



City of Hayden

8930 North Government Way, Hayden, ID 83835
Phone (208) 772-4411 • Fax (208) 772-6522

February 21, 2017

Dear 2016 Hayden Days Vendor:

Subject: Vendor Applications - Hayden Days 2017

The City of Hayden invites you to participate in the 2017 Hayden Days celebration. Hayden Days will be held Friday, July 28 and Saturday, July 29, at beautiful McIntire Family Park (*previously known as Hayden City Park*), 8930 North Government Way, in the heart of downtown Hayden.

*This year, we are contacting 2016 vendors in good standing to allow them first priority in returning to our event. **Returning vendors have until Friday, March 10, to turn in applications for 2017 Hayden Days and will retain their booth space**, unless they'd like a different space that isn't already occupied. After March 10, we will accept other vendor applications.*

The Hayden Days festivities will include a parade on Saturday, July 29, that will proceed from Hayden Lake Elementary School on the corner of Government Way and Hayden Avenue and will end at Nita Avenue. Great entertainment will draw thousands of residents and visitors such as: children's games, a car show, Hayden's Got Talent, a beer and wine garden, the Kelly Hughes Band on Friday night.

Please find attached: a copy of the City of Hayden Vendor's Application; a set of "Rules for Vendors," and in the case of food vendors, a Panhandle Health District's Temporary Food Service License Application.

Vendor booths will be sited in quads – or blocks of four by which vendors will have two sides of their booth open to the public. Vendors will be allowed to select the site of their booth based on the order by which they submitted their complete vendor's application packet. The first vendors to submit their application form with accompanying check will choose first. Those vendors who delay in submitting their applications will be able to choose from the sites that remain. Upon submission of your application, a map with locations of entertainment, activities, as well as lettered blocks designating booths for food, crafts, and information vendors will be provided. This map will also be available on the City of Hayden web site (www.cityofhaydenid.us) by June 15.

Please review the "Rules for Vendors." Note that the City will limit the number of vendors' permits issued in order to eliminate redundancy in food and services offered. Applications submitted after July 5 will incur a \$15 late fee and run the risk of not being accepted.

In order to reserve a space for a vendor's booth, you must submit a complete vendor's application packet to the City of Hayden not later than July 5, 2017. Packets may be mailed to:

Hayden Recreation & Community Events Department
Attention: Vendor Coordinator
8930 North Government Way
Hayden, Idaho 83835

Please note: Checks for vendor booth space and electricity should be made out to the "City of Hayden."

Should you have any questions, please contact me, Suzanne Cano, Vendor Coordinator, by email at scano@cityofhaydenid.us. You can also call the Hayden Recreation & Community Events Department at (208) 209-1080. We are committed to working with you to make this a profitable endeavor and to create a "vendor-friendly" environment.

We hope that you consider participating in this year's Hayden Days Celebration. We look forward to working with you in the future.

Sincerely,

Suzanne Cano

Recreation & Community Events Director
City of Hayden