

College of Southern Idaho  
**Hospitality, Tourism and Events**  
**46th Annual Harvest Time Holiday Show**  
**Crafter / Artist Contract**

**Place:** CSI Expo Center, N. College Blvd., Twin Falls, Idaho 83303

<b>Dates:</b>	Thursday	November 7	Set-Up (See Schedule)	9:00 am – 5:00 pm
	Friday	November 8	Festival Hours	10:00 am-7:00 pm
	Saturday	November 9	Festival Hours	10:00 am-7:00 pm
	Sunday	November 10	Festival Hours	10:00 am – 4:00 pm

\* **All three days of attendance are mandatory. Friday, Saturday and Sunday.**  
**No animals allowed unless you have a “Documented Service Animal”**  
(Please supply written documentation)

<b>Fees:</b>	10 x 10 Booth	\$200.00	<b>50% deposit due by June 15, 2024</b> <ul style="list-style-type: none"> <li>▪ Balance of funds due by September 1, 2024</li> <li>▪ <b>Balances paid after September 1 will incur a \$25.00 late fee.</b></li> <li>▪ No refunds after October 1, 2024.</li> </ul>
	20 x 10 Booth	\$400.00	
	Electricity	\$40.00	
	Website Listing/Description	\$20.00	

Our online Payment Portal will be open in January 2024

**Mailing payment in:** **College of Southern Idaho**  
**Attention: Dianne Jolovich**  
**315 Falls Ave, P.O. Box 1238**  
**Twin Falls, Idaho 83303-1238**

**Please Make Checks out to CSI Harvest Time Festival**

*If you want electricity, please provide an explanation of what you will be using and how many AMPS required (20 AMPS maximum). **No electricity can be purchased during the event. Vendors will not be allowed to use space heaters, coffee makers, or other hi-amp electrical devices due to Expo Center electrical capacity.***

**Set-Up:** Set-up will take place from 9 am until 5 pm on Thursday, November 7, 2024. Each exhibitor MUST check in at the Expo Center lobby and pick up his/her vendor and parking passes before lining up to enter. Your parking pass must be visible at all times during the show; the pass must be hanging on your rear view mirror before you will be allowed to enter the building to unload. Please unload your materials as quickly as possible to minimize congestion in the aisles. Engines MUST be turned off while unloading. After unloading, please remove your vehicle from the building prior to assembling your booth.  
At the conclusion of the show, please dismantle your booth before bringing your vehicle into the building. **Tear down on Sunday begins at 4:15 pm.**

**SET-UP SCHEDULE:**

<b><u>9 am-11 am</u></b>	<b><u>11 am-1pm</u></b>	<b><u>1 pm-3pm</u></b>	<b><u>3pm-5pm</u></b>
Booths 301-313	Booths 200-214	Booths 101-109	Booths 300/400/500/600
Booths 401-413	Booths 700-715	Booths 215/315/415	
Booths 501-513	Booths 716-731	Booths 200-229	Booths 900-913
Booths 601-613	Booths 800-814	Booths 515/615	Booths 815-817

**Booth Location:** Location requests will be considered but are not guaranteed. The final booth space assignment list will be available online, with the map, one week prior to the festival.

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**Event Admission:** Admission costs for the public are Adults \$4.00 and children 10 and under free. You can also purchase a full weekend pass for \$8.00 per person.

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**Parking:** During the show (Friday through Sunday), all vendor vehicles must be parked south of the building. Unfortunately, this space is not of sufficient size to accommodate all of the vendors; therefore, we ask that when the vendor parking area is full, you park at the Herrett Museum and utilize the free shuttle. This will allow customers to use the available space in front of the Expo building. If you have a trailer or motor home, please let us know during registration and we will direct you to the designated areas.

**Trailer parking is at the south end of the lot (near the day care center).**

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**Requirements:** **Items should be handcrafted or home-based items. Home crafted goods will be given priority when booth space is limited.** Backdrops, decorations, partitions, tables, tax numbers, extension cords, chairs, change, and covering for dirt floor are the responsibility of each vendor. You can only sell what is in your contract.

Please submit 4 photos (mail or email) of the work to be sold at the festival if you are a new vendor or changing items that you have sold in the shows before. Photo's should be labeled and include a description of the work and price ranges. **Items offered during the festival must be consistent with photos submitted.** Photos will not be returned by mail. Photos sent via USPS can be picked up during the festival. All applicants must send in photos, participation in past festivals does not guarantee placement in this festival.

College of Southern Idaho is a smoke and drug free campus.

Raffle Drawing- We raffle off vendor donations every 30 minutes to our customers.

**\*VENDOR PETS ARE NOT ALLOWED-SERVICE DOGS ONLY**

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**Liabilities:** The Vendor agrees to assume all liability for and the indemnify of Hospitality, Tourism and Events, the College of Southern Idaho, and the festival from and against any and all claims, with loss of life, personal injury, and/or property damage/theft, arising from or out of the installation, setup, operation, and/or dismantling of exhibit.

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<b>HTEC Contacts:</b>	Dianne Jolovich	djolovich@csi.edu	208-732-6407
	Summer campus hours	May 1 – May31	Monday through Friday 9:00 am – 4:00 pm
		June	Monday through Friday 8:00 am - 4:30 pm
		July	By Appontment
		August 8	:00 am to 5:00 pm
		Desert Building	Room 107A

**Submit completed form with deposit.**

**PLEASE PRINT CLEARLY**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

How many spaces do you require: \_\_\_\_\_ Space number request (not guaranteed): \_\_\_\_\_

Numbered photo descriptions: Required please.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

I authorize use of photos of my work and booth area for promotional materials and website.

I want to have my business name and a description of my work included on the Harvest Time Festival website for \$30.00

Description of your art/craft for the website (100 words maximum): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10 x 10 Booth \$200.00 **Total Amount Due** \_\_\_\_\_

20 x 10 Booth \$400.00

Electricity \$40.00

50% of total is due by June 15, 2024

Website Listing & Description \$20.00

Balance is due by September 1, 2024

Late Fee \$25.00.

**\*If purchasing Electricity please bring your own extension cords and power strips\***

I have read the contract and agree to its terms. This contract is not binding until signed by both parties.

Vendor Signature: \_\_\_\_\_

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

Harvest Festival Committee Signature: \_\_\_\_\_

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

FOR OFFICE USE ONLY			
Date Contract Received	Booth Number(s)	Electricity (Y/N)	Website Description (Y/N)
Date Deposit Received	Check Number	Amount Received	Notes
Date Balance Received	Check Number	Amount Received	