

# *Christmas in July*



Lori Quigley – Catering Sales Manager  
Red Lion Hotel Pocatello  
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**Location:**

Christmas in July holiday/craft fair will be held at the Red Lion Hotel Pocatello on July 17, 2010.

**Dates/Times:**

Friday Set-up	July 16, 2010	12:00pm – 8:00 pm
Saturday Fair	July 17, 2010	8:00am – 5:00 pm

**We hope you will join us for this event by purchasing a merchant booth. Due to limited space, we will take vendors on a first come, first served basis.**



**A portion of proceeds to benefit Bannock Civitan Club!**

## Vendor Fact Sheet

SET UP                      Friday, July 16                      12:00 pm - 8:00 pm

EVENT HOURS                      Saturday, July 17                      8:00 am - 5:00 pm

TAKE DOWN                      Saturday, July 17                      5:00 pm

LOCATION                      Red Lion Hotel Pocatello  
1555 Pocatello Creek Rd.  
Pocatello, ID 83201

### BOOTH SPECIFICATIONS:

Booth rental fee includes a regular size (approximately 8 x 10) booth area, with 1 table, 2 chairs, and table linens.

### VEONDOR RESPONSIBILITIES:

Exhibitors **MUST** be set up by 8:00 pm on Friday, unless prior arrangements have been made. Booths **MUST** be staffed during all fair hours.

### SECURITY AND LIABILITY:

Security personnel are not provided by the hotel, however the ballroom doors will be securely locked during non business hours. The Red Lion Hotel Pocatello accepts no responsibility for damage to or loss of equipment and/or materials.

## **RESTRICTIONS:**

Subletting booth space is prohibited.

All booths are to remain staffed by vendor's staff and remain open during all hours of the event, unless prior arrangements have been made.

Vendor materials shall not include vulgar, obscene, or offensive materials. Red Lion reserves the right to review content and materials prior to event.

## **CANCELLATIONS:**

Cancellations **MUST** be received by Red Lion Hotel Pocatello no later than 5:00 pm on July 9, 2010. Refunds will require a 20% processing fee.



## Vendor Application

Christmas in July  
July 17, 2010

Please reserve a vendor booth for my business. I have read the 2010 Vendor Fact Sheet and understand the terms and conditions for all vendors.

( ) Enclosed is payment for the vendor booth fee of \$150 (\$141.51 + tax)

(PLEASE PRINT CLEARLY)

BUSINESS NAME:		
CONTACT NAME:		TITLE:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT PHONE: (WEEKEDAYS)		CONTACT PHONE: (WEEKEND OF EVENT)
EMAIL:	FAX:	

We would like:

Space w/1 table & 2 chairs       Floor space only

Do you need electrical outlets?  Yes  No (LIMITED-1<sup>ST</sup> COME, 1<sup>ST</sup> SERVED)

**Bring your own extension cords (2 are recommended) and a power strip**

🎁 Please briefly describe purpose of your business:

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🎁 Any special needs: \_\_\_\_\_

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please make checks payable to:

**RETURN BY JULY 2, 2010**

**Red Lion Hotel Pocatello**

1555 Pocatello Creek Road

Pocatello, ID 83201

Phone: 208-233-2200 Ext 379

Fax: 208-232-2534