



2019 PUFFERBILLY DAYS™

Iowa Tourism 2019 Outstanding Event

Craft & Vendor Show

September 7 & 8, 2019

CRAFT FAIR REGISTRATION FORM

(Please be sure to read information sheet)

Please type or print clearly

Number of booths desired _____

BUSINESS NAME _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

PHONE NUMBER () _____

WILL SETUP TAKE MORE THAN 3 HOURS? YES _____ NO _____

SALES TAX PERMIT # _____

Description of items (Pictures must be included of any items new to our show):

Please indicate type of vendor:

- ☐ Commercial* (\$250) *Limit 5
☐ Home Based Business* (\$175)
*Limit 10
☐ Returning Handmade Arts & Crafts* (\$125)
☐ New Homemade Arts & Crafts (\$100)

*See descriptions on next page

Please indicate when you will be participating:

- ☐ Saturday Only
☐ Saturday & Sunday

*Make checks payable to
Boone County Chamber of Commerce*

FOR OFFICE USE ONLY

Date received at Chamber Office

Initials

Booth Assignment

Return this Registration Form with: A self-addressed, stamped envelope, check payable to PUFFERBILLY DAYS™, pictures of items new to our show (pictures will not be returned), and completed sponsor report by Friday, August 16, 2019 to:

Craft + Vendor Show
Pufferbilly Days™
903 Story Street - Boone, IA 50036
(515) 432-3342
events@booneiowa.us – www.booneiowa.us

INFORMATION SHEET

Dear Potential Craft Vendor,

Greetings from Pufferbilly Days™, the Boone, Iowa community festival. You are invited to be a part of this event on Saturday, Sept. 7th and Sunday Sept. 8th to sell your merchandise in our craft + vendor show at our annual festival. We usually average 65-80 vendors so be sure to get your entry in early to reserve your spot.

- **Location:** Pufferbilly Days™ is celebrated in the downtown business district of Boone. The Craft + Vendor Show will be located in the streets of downtown Boone. Electricity is not provided. Parking during event—Only those needing handicap parking are allowed to park in front of the side street barriers where there are no vendors. *Please note on your application if you will be needing handicapped parking.*
- **Hours of Operation:** Vendors may start setting up on Saturday, September 7th beginning at 5:30 a.m. and must be ready to open during set hours. Show hours are from 9:00 am to 6:00 pm on Saturday, and 10:00 am to 3:00 pm on Sunday. All vehicles and trailers must be out of the show area by 8:30am on Saturday. Vendors MUST remain open for the duration of set hours. Vendors must have booth torn down by 5pm on Sunday, a \$50 late fee will be assessed if not torn down by deadline. No driving is allowed along the show route during open hours.
- **Pufferbilly Days™ Parade:** The parade begins at 9:30 a.m. Vendors are asked to stay behind the white line in the booth space until after the parade, then vendors may extend out.
- **Booths:** The booth spaces are approximately 10 foot by 18 foot (180 square feet). The cost allows you to be set up for both Saturday and Sunday. You are responsible for providing all of your own display units, tables, chairs, etc. Those exhibitors staying through the weekend will be given preferential placement near Sunday activities in downtown Boone. **We will do our best to put as much space between like vendors.** *Please notify us if you will only be there one day as we have allotted booth spaces.* *Booths are located up to two blocks away from our food court. If you run your booth solo, please take this into consideration, you may want to bring your own food and beverage with you.
- **Booth Types:** There are three different booth types: Commercial, Home Based Business and Homemade Arts & Crafts. Commercial vendors are defined as a company (partnership or corporation) which supplies products or services (i.e. lawn mowers, bath tubs). Home Based Business vendors are defined as those selling wares as a representative for a corporation (i.e. kitchen ware, jewelry). Homemade Arts & Crafts vendors are defined as artists or crafters who sell handmade goods, arts, and crafts. Preference for vendor spaces will be given to makers of home crafted goods & products, filled in chronological order. Any vendors requests exceeding our craft show space will be placed on a waiting list, or refunded, per your request.
- **Duplicate Vendors:** Any duplicated home based businesses (Tupperware, Avon, Premier Jewelry, etc.) whose policies state only one vendor in a show, must work independently with the other to decide who may participate. If policy allows more than one vendor, independent dealers must work respectfully with each other.
- **Security:** Over night security of the show area will be provided Saturday night into Sunday morning.
- **Merchandise:** If you are a new vendor, please send pictures of the items you will be selling. Repeat vendors need only send photos of any new items. Vendors are prohibited from selling food and beverages designed for immediate consumption and that are in direct competition with the Pufferbilly Days™ food vendors. The Steering Committee reserves the right to disallow the selling or display of offensive/inappropriate material at their discretion.
- **Deadlines:** To assure ample time to arrange dealers, we ask that all registrations be postmarked by **Friday, August 16, 2019**. Registrations mailed after that date must include a late fee of \$20. We CANNOT ACCEPT ANY registrations after Friday, August 23, 2019. **Please mail your completed Registration Form (with photos, if applicable), payment, and a self addressed stamped envelope** by August 16, 2019 to take part in Pufferbilly Days™ 2019. An email confirmation of your correctly completed registration received will be sent so be sure to include your email address on registration form. Booth location will be returned in your self-addressed stamped envelope at a later date closer to event.
- **NEW!! Pufferbilly Days™ Sunday Activities:** Each year we strive to have activity continue through Sunday, this year we have brought many activities downtown including the Pet Show, Spelling Bee, Church Service, Family Fun Day, Carnival, Lip Sync Battle and more. We hope that with these changes it will help bring more business to vendors.

***This is an outdoor sale. We have no provisions for vendors if it should rain.
Please come prepared for inclement weather. There are no refunds.***

We hope you will join us for Pufferbilly Days™ 2019. We're looking forward to seeing you. If you are unable to join us this year but wish to remain on the mailing list please let us know.