



Vendor Booth

OFFICIAL REGISTRATION FORM



ABOUT THE EVENT

You are invited to join us for **Idaho's Largest Garage Sale** on Saturday, May 20, from 7:00 AM to 6:00 PM outdoors in the parking lot at Expo Idaho. This one-day event kicks off the yard sale season by giving the community a chance to sell their gently-used household items, clothing, crafts and other things in a fun, family-friendly atmosphere. General admission is \$3.

A limited number of booths are available on a first-come, first-served basis for:

- **Non-Commercial Booth** (household and personal items)
20' x 20' space for \$30
- **Non-Commercial Craft Booth** (homemade crafts)
20' x 20' space for \$75
- **Commercial Booth** (for-profit crafts and manufactured items)
20' x 20' space for \$200

If needed, 110V electrical power is available for an additional \$30.

REGISTRATION GUIDELINES

To reserve your booth, please do the following:

1. If not buying online, fill out the "Booth Registration Form" below.
2. Make your check or money order payable to "Townsquare Media".
3. Please mail or deliver the payment to: 827 E. Park Boulevard Suite 100, Boise, Idaho 83712. No Refunds!

Note: Your booth reservation will be confirmed by email.

BOOTH REGISTRATION FORM (For more information, call 208-275-8188)

Name: _____ Email: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Booth Type: # of Booths ___ Non-Commercial 110V power (additional cost)
 # of Booths ___ Non-Commercial Craft 110V power (additional cost)
 # of Booths ___ Commercial 110V power (additional cost)

Describe the Types of Items You Plan to Sell (Attach an additional sheet, if needed):



VISIT: IDAHO'SLARGESTGARAGESALE.COM

Vendor Information

THINGS YOU NEED TO KNOW



Event Location: Parking lot adjacent to Glenwood Avenue @ Expo Idaho

Set-Up Date/Time: Friday, May 19 from 12:00PM to 6:30PM (**No setup on day of event**)

Event Date/Time: Saturday, May 20 from 7:00AM to 6:00PM

Set-Up Day Information

- On Friday, from Glenwood Ave., use the livestock entrance (by Hawk's baseball park) and go to the parking lot. You'll be given a map showing the location of your booth(s) and four (4) Vendor Passes per booth.
- Tates Tents & Events will be onsite to rent any equipment you need—tables, chairs, canopies. **PRE-ORDER to get the best pricing; items will be more expensive onsite. (Please see the attachment to pre-order)**
- Each vendor will be given an **Idaho Sales Tax Declaration Form ST-124**, which grants a State of Idaho "temporary seller's permit". Complete Sections B and C and **post the form in your booth**. **State law requires vendors to pay taxes on items sold at off-site sales events like Idaho's Largest Garage Sale. When the event is done, complete Section D and send the form with sales tax payment to the Idaho State Tax Commission.**
- Security will be on-site for Friday, May 19 and day of event on Saturday, May 20. They will watch over the booths and merchandise to prevent overnight theft of items.
- No setup will be allowed on Saturday!**

Day of the Event Information

Vendor Admission: Gates open for vendors at 6:00AM. Please be in your booth by 6:45AM. Enter at setup gate.

Public Admission: Gates open for the general public at 7:00 AM on Saturday, May 20.

General Event Information

- Idaho's Largest Garage Sale will take place rain or shine! Security will be present at all times, from Friday night through Saturday afternoon.
- All booths must be set up on Friday, May 19. No set up on day of event will be allowed. Vendors must be in their booths by 6:45AM and sell merchandise from 7:00AM-6:00PM. **No early tear-downs will be allowed!**
- Tates Tents & Events will be present to rent tables, chairs, canopies, etc. to vendors who need these items for their booths. **Please PRE-ORDER before May 15 with the attached item list from Tates Tents & Events.**
- Booths are confirmed only when payment has been received. No refunds will be given.
- No food or drink can be sold from vendor booths unless authorized by Expo Idaho and Townsquare Media.

