



Dear Vendors,

FY 2018

As this year's vendor coordinator, I am excited to announce the date for the 18th Annual POW*MIA Awareness Rally, which is scheduled for **July 27 and 28, 2018**.

Please note the following details regarding this year's event:

VENUE: Sandy Downs, 6855 South 15th East, Idaho Falls, ID 83401

FEES: The cost for each vendor space will vary depending on the desired width and water/power requirements. Indicate your desired size on the vendor application.

Please note: The outlined fee *must* accompany your completed Vendor application, unless prior *written* arrangements are made.

SIZES/FEES:

NO POWER OR WATER		WITH POWER & WATER	
10'x10'	\$100.00	10'x10'	\$125.00
10'x20'	\$125.00	10'x20'	\$150.00
10'x30'	\$150.00	10'x30'	\$175.00
Food Truck/Trailer	\$200.00	Food Truck/Trailer	\$250.00

NOTE: Pricing will be adjusted by \$25 for each additional 10 feet of space (width), as available. Vendor spaces will be assigned in the order that fees are received.

DEADLINE: The deadline for Vendor applications is July 12, 2018. **Please note:** A late application fee of \$40 will be assessed for any Vendor applications received *after* July 12, 2018.

CHILDREN: If you bring children to the Rally, *they must either be in your vendor area or at the provided kid's play area*. They cannot be allowed to run around unsupervised. Any complaints will be dealt with on a case-by-case basis by members of the security team, which could potentially result in a request to remove the children from the Rally venue.

SELLING: We require a detailed list of what you will be selling in your booth. **Please note:** Only what you list on your application will be allowed, **SO PLEASE LIST EVERYTHING**.

Also, Vendors *are only allowed* to sell these approved items **within** their assigned vendor area. UNDER NO CIRCUMSTANCES WILL YOU BE ALLOWED TO ROAM THE VENUE FOR THE PURPOSE OF CONDUCTING ANY RETAIL OR MARKETING WHATSOEVER.

SPECIAL NEEDS: If you have some input on vendor placement, please explain. NO GUARANTEE that you'll get the space you want, but we will take it into consideration.

PETS: NO PETS ARE ALLOWED INSIDE THE RALLY GROUNDS (except for documented service animals).

WEAPONS: NO PERSONAL WEAPONS *of any kind* will be allowed inside the Rally grounds. THOSE VENDORS SELLING WEAPONS, **ARE REQUIRED TO COORDINATE WITH THE SECURITY TEAM**. It is imperative that any purchases are *immediately* taken outside of the Rally gate.

RAFFLES: Tickets for raffle items must only be sold out of your assigned vendor space. All raffles are subject to the approval of the POW*MIA Awareness Rally Board of Directors. Therefore, you must submit a description of the item(s) being raffled at least 2 weeks in advance of the Rally (July 9, 2018 at the latest) to allow time for this approval. For your convenience, this information can be returned along with your vendor application or emailed to me (facilities@powmiarodeo.org) and I will submit it to the Directors for their review.

HOURS:

THURSDAY, July 26, 2018, 11 am to 9 pm (set-up)

FRIDAY, July 27, 2018, 8 am to 12 p, (set-up)

FRIDAY, July 27, 2018, 2 pm to 11 pm (selling time-gates open)

SATURDAY, July 28, 2018, 9 am to 11 pm (selling time-gates open)

SUNDAY, July 29, 2018, 8 am to noon (clean-up)

IF YOU MISS THE OUTLINED SET-UP TIMES, YOU WILL HAVE TO WAIT UNTIL THE END OF THE DAY TO SET UP. No vehicles will be allowed to come into the Rally venue during selling times on Friday and Saturday.

VENDOR RULES: EVERY VENDOR IS REQUIRED TO FOLLOW THE OUTLINED RULES. Any dispute could result in an eviction, with a forfeit of all vendor fees.

CONTACT INFO: I can be reached with any questions or concerns at (208) 648-8079 (call or text), or via e-mail at: facilities@powmiarodeo.org

We look forward to seeing you in July for another successful Rally!!

Cordially,

Teresa Deighton

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Facilities Lane Leader/Vendor Coordinator

Attachment