

# 2009 Family Fun Fair Vendor Application

## Contact Information

Title of Business

Contact Name

Phone

Fax

Email

Mailing Address

City

State

Zip

## Sales/ Information Details

Please provide a description of the information your booths will distribute, and/or items that will be for sale in your Vendor Space

## Image Information

Images submitted become the property of Art Under the Elms and may be used for promotional purposes.

- I will submit a  CD of digital image of my booth and wares, in JPG or TIFF format, with my application  
 an **email** of digital image of my booth and wares, in JPG or TIFF format, to cabest@lcsc.edu

## Registration Fees\*

\$120 per Vendor space includes 10'x10' space, 1 8' table, 2 chairs; 10% commission on gross sales will be collected; electricity is \$35.

\*SEND NO MONEY NOW—FEES DUE WITH REGISTRATION

If accepted, a Confirmation & Registration Packet will be mailed/mailed to you.

.....  
Please detach and return completed form

**RETURN COMPLETED FORM ON OR BEFORE DECEMBER 15, 2008**

Art Under the Elms Family Fun Fair, 415 Main Street, Lewiston, ID 83501

cabest@lcsc.edu

## WHAT CAN MY BOOTH SELL?

Family Fun Spaces (10'x10') may sell raffle tickets, posters or any merchandise, other than food, while distributing their information. The sale of food or drinks is prohibited in the Family Fun Faire; if your organization is interested in selling food, water or other beverages please submit a Non-Profit Food Vendor Application.

## DOES AUE PROVIDE SECURITY?

Security is provided by local and Campus law enforcement agencies during the following hours:

Thursday, April 23, 9:00 p.m. to Friday, April 24, 7:00 a.m.; Friday, April 24, 7:00 p.m. to Saturday, April 25, 10:00 a.m.; Saturday, April 25, 7:00 p.m. to Sunday, April 26, 10:00 a.m. You are responsible for your own booth and inventory – LCSC is not responsible for loss of merchandise or money due to theft or any other cause.

## HOW DO I CHECK IN, SET-UP & TAKE DOWN MY BOOTH?

Check-In is required at the Admission Booth in front of the Administration Building prior to booth assignment. Family Fun Fair Vendor set up is on Friday, April 24; 9:00 a.m.—11:00 a.m. Take-down begins at 4:00 p.m. on Sunday, April 26. Vendors will receive 1 AUE Loading Pass to the loading/unloading area to unload inventory and materials for a maximum of 1 hour during check-in. Vendors must provide any equipment needed for set-up/take-down of their booth.

## WHAT CAMPUS RULES APPLY AT AUE?

Alcohol is not permitted on LCSC property. Animals are not permitted on LCSC property, with the exception of Service Animals.

## HOW DO I APPLY?

Submit a completed Family Fun Vendor Application for Registration to our office no later than December 15, 2008; **late entries may not be accepted.** Applications may be mailed, faxed or emailed. Do not send fees with your application.

## WHAT TAX FORMS DO I NEED?

Contact the Idaho State Tax Commission for more information.

## WHEN WILL I RECEIVE A CONFIRMATION?

Accepted applicants will receive a Confirmation & Registration Packet no later than 10 days after receipt of their application.

Email us at cabest@lcsc.edu

Call us at 208-792-2447

Fax us at 208-792-2850

Log-on to lcsc.edu/ae

Lewis-Clark State College  
Continuing Education & Community Events  
415 Main Street  
Lewiston, ID 83501

***ART UNDER THE ELMS***

April 24~25~26, 2009

[www.lcsc.edu/aue](http://www.lcsc.edu/aue)

**FAMILY FUN FAIR**

**NON-PROFIT APPLICATION**

**Over 12,500 visitors in 3 days!!!  
Fine Art, Gourmet Food & Live Entertainment!**

- ART UNDER THE ELMS HOURS OF OPERATION**
- Friday, April 24 12:00 p.m.—7:00 p.m.
  - Saturday, April 25 10:00 a.m.—7:00 p.m.
  - Sunday, April 26 10:00 a.m.—4:00 p.m.

415 Main Street  
Lewiston, ID 83501

We are pleased to provide the **Family Fun Fair** as a venue for valley Non-profits to reach our community.  
If you are interested in participating, please complete this Family Fun Fair Non-profit Application and return it, by **DECEMBER 15, 2008** to:  
LCSC CECE Art Under the Elms Family Fun Fair