Post-Event Tear Down Information

- No vendors will be allowed to vacate or tear down their booths before the event is over.
- If you do not want to bring home any unsold items, non-profit charities will be present to collect any unsold merchandise that vendors would like to donate.
- If you want to take home your remaining items, you must have a vendor pass to bring your vehicle into the event area. This will prohibit unauthorized entry into the event area and prevent non-vendors from taking items they have not purchased.

For more information, please call Townsquare Media Boise at (208) 275-8188.

Section A: Promoter's Information

Name: _____

Email: _____

Event name: _____

Event location: _____

Event begins/ends: _____

Section B: Participant's Information

Name: _____

DBA (if applicable): _____

Phone: _____

Email: _____

Street address: _____

City, state, ZIP: _____

Section C: Sales Tax Declaration (check "YES" or "NO" and complete any requested information)

YES, I need this temporary seller's permit.
At this event I will be selling _____
I will operate _____ locations (stalls, carts, etc.)

- I will have a copy of this permit at all locations.
- I will collect Idaho sales tax (and local option taxes, where applicable) on all sales of tangible personal property, meals, drinks, and admissions.
- I will submit a copy of this form and tax collected within 15 days of the end of this event.

NO, I don't need this temporary seller's permit because I have an active Idaho seller's permit number: _____

NO, I don't need this temporary seller's permit because I won't make taxable sales at this event. Instead, I'll be: _____

By this signature I affirm the above is true. (After signing and dating, return white copy to promoter.)

Signature _____ Date _____

Section D: Sales Tax Report

Complete this if you answered YES in Section C.

1. Total taxable sales _____
2. Idaho sales tax due _____
3. Idaho sales tax paid on resale merchandise _____
4. Amount of sales tax bond _____
5. Line 3 plus line 4 _____
6. Line 2 minus line 5 _____

Line 2 help: Idaho sales tax is 6%. Multiply line 1 x .06 to calculate line 2.

Line 3 help: You must attach copies of any purchase invoices to receive credit for sales tax paid on resale merchandise.

Section E: Local Option Tax Report

Complete this if you answered YES in Section C and your event is in a county with a local option tax.

1. Name of county where event/sale occurred. _____
2. County's tax rate _____
3. Total taxable sales times line 2 _____
4. Any **county** sales tax paid on resale merchandise _____
5. Line 3 minus line 4 _____

Line 2 help: For example, if the local option tax is 2%, enter .02

Line 4 help: You must attach copies of any purchase invoices to receive credit for sales tax paid on resale merchandise.

Additional instructions are on the back.
Send a completed copy of this form and payment **within 15 days** following the event to:
Idaho State Tax Commission
PO Box 36
Boise ID 83722-0410

Section F: Summary

Tax ID number (SSN or EIN) of the Participant

Idaho sales tax enclosed Local option tax enclosed
Section D, line 6 Section E, line 5



208-336-5486 / FAX 208-336-8184
3900 W. Chinden Blvd. Boise, ID. 83714

IDAHO'S LARGEST GARAGE SALE, MAY 20th 2017

Presented by Townsquare Media Group at Expo Idaho

Today's Date _____

*Customer _____ Phone _____

*Must be the same name you signed up with under Townsquare Media

Address _____ City _____ St/Zip _____

Contact _____ Email _____

Each space rented from Townsquare Media is a 20x20 The biggest tent in this space because of the tent weights IS A 15x15 TENT.

Vendor Orders:

Table with 3 columns: Item description, Price (Before 5pm on May 15th / After May 15th), and Quantity. Items include 8ft Plain Tables, 6ft Plain Tables, Black folding Chair, 10x10 Canopy, 10x20 Canopy, 15x15 Canopy, 20x20 Canopy, and Tent Sidewall Solid.

Please call with any specialty requests.

****Valid credit/debit card is required for all Vendor orders (Even if paying cash or check) ****

CC Type _____

CC # _____ EXP. DATE: _____ CCV: _____

AUTH SIGNATURE _____

Quantities are limited. Pre-Order before May 15th for best rate