



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:

	Before 5pm on May 15 th	After May 15 th	Quantity
8ft Plain Tables --	\$10.00 pre order-----	\$20.00 late/on site	_____
6ft Plain Tables --	\$9.00 pre order-----	\$18.00 late/on site	_____
Black folding Chair --	\$2.00 pre order-----	\$4.00 late/on site	_____
10x10 Canopy----	\$160.00 weights included-----	\$225.00 late/on site	_____
10x20 Canopy----	\$210.00 weights included-----	\$275.00 late/on site	_____
15x15 Canopy---	\$225.00 weights included-----	\$300.00 late/on site	_____
20x20 Canopy----	\$285.00 weights included-----	\$325.00 late/on site	_____
Tent Sidewall Solid 8x20 Section	\$40.00/20ft Section -----	\$50.00/20ft section	_____

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