **Check #1: Application Fee (\$40.00, non-refundable)**

_____ **Check #2: Booth Fee + optional add-ons, if applicable. (Refundable if not accepted)**

_____ **Mail to: NENA c/o Gruntwerks
PO BOX 1963, Boise ID, 83701**

PLEASE NOTE:

- All merchandise must be kept within confines of purchased booth space.
- NO open flames permitted. Glass blowers must obtain an Open Burning Permit in advance.
- NO tobacco, vaping, paraphernalia, weapons, knives or any related products will be accepted.
- NO SHARING ELECTRICITY. Violators will be fined.
- Electrical booth spaces are limited. Booths with alternate power sources (i.e. solar, battery lanterns, etc.) are encouraged and improve chances of acceptance.
- Vendors provide their own extension cord, 50' minimum, labeled with booth name.
- Fuel generators must be approved in advance.
- Corner booth spaces are limited and may not be available to all applicants.
- Per Boise Parks & Recreation, tent stakes are not allowed for tents smaller than 20x20. Above-ground weights such as water weights or sandbags are recommended due to frequent wind.
- ***Please ensure all documentation is complete before mailing application packet. Incomplete Applications may not be considered.***



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VENDOR APPLICATION FORM

All fields must be completed

Mail to: NENA P.O. Box 1963, Boise ID, 83701

Applicant Name: _____

Booth Name & Company Name (if different): _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Email** _____

Type of Booth? (Non-Profit) _____ (Craft) _____ (Commercial) _____ **Number of Booths Needed:** _____

OPTIONAL ADD-ONS WITH ADDITIONAL FEES

Corner Booth? +\$100.00 (Yes) _____ (No) _____ **110V Electricity? +\$100.00** (Yes) _____ (No) _____

Detailed Description of All Merchandise and/or Services:

Applicant Signature: _____ **Date:** _____

By signing this application, I grant permission to the Hyde Park Street Fair and its representatives or sponsors to use photographs and/or tape recordings of my business and/or self during the Hyde Park Street Fair for publicity and other non-commercial purposes. I agree to carry liability insurance naming NENA and Gruntwerks as additionally insured. Neither my staff nor I shall hold any of the event sponsors, the Hyde Park Street Fair, or any representatives thereof responsible for accidents to staff, my property, or myself while participating in the 2019 Hyde Park Street Fair. I also agree to all the terms and conditions on the cover pages of this application.