

Vendor Information Packet

Southside Community Harvest Festival
Saturday, October 26, 2019

Welcome Vendors! Thank you for joining us and supporting our efforts to create an annual community gathering. You are a crucial part of the event and we want you to know, you are appreciated. We're learning as we go, and we would value your feedback and ideas. Please get in touch if you have any questions or suggestions.

All of the information in this packet is available at the festival website:
www.southsidecommunitychurch.org/southside-harvest-festival/

Advantages of Becoming a Vendor

1. Reach a New Audience
2. Help the community
3. Set up a day in advance
4. Indoor Spaces
5. Festival attractions:
 - Musicians
 - Bounce Castle
 - Mini Golf
 - Pumpkin Patch
 - Camp Open House
6. Links to your Facebook page and/or website
7. Extensive pre-event marketing:
 - Radio
 - Web Event Calendars
 - Print Advertisements
 - Facebook Page
 - Highway Signage
 - Print Flyers

Registration

A PDF version of the Vendor Application Form is available on the Festival website.

Pre-printed vendor packets and application forms can be picked up at the church on Sunday mornings (service starts at 10:30am), during office hours (Tues-Thurs, 9am – noon), or get in touch using one of the methods listed above to meet an organizer in person.

Return the form using any of these methods:

- Mail to PO Box 377, Cocolalla, ID 83813
- Drop off at the church on Sunday or during Office Hours
- Get in Touch to set up a meeting with an organizer
- Email a photo to SouthsideHarvestFestival@gmail.com
- Send a photo by Facebook Messenger to our page, [@CocolallaHarvest](https://www.facebook.com/CocolallaHarvest).

Payment Options

- Mail a check to PO Box 337, Cocolalla, ID 83813
- Get in touch to meet an organizer in person (Cash)
- Use Venmo to pay with a credit card (3% surcharge), debit card (free) or bank account (free), with username [@CocolallaHarvest](https://www.facebook.com/CocolallaHarvest)

We are unable to issue refunds for cancelled registrations.

How to Contact the Festival:

Email:

southsideharvestfestival@gmail.com

Phone: (503) 347-6592

Through our Facebook page:

www.facebook.com/CocolallaHarvest/

Use the Contact Form on the website:

www.southsidecommunitychurch.org/southside-harvest-festival/Get-in-Touch/

Mailing Address:

PO Box 337, Cocolalla, ID 83813



Event Rules

Any successful vendor event depends on coordination and cooperation, which requires everyone to be on the same page. Please look over the attached Event Rules so you know what to expect.

Available Vendor Spaces

There are indoor and outdoor spaces available. Location assignment is first come, first served, so reserve your booth early to ensure you get a location you'll love! The latest map of available spaces is available on the website at www.southsidecommunitychurch.org/southside-harvest-festival, or get in touch using one of the methods on the front page. The map will be updated often, but please enter 1st and 2nd preferences in the Special Requests text box on the application form, just in case.

Festival Hours

The event hours are 9am to 4pm. Please help keep the event appealing to late arrivals by staying open until 4pm. If you are sold out, take the opportunity to look around and get ideas for next year!

Table/Space Numbers

Table numbers are listed in the vendor directory on the website, and will also be used in signs and printed listings during the event. Please make sure your table number is clearly visible so customers can find you.

Setup and Take Down

One big advantage of using the church facilities instead of the Ponderay Events Center for our event is that we have access whenever we want! We are offering early setup all day on Friday, October 5.

Idaho Sales Tax

Taxes are everyone's least favorite topic, but the law requires us to inform you about the forms you have to submit to report on your sales from this event. The state will charge a fine of \$250 if the form is not turned in with 15 days. The ST-124 Form is available online, but please Get in Touch if you need assistance obtaining a paper copy. The special web address for vendors to submit the tax form is:

<http://tax.idaho.gov/i-1030action-a2.cfm?hc=Emc9M4dSUrs6pT99>

This URL will take you to an online form where you can complete Form ST-124's Section B (Participant's Information) and Section C (Sales Tax Declaration), after which you can print out your personalized copy of Form ST-124.

If you have questions about sales tax or have problems submitting the form, contact Taxpayer Services:

- (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
- More information about the ST-124 form is available at <https://tax.idaho.gov/i-1037.cfm>

Event Facebook Page

Please link to the Southside Harvest Festival Facebook Page (www.facebook.com/CocolallaHarvest/) and share and like our posts. It would be a good idea to post information about your products there (the page is public), especially shortly before the Festival starts.

Festival Flyers

Large glossy prints of the flyer will be available one month before the event – please take one to hang anywhere you think someone would see it! Feel free to use images from this website and the Festival Flyer for marketing on your Facebook page or website.

Vendor Feedback

We want to know: how can we make this event even better next year? We will be distributing vendor feedback cards during the event, and they are also included in this vendor packet. A PDF version is available on the website at www.southsidecommunitychurch.org/wp-content/uploads/VendorSurveyFillable.pdf. Please complete during the festival and give it to any SCC volunteer. Or fill it out afterwards and mail or email it.

Vendor Rules

1. Location will be confirmed after payment is received
2. Participation is contingent upon Southside Community Church approval of the Vendor Application Form
3. Set up by the event start time (9 am). The facility will be available for setup from 10 am to 8 pm on Friday, October 25
4. Be packed up and moved out of booth by 8 pm the evening of the event
5. Keep booth open the entire time between 9 am and 4 pm
6. Keep booth number sign visible during event
7. Attire and booth content must be family appropriate and consistent with Southside Community Church's mission of ministry, discipleship and evangelism
8. Comply with Event Staff directions
9. Provide requested information for use in vendor directories and event marketing
10. Return all tables, chairs, extension cords and other borrowed equipment
11. No loud music, loudspeakers or calling/hawking
12. No political activity
13. No pets (service animals ok)
14. The goal of the event is to provide an opportunity for all community members to have fun in a safe, welcoming environment. Please treat all Festival visitors with kindness and respect.