

**INDOOR**

**COMMERCIAL VENDOR GUIDE**

**CANYON**

**— COUNTY —**

**FAIR**

**FIND YOUR FUN**

**TM**

**111 S. 22ND AVENUE, CALDWELL, ID 83605**

**CANYONCOUNTYFAIR.ORG**

**CONTACTS**

Canyon County Fair  
P.O. Box 1269  
Caldwell, ID 83606  
Phone (208) 455-8500  
Fax (208) 459-9266  
[www.canyoncountyfair.org](http://www.canyoncountyfair.org)

Idaho State Tax Commission  
(208) 334-7660  
(800) 972-7660

Southwest District Health  
(208) 455-5400

**FAIR HOURS**

**Livestock Area open daily 8:00 a.m. – 9:00 p.m.**  
**O’Connor Field House open daily from Noon – 9:00 p.m.**  
**Thursday July 25<sup>th</sup> Noon – 11:00 p.m.**  
**Friday July 26<sup>th</sup> Noon – 11:00 p.m.**  
**Saturday July 27<sup>th</sup> Noon – 11:00 p.m.**  
**Sunday July 28<sup>th</sup> Noon – 11:00 p.m.**

**ADMISSION**

- Each vendor will be provided with two (2) four-day wristbands. Wristbands include fair entry and free general admission concert seating. Good for four-day unlimited admission each. [Note: formerly referred to as “vendor passes”]
- Additional daily admission tickets may be purchased on line [www.canyoncountyfair.org](http://www.canyoncountyfair.org)

## HOURS OF OPERATION & IMPORTANT DATES

All vendors must have booths ready to open for business no later than 11:30 a.m. July 25, 2019. Vendors are required to be open to the public from Noon until 9:00 p.m. on Thursday – Sunday. Failure to keep booths open until 9:00 p.m. on Sunday, or any violations of your agreement, may result in elimination from consideration for booth space for subsequent Fairs.

### May 24

- Signed agreements due
- Space fee due
- Utilities/electricity order and payment due
- Admission order form and payment due
- St-124 Tax Form due

### July 10

- General Liability & Auto Liability Insurance Certificate & Worker's Compensation Certificate due

### July 24

- Fairgrounds open for designated set-up in your assigned space from 10:00 a.m. – 8:00 p.m.

### July 25

- Fairgrounds open for set-up at 9:00 a.m.

### July 25-28

- Fair opens at 12:00 p.m.

### July 28

- Inside booths must remain in place until 9:00 p.m. Please obey rules for your neighbors and patrons

## FAIR SERVICES

### SECURITY

There is 24 hour security on the Fairgrounds Wednesday, July 24 through 5:00 p.m. on Monday, July 29. The Fair is not responsible for any loss or damage you may acquire.

### ATMs

ATMs are located inside the Main Gate, the Food Court, the Carnival, O'Connor Field House and the Fair Building and under Simplot Stadium.

### FOUND/MISSING CHILDREN

The First Aid Station will serve as the central location for found/missing children on the Fairgrounds.

### **EMERGENCY SERVICES**

The First Aid Station near the entrance to Simplot Stadium will be staffed by an EMT or Paramedic from Canyon County Paramedics. General hours of operation are Thursday through Sunday (Noon – 11:00 p.m.). When the booth is closed there will be roving EMS units throughout the Fairgrounds. Notify the Fair Command Post at (208) 615-1176 in case of emergency, or dial 911. The Caldwell Fire Department is located outside the Caldwell Night Rodeo Office.

## **GENERAL REQUIREMENTS**

### **IDAHO STATE SALES TAX ACT**

- Tax forms are to be filled out online. The website link will be emailed directly to vendors.
- The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a seller's permit from the State Tax Commission. Retailers are required to collect the six percent (6%) Idaho sales tax on each sale that is not exempt from tax. This tax immediately becomes the property of the State held in trust by the retailer. As is dictated by Idaho Tax Code, Title 63-3620C, and each vendor must complete form ST-124, stating whether or not they have taxable items, and if they do, what their seller's permit number is. Each vendor should display their seller's permit so that the State Tax Commission representatives can see it without having to interrupt business. Except for unusual circumstances, there is no charge for an Idaho seller's permit. Contact the local State Tax Commission office to obtain a permit at (208) 334-7600 or toll free at (800) 972-7660.

### **SOUTHWEST DISTRICT HEALTH PERMIT**

- Vendors offering food samples must obtain a temporary permit from Southwest District Health Department before operating. For further information call the Health Department at (208) 455-5400.

### **ANIMALS**

Animals (except service or show animals) will not be permitted on the grounds. Permitted dogs must be on a leash. Service animals are individually trained to do work or perform tasks for an individual with a disability who, if asked, must be able to describe the specific tasks performed or work done by the animal. A "comfort" or "emotional support" animal, or one that provides aid without performing a specific task or duty, means that it does not meet the definition of service animal. If the animal is not individually trained to do work or perform a task, it is considered a pet under the ADA. Obedience training alone is not a sufficient qualification to make a service animal.

### **ALCOHOL**

No beer, wine, intoxicating liquor or controlled substance of any kind shall be kept, sold or consumed by vendors or any employees within their allotted space.

### **SMOKING**

Smoking or the use of electronic cigarettes, cigars, pipes, hookah, or other similar products is prohibited on the grounds.

### **RE-STOCKING AND DELIVERIES**

O'Connor Field House will be open and staffed for restocking from 11:00 – 11:30 a.m. daily.

### **PARKING**

There is no reserved parking for vendors. All parking is FREE and is on a first-come, first served basis for the public, vendors and exhibitors.

### **CAMPING**

Overnight camping or parking is not permitted on any portion of the Fairgrounds or surrounding area. You may reserve camping space at Ambassador R.V. Resort located at 615 Smeed Parkway (past Flying J). To make reservations call (208) 454-8584.

### **UPS DELIVERIES**

Thursday & Friday from 11:00 a.m. – Noon in O'Connor Field House

- You will need to be present to sign in for, and take possession of your packages
- You may contact UPS at (800) 742-5877 for shipping information
- Delivery address: 2207 Blaine Street, Caldwell, ID 83605
- The United States Postal Service does not deliver to the Fairgrounds
- The nearest post office is located at 821 Arthur Street in Caldwell. Vendors are encouraged to make any necessary arrangements for any urgent packages or letters

### **EXHIBITOR MOVE-IN**

Booths may be set up from 10:00 a.m. – 8:00 p.m. on Wednesday, July 24. The grounds and O'Connor Field House will be open for additional set up from 9:00 a.m. – 11:00 a.m. on Thursday, July 25. All booths must be in place by 11:30 a.m. on Thursday July 25, and must remain in place until closing at 9:00 p.m. on Sunday, July 28. Upon arrival at the Fairgrounds for set-up, please report to the Foyer in O'Connor Field House to verify your space location and to obtain your credentials along with other vendor information. **PLEASE DO NOT ATTEMPT TO LOCATE YOUR SPACE FIRST. Once inside, please stay in your designated space until fair is open to the public.**

### **SET-UP AND DESIGN**

The fair provides back drape measuring 8 feet tall, 10 feet wide, and side drape measuring three feet at each inside space. Vendor is responsible for chairs, tables, etc. Inside booths cannot have any advertising or such above the eight foot drape line of the booth. Please keep the front five feet of your booth display and products below four feet. The back five feet can be as high as eight feet. This is simply for courtesy of your neighbors, and so patrons can see the front of all booths in an aisle as they are standing at the end of it.

### **STORAGE SPACE**

All excess storage items must be stored inside booth space and must be attractively concealed or covered. Unless extra space was contracted and paid for, vendors are not allowed to utilize any space behind or around their marked booth area. Storage considerations must be planned in advance. Any special requests to place a storage trailer on the property must be discussed with fair staff and approved.

### **TEAR DOWN**

At 9:00 p.m. closing time on Sunday, July 28, all fair patrons will be cleared from O'Connor Field House and vendors may begin hand-carting display materials from the building.

O'Connor Field House will remain open for move-out "Soft close time at 11:00 p.m." July 28 and will re-open for additional move-out from 10:00 a.m. to 2:00 p.m. on Monday, July 29. All vendor booths must

be removed and area cleaned of debris by 2:00 p.m. on Monday, July 29, or there will be a \$50 charge per day.

## SPECIAL REQUIREMENTS

### ADMISSION WRISTBANDS

Admission wristbands must be worn by vendors and their employees for the duration of the Fair. Anyone without a wristband and / or admission ticket will be charged full gate admission to enter the Fairgrounds. LOST CREDENTIALS WILL NOT BE REPLACED. If a wristband is broken, please bring it to the Fair Office to be exchanged. Each vendor will receive an Admission Order Form that must be completed and returned to the Fair no later than May 24. You will receive your wristbands when you check-in. Single admission tickets may be purchased on line [www.canyoncountyfair.org](http://www.canyoncountyfair.org).

### ELECTRICAL

- All power cords and plug connectors shall be of the grounding type.
- They will be continuous, without splices or taps between boxes or fitting.
- Power cords from electrical sources shall be rubber, neoprene or equivalent.
- Cord connectors shall not be laid on the ground. Where accessible to the public, cords shall be covered with nonconductive material (this would include mats) that is arranged to prevent a tripping hazard.

The vendor shall pay all fees for electrical service. Failure to pay said fees shall be construed as a cancellation of agreement. Payment for any electrical work done by outside electricians must be on the vendor's equipment only and must be paid by the vendor. Canyon County electricians are the only authorized electricians to work on or, add to, the Fairgrounds electrical services. Electricity will be provided per your request, when possible. **Unfortunately, due to set up of O'Connor and bringing in temporary power for our vendors, the power box may be located in your booth even if you have not ordered power. We are sorry for any inconvenience this may cause.**

110 volt 20 amp per plug	\$25.00
208 volt 30 amp, 3 wire receptacle	\$90.00
208 volt 50 amp, 4 wire receptacle	\$85.00
208 volt 100 amp, 4 wire receptacle	\$110.00
Electrician if needed	\$50.00/hour

### SOUND DEVICES

Sound transmissions such as radios, television sets, loudspeaker, voice amplification systems and piano/organ demonstrations are subject to approval of fair management, and if permitted must be controlled as to not interfere with other vendors. THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.

### DRAWINGS

All vendors intending to hold a drawing must request and complete the Fair Vendor Drawing Form, Part I, prior to the Fair. The vendor will receive a set of rules and the details of any approved drawing will be noted on the vendor's agreement. Vendors will be required to complete a Drawing Winners Information Form upon completion of the drawing to be returned to the Fair Office no later than August 1.

### UNAUTHORIZED SALES

It is expressly understood that vendors are prohibited from selling any articles or products or rendering any services, except those specifically listed on their Commercial Vendor Agreement. Nor shall they exhibit any advertising material directly pertaining to such non-agreed products. The fair reserves the right to require immediate removal of any objects which are not listed on your agreement, or are in the opinion of management deemed to be offensive, hazardous or might adversely affect the fair's image. The fair management will determine whether an item is considered offensive or in poor taste, and can prohibit the sale/display of any such items.

Products and services that are not allowed to be sold by vendors or brought into the Canyon County Fair include:

- Knives (cookware vendors are prohibited from distributing knives of any kind as promotional items)
- Ear piercing
- Permanent tattooing
- Concealed weapons
- Firearms
- Lasers
- Stun guns
- Switchblades
- Brass knuckles
- High-powered water guns
- Stink bombs
- Noise-makers (i.e. pop bangs, pull pops, firecrackers)
- Fireworks of any nature
- Marshmallow guns
- Pornographic or drug-related items

### ILLEGAL ACTIVITIES

The fair management will exercise every precaution to guard against any illegal activities, including, but not limited to: gambling, pirating, extortion, raffles and any form of misrepresentation. Determination of any illegal activity could result in expulsion from the grounds and forfeiture of all monies paid.

### GIVEAWAYS

Distribution of free items must be pre-approved by fair management and included on your agreement. Non-food vendors are only allowed to give away free individually wrapped single pieces of candy and 4 oz. cups of water.

### SOLICITATION

- All solicitations and/or distribution of advertising material must be confined to the area of the booth
- Any solicitations outside the confines of your assigned booth space can result in your expulsion of the fair and forfeiture of all fees
- Any violations will be noted and representative at the booth will be reminded of the policy
- Vendors receiving violations run the risk of not being permitted back to the Canyon County Fair

**The tacking or posting of any advertisement on the fairgrounds, other than inside the booth space, will not, under any circumstances, be permitted.**

### ALLOCATION OF SPACE

The Canyon County Fair Management will determine space allocation based on sizes provided by vendors upon application. The Fair reserves the right to move booth locations at their discretion when, in its judgement, such action would be in the best interest of the Fair. Vendors will be chosen and placed in a manner that the Management considers conducive to a successful Fair for both vendors and patrons.

## EXCLUSIVITY

The Fair does not grant product exclusivity to any vendor participating in the Fair. For the mutual benefit of our vendors and the public we do make every attempt to diversify products by not over-booking product lines. The Fair makes the best selection possible from available applications. Selection is based upon product, presentation, references, and whether the product fits within the Rules and Regulations adopted by the Fair.

## CANCELLATION

Vendor has the right to terminate or cancel the agreement, but in such event, the following shall apply:

- Written notice of cancellation or termination must be delivered to Fair Management and is effective upon the date received.
- If such notice is received on or before July 1, vendor forfeits twenty-five percent (25%) of their space deposit, plus all other amounts paid (electrical, etc.).
- If such notice is received after July 1, vendor forfeits all amounts paid and is fully liable for all other amounts otherwise due under the agreement.

## INSURANCE

### LIABILITY INSURANCE

Each vendor will be required to have a current certificate of insurance forwarded to the Fair Office in the described amounts on the agreement. No booth shall be allowed to open without proper proof of general liability, product liability, automobile liability and worker's compensation in place. Proof of insurance must be received by July 10, (14 days prior to fair).

PLEASE NOTE: THE INDIVIDUAL, PARTNERSHIP OR CORPORATION BOTH NAMED ON THE AGREEMENT MUST BE THE SAME AS THE NAMED INSURED ON THE POLICY CERTIFICATE WITH THE FOLLOWING ADDITIONAL WORDING: "COUNTY, THE CITY OF CALDWELL, THEIR ELECTED OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES SHALL BE INCLUDED AS AN ADDITIONAL INSURED."

### CERTIFICATES MUST EVIDENCE THE FOLLOