



Pufferbilly Days™ 2010

Boone Area Chamber of Commerce

903 Story Street - Boone, IA 50036

(515) 432-3342 - FAX (515) 432-3343

booneevents@iowatelecom.net – www.booneiowa.us

*Craft Fair * Craft Fair * Craft Fair * Craft Fair * Craft Fair * Craft Fair * Craft Fair*

**September 11 - 12, 2010
CRAFT FAIR
REGISTRATION FORM**

Please type or print clearly

Number of booths desired _____

BUSINESS NAME _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

EMAIL _____

PHONE NUMBER () _____

I CAN ONLY SET UP ON FRIDAY: YES _____ **NO** _____

SET UP WILL TAKE ME MORE THAN 3 HOURS: YES _____ **NO** _____

SALES TAX PERMIT # _____

FOR OFFICE USE ONLY	
_____ Date received at Chamber Office	
_____ Initials	_____ Booth Assignment

Inside with electricity
(\$100.00)

Outside (\$75.00)

*If outside do you need
to drive stakes into
ground? Y__ N__*

**Make checks payable to
"Pufferbilly Days™"**

Description of items (Pictures must be included of any items new to our show): _____

Return this Registration Form with: A self-addressed, stamped envelope, check payable to PUFFERBILLY DAYS, pictures of items new to our show (pictures will not be returned), and completed sponsor report by Friday, July 30, 2010 to:

**CRAFT FAIR COMMITTEE
PUFFERBILLY DAYS™
903 STORY STREET
BOONE, IOWA 50036**

INFORMATION SHEET

Dear Crafter,

Greetings from Pufferbilly Days™, the Boone, Iowa community festival. You are invited to be a part of this event on Saturday, Sept. 11th and Sunday Sept. 12th to sell your hand crafted merchandise in our craft fair at our annual festival. We usually average 65-80 crafters so be sure to get your entry in early to reserve your spot.

Location: Pufferbilly Days™ is celebrated at the Boone County fairgrounds. The Craft Fair will be located in three of the buildings on the grounds, with concrete floors and large open doors on both ends. Two buildings that will be used this year are same as last year; we added the third building to create better spacing and to encompass more of the walking area of fairgrounds. There will be more outdoor booths this year, they are located in front of the buildings and to the side of one; some will be on pavement others on gravel. Electricity will be available with the inside booths only. Buildings are in high traffic area, as there is a building by two entrances to the grounds from the parking areas.

Hours of Operation: Set up day and time will vary depending on your spot at the craft fair and will begin on Friday afternoon. To eliminate backup of vendors waiting to get in to set up we will send out space confirmation which will include your specific timeframe to arrive for setup. Business hours from 9:00 am to 8:00 pm on Saturday, and 10:00 am to 3:00 pm on Sunday. Your inventory can be secured in the building overnight. (Outdoor booths will need to be moved inside or use your own secured system for overnight security.)

Booths: The booth spaces are approximately 10 foot by 18 foot (180 square feet). They will not be like last year but will be the correct way this year. Inside spaces with electricity are \$100 for the two days. Outside spaces are \$75 for the two days. You are responsible for providing all of your own display units, tables, chairs, etc.

Merchandise: Licensed or trademarked items cannot be allowed. If you are a new vendor, please send pictures of the items you will be selling. Repeat vendors need only send photos of any new items. The Steering Committee reserves the right to disallow the selling of any items at our discretion.

Deadlines: To assure ample time to arrange dealers, we ask that all registrations be postmarked by Friday, **July 30, 2010**. Registrations mailed after that date must include a late fee of \$10. We CANNOT ACCEPT ANY registrations after Friday, **August 27, 2010**. Please mail your completed Registration Form (with photos, if applicable), payment, completed Sponsor Report and a large self addressed stamped envelope by August 27, 2010 to take part in Pufferbilly Days™ 2010. Confirmation with your booth assignment will be mailed to you after receipt of your correctly completed registration.

Enclosed is your Iowa Temporary Retail Sales Tax Permit. Be sure to keep in a safe place so that you can send in your report once the craft fair is complete.

We hope you will join us for Pufferbilly Days™2010. We're looking forward to seeing you. If you are unable to join us this year but wish to remain on the mailing list please let us know, otherwise your name will be removed from the mailing list.

KEEP THIS INFORMATION SHEET for future reference, thank you!

**IOWA DEPARTMENT OF REVENUE
SPONSOR REPORT**

Sponsor: Boone Area Chamber of Commerce Chamber Fed ID#: 42-0147570
Address: 903 Story Street Chamber Phone: 515-432-3342
 Boone, IA 50036
E-mail: booneevents@iowatelecom.net

Event: Pufferbilly Days™ Craft Fair

Department of Revenue & Finance Assign Number: 19541

Location: Boone, IA

Event Start Date: 9/11/10 through the Event End Date: 9/12/10

**ALL REQUESTED INFORMATION IS REQUIRED
(Other states' sales tax permits are not valid in Iowa for making retail sales.)**

Vendor Name _____

DBA _____ Federal ID # if applicable* _____

Address _____ IA Sales Tax # * _____

City, State, Zip _____

Phone Number _____

*If no Federal ID # or Iowa Sales Tax # is available, please provide Social Security #

Return along with your **Registration Form**
 Self addressed, stamped envelope (to receive confirmation)
 Pictures of new items
 Check payable to Pufferbilly Days™

to: Craft Fair Committee
Pufferbilly Days™
903 Story Street
Boone, IA 50036