



Booth Application

For Coeur d'Con 2024
at Coeur d'Alene Public Library
Saturday, August 24, 10:00 AM to 4:00 PM

RETURN THIS COMPLETED FORM

By Mail:
Coeur d'Alene Public Library
c/o Michael Priest
702 E Front Ave
Coeur d'Alene, ID 83814

By E-Mail:
Send as a PDF to coeurdcon@gmail.com
Questions? Send us an email at:
coeurdcon@gmail.com

DEADLINE FOR BOOTH APPLICATION: JUNE 30, 2024
SELECTED APPLICANTS WILL BE NOTIFIED IN JULY 2024.

Company Name	
Applicant Name	
Phone Number	
Street Address	
City	
State	Zip Code
Email Address	
Website	

Each approved vendor will be provided **one table**, and **two chairs**.

Table Preference

Short (6') table _____

Long (8') table _____

I want to be next to _____

Flat Fee = \$20

Cash or check only.
Payment due on day-of
before setup for event.

Table Regulations: When setting up your table and display materials, keep walkways clear and ADA compliant. Exhibitor space is issued only to the business/individual listed on this application. Spaces are not transferrable, but we encourage you to pass along applications to your friends, coworkers, business associates, and/or interested acquaintances.

Additional Requests: Do you have any special requests (extra tables, extra chairs, etc)? We have very few of these available, but you can contact us at coeurdcon@gmail.com and we'll see what we can do!

Please answer the questions on the back, as well!

ID State Seller's Permit: If your application is accepted, and you plan on selling anything at Coeur d'Con, you must have a seller's permit (temporary or otherwise) from the Idaho State Tax Commission and register yourself as a vendor at our event for sales tax purposes. Failure to do so will result in loss of your exhibitor privileges.

- 1) Go to <https://tax.idaho.gov/GoToTAP> and under "Sellers and Promoters" click "Register as a Temporary Seller..."
- 2) Choose "Seller WITH an Event ID". Enter our Event ID: **744751104**, when prompted. Fill out all pertinent details and submit.

Unless you're a nonprofit, you must bring printed or electronic copies of the forms to the event. Email us if you have questions!

Authorized Signature Needed

I acknowledge that I have read, understand, and agree to be bound by the Terms and Conditions found here: <https://www.coeurdcon.com/booth-terms-and-conditions>. I acknowledge that failure to abide by the Terms and Conditions may result in the loss of exhibitor privileges without recourse. Vendor/ artist space that is not set up by 9:30AM on the day of the event will be given to other vendors or artists. Application submission is not a guarantee that your booth has been approved for the Con. Staff will contact you with the final decision on your application.

Signature	STAFF USE ONLY
Printed Name	
Date	

Application reviewed by (name & date): _____
 Approved / Denied (circle one)
 Applicant contacted with decision (name & date): _____
 Payment received (name, date, and how paid): _____

Products and services: What do you do? Let us know what you are selling/exhibiting!

Exhibitor Bio: We want to advertise for you! Please give us a brief (100-150 words) description of your business/organization/artistic work; this can include a headshot or logo. **These descriptions will be used in the program and for advertising purposes!** Feel free to email your logo to us, as well, if it isn't already included on your website or social media (coeurdcon@gmail.com).

Panel/Guest Speaker Opportunity: If you would like to lead a panel, fan meetup, or activity zone, please pick up an activity leader application online or at the library, or fill one out online here: <https://www.coeurdcon.com/activities>