



canyon county  
**FAIR & FESTIVAL**

JULY 26<sup>TH</sup>-JULY 29<sup>TH</sup>, 2012

### MARKETING BOOTH INFORMATION

- ◆ **INDOOR MARKETING BOOTHS** are located inside O'Connor Field House. Booth space consists of a 10 x 10 area, with pipe and drape. Indoor marketing booths range from \$350 to \$850.
- ◆ **OUTDOOR MARKETING BOOTHS** are available in 10 x 10 increments with some allowances given for variances. Outdoor marketing booths range from \$250 to \$500.
- ◆ **CONTRACT:** All booths will be selected and placed by committee. A full and complete contract will be mailed after the application deadline, April 2<sup>nd</sup>, 2012.
- ◆ **BOOTH ASSIGNMENT:** When practical, space will be allotted on a first-come, first served basis. The Fair will make every effort to provide exhibitors from the previous Fair first choice on exhibit space. The Fair reserves the right to move booth locations at their discretion when in its judgment such action would be in the best interest of the Fair. Exhibitors will be chosen and placed in a manner that the management considers conducive to a successful Fair for both exhibitors and patrons. All vendors will receive a map of their location with the contract.
- ◆ **HOURS OF OPERATION:** Outdoor Booths must be open and staffed from 11 a.m. to 11 p.m. Thursday and Sunday and 11a.m. to midnight Friday and Saturday. Indoor Booths must be staffed 11 a.m. to 9 p.m. Thursday and Sunday and 11a.m. to 10 p.m. Friday and Saturday. **All booths inside and outside must be staffed during these hours. Any violations of your exhibitor or concessionaire's agreement may result in elimination from consideration for booth space for subsequent Fairs. It is your responsibility to make sure all staff is aware of the rules.**
- ◆ **SET-UP:** Vendors may begin setting up on Wednesday, July 25<sup>th</sup> from 9 a.m. to 8 p.m. Exhibits must be in place and ready to open no later than 9 a.m. on Thursday, July 26<sup>th</sup>. Special arrangements may be made if early set-up is necessary.
- ◆ **INSIDE EXHIBITORS TEAR-DOWN:** At 9 p.m. closing time on Sunday, July 29<sup>th</sup>, all Fair patrons will be cleared from O'Connor Field House and exhibitors may begin hand-carting display materials from the building. Appropriate identification must be visible to security personnel during teardown and move-out. Only those Exhibitors and staff will be allowed entry into O'Connor to continue move-out. O'Connor Field House will

remain open for move-out from midnight until 2 a.m., July 30<sup>th</sup>. O'Connor will be open for additional move-out Monday, July 30<sup>th</sup>, from 9 a.m. to 2 p.m. **There will be "no tear down or packing items" up before 9 p.m. on Sunday, July 29<sup>th</sup>, 2012.**

◆ **OUTDOOR EXHIBITORS TEAR-DOWN:** At 11 p.m. closing time on Sunday, July 29<sup>th</sup>, all Fair patrons will be cleared from the grounds and exhibitors may begin hand-carting display materials off the grounds. No vehicles will be allowed on the grounds until patrons have been cleared. The grounds will remain open for move-out from midnight until 2 a.m., July 30<sup>th</sup>. The Fair grounds will be open for additional move-out Monday, July 30<sup>th</sup> from 9 a.m. to 2 p.m. **There will be "no tear down or packing items" before 11 p.m. on Sunday, July 29<sup>th</sup>, 2012.**

◆ **ELECTRICITY:** Requests for electricity must be made with submission of your contract; an extra charge of \$50 per hour will be applied for vendors requesting electricity after July 27<sup>th</sup>, 2011. Please bring extension cords.

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Quantity	Amps	Cost
_____	110 volt 20 amp per plug .....	\$25
_____	208 volt 30 amp, 3 wire receptacle.....	\$45
_____	208 volt 50 amp, 4 wire receptacle.....	\$85
_____	208 volt 100 amp, 4 wire receptacle.....	\$110
	Electrician if needed.....	\$50/hr

◆ **INSURANCE:** Vendors and volunteers must carry a minimum of \$1,000,000.00 liability with *Canyon County Fair & Festival, Canyon County, the City of Caldwell, their officers, directors, agents and employees* as additional insured. **Proof of insurance must accompany contract in order for space to be reserved.**

◆ **ADMISSION:** Each vendor will receive two exhibitor passes good for all four days. **Additional** exhibitor passes are available for \$3.50 each. Additional exhibitor passes may be ordered with contract or purchased in O'Connor Field House during check-in.

◆ **PRODUCT LIST:** You must submit a complete list of products you are selling or displaying. **Sorry, no carnival games are allowed. Items not allowed include knives, lasers, firecrackers, pop-bangs, guns, etc. Absolutely no weapons including kitchen knives!**

- ◆ **TABLES AND CHAIRS:** These items are not provided, but can be rented through Venue Events, they can be contacted at 208-830-4803. Please make arrangements to bring any necessary equipment for your marketing booth.



2012 Canyon County Fair & Festival

MARKETING BOOTH APPLICATION

July 26<sup>th</sup>- July 29<sup>th</sup>, 2012

Original Application must be received by April 2, 2012.

Faxed applications will not be accepted.

Contract Signing Authority: \_\_\_\_\_ On Site Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

Have you ever participated in the Canyon County Fair? Yes No

If Yes, What Year(s)? \_\_\_\_\_ Space Location(s) \_\_\_\_\_

**Indoor Booths**

Indoor Booths

Rates are for the entire 4 days of the Fair.

- \_\_\_\_\_ 10 x 10 (inline) \$350.00
- \_\_\_\_\_ 10 x 10 (inline #2-5) \$400.00
- \_\_\_\_\_ 10 x 10 (corner) \$500.00
- \_\_\_\_\_ 20 x 10 (inline) \$700.00
- \_\_\_\_\_ 20 x 10 (corners) \$1,000.00
- \_\_\_\_\_ 20 x 10 (inline/corner) \$850.00
- \_\_\_\_\_ other \_\_\_\_\_

**Outdoor Booths**

Outdoor Booths

Exhibitors *must* consider the size of the canopy or tent they are using.

**Tents are secured out at the sides and can add anywhere from an extra 2' to 10' to your booth.**

- \_\_\_\_\_ 10 x 10 (Main Entrance #37-44) \$250.00
  - \_\_\_\_\_ 10 x 10 (Main Entrance #46) \$250.00
  - \_\_\_\_\_ 10 x 10 (Main Entrance #45) \$500.00
  - \_\_\_\_\_ 10 x 10 (Simplot) \$250.00-\$500.00
  - \_\_\_\_\_ other \_\_\_\_\_
- \*\*\* Call for pricing on larger spaces\*\*\*

Booth fee includes two exhibitor passes good for all four days. Any additional tickets or electrical needs will be charged an additional fee based on need. Please do not send money with this original application, no faxes please.

- Additional exhibitor passes are available for \$3.50 each.
- Electricity: A 110 volt, 20 amp hook-up is \$25 each, 208 volt, 30 amp 3 wire hook-up is \$45 ea.
- **Indicate Booth choice 1<sup>st</sup>\_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, 3<sup>rd</sup> \_\_\_\_\_; from attached maps. (Every effort will be made to give you the specific location requested based on a first come first served basis.)**

# PRODUCTS

List **ALL PRODUCTS** you will be **displaying, selling, or giving away** during the Fair along with a photo of your booth. Attach a list if needed. Contract space will be assigned, in part, on the basis of this list. **Please list items, as you would like them to appear on the contract.** Once a contract is assigned, you will not be able to display or sell any additional items. Please submit any samples of brochures or literature you will be distributing to the public or that will illustrate details of your product(s). Violations will mean immediate cancellation of the contract and all rental money paid will be forfeited to the Fair. Items not allowed include knives, guns, lasers, firecrackers, stickers, pop-bangs etc.

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# GENERAL RULES

- *Each exhibitor must provide the Fair with proof of general liability insurance of no less than \$1,000,000. Product liability of no less than \$1,000,000 is required for food samplers. Proof of insurance naming the Canyon County Fair & Festival, Canyon County, the City of Caldwell, their officers, directors, agents and employees as additionally insured will be required once a contract has been issued.*
- *Each exhibitor who hires employees must also provide a copy of workers compensation insurance. If no employees are hired a letter stating so must be on file with the Fair.*
- *Drawings may not be held and microphones or other sound producing items may not be used without prior approval. If you receive a contract, the forms for obtaining approval for a microphone or drawing will be included with the Vendor Marketing Booth Contract. Please fill out and return the appropriate form by July 2nd, 2012.*
- *If you plan to hand out edible samples to promote your products you must complete a Food Request Form, found in the contract packet and if you are not currently licensed by the Health Department, you are required to complete a License Application at least (15) days prior to event and return in to Southwest District Health.*
- *Any Special request(s) need to be submitted on a separate sheet of paper. Please be as detailed as possible. All requests will be reviewed. No guarantees will be made.*
- *Attach brochures, photographs, detailed drawings or any information about your product and booth as it looks while in operation. This application, along with the attachments you furnish, is your opportunity to provide a professional and complete presentation. All photographs become the property of the Fair. Only fully completed applications will be reviewed.*

## CERTIFICATION OF APPLICANT

I have read and understand the instructions and additional information attached. I understand that this form is an application for space only, and is neither a commitment by the applicant, nor an offer by the Canyon County Fair & Festival to rent space. I certify all information contained in this application to be true and accurate to the best of my knowledge.

Thank You!

For office use only:
Received on: _____
Received by: _____
Space Assigned: _____
Not Accepted: _____