



HYDE PARK STREET FAIR 2023

VENDOR APPLICATION AND INSTRUCTIONS

APPLICATION DEADLINE: May 31, 2023

Acceptance Notification Sent by July 5, 2023

- What:** 2023 Hyde Park Street Fair Vendor
Where: Camel's Back Park, 1200 Heron Street, Boise Idaho, 83702
When: September 15-17th, 2023
Fair Hours: Friday: 4pm - 9:30pm, Saturday: 10am - 9:30pm, Sunday: 10am - 6:00pm

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, per 12x12 Booth Space (*Tents & Canopies Only*):**
 - **Non-Profit: \$125** Registered 501c3 or explanation of qualifications. *No Sales Allowed.*
 - **Craft: \$350** Items for sale *made by vendor.*
 - **Commercial: \$400** Items for sale *not* made by vendor. Items must be onsite, *no contract sales.*
- 3. Write TWO separate checks payable to North End Neighborhood Association. Checks must be immediately cashable. No postdated checks will be accepted.**
 - **Check #1:** \$40.00 Non-Refundable Application Fee
 - **Check #2:** Booth Fee + Optional Services: Electricity Fee (\$100.00) and/or Corner Fee (\$100.00)
- 4. Complete the following required documentation:**
 - **NEW VENDORS ONLY:** Photo of Booth and Merchandise—any size photo is acceptable.
 - **ALL VENDORS: IDAHO TAX COMMISSION FORMS MUST BE COMPLETED PRIOR TO ACCEPTANCE.**
 - **GO TO:** Tax.Idaho.gov/GoToTap
 - **ENTER EVENT ID. #292552704**
 - **ENTER SELLER INFO**
 - **CHOOSE PURPOSE**
 - **REVIEW & SUBMIT**
- 5. Mail completed application (*application, two checks, and documentation*) to:**
 - North End Neighborhood Association, 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 fee, no exceptions.
5. Application fees are non-refundable.
6. Vendors who are NOT accepted will have their booth and service fees ONLY refunded. Application fees are non-refundable.
7. If your booth is accepted, the booth fee is non-refundable.
8. 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 permanent exclusion from future Fairs.
9. Cancellation Policy: After July 5th, 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.
10. **ALL TENTS MUST BE PROPERLY SECURED! NO SPIKES. UPON ACCEPTANCE, VENDORS WILL RECEIVE A LIST OF WEIGHTING OPTIONS.**
 - **This is MANDATORY due to wind gusts that frequently occur during the Fair, and is intended to prevent injuries and damage to your own property as well as the property of others. Failure to properly secure your tent may result in exclusion from the Fair. If your tent blows over and strikes another vendor's tent, you are liable for the damages.**
11. Booth Co-ops or Sublets are allowed ONLY if original vendor charges no additional fee AND change is approved by HPSF.
12. Failure to appear or failure to be present for all operating hours of HPSF may result in exclusion from future Fairs.
13. Improper behavior may result in exclusion from future Fairs.
14. There is no guarantee of exclusivity on food items or types, though effort will be made to ensure variety of vendors.
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, with an official HPSF Parking Pass: 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. You will not have enough light to conduct business without a light source.
23. All 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. **All tents provided by outside sources must be removed by Monday (9/19) at 10:00am**
24. 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.



Hyde Park Street Fair 2023

Application Packet Must Contain the Following Items

Required Documentation Checklist:

_____ Completed Vendor Application Form

_____ Photo of Booth & Merchandise (***New Vendors Only***)

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

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

_____ Mail to: North End Neighborhood Association, 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. Must be QUIET.
- Corner booth spaces are limited and may not be available to all applicants. Corners are first come, first serve.
- ***Please ensure all documentation is complete before mailing application packet. Incomplete Applications may not be considered.***
- ***Mail ONLY the items in the Required Documentation Checklist, above. Do not mail instruction pages.***



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VENDOR APPLICATION FORM

All fields must be completed

Contact Name: _____

Booth Name & Company Name (if different): _____

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

Phone _____ **Email** _____

Booth Selections (Please see booth descriptions on page one). All booth spaces are 12x12. Please indicate the number of each type of booth you are applying for.

____ NON-PROFIT (\$125.00) **REQUIRED 501c3 #:** _____

____ CRAFT (\$350.00)

____ COMMERCIAL (\$400.00)

OPTIONAL ADD-ONS WITH ADDITIONAL FEES

Corner Booth? +\$100.00 (Yes) _____

110V Electricity? +\$100.00 (Yes) _____

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.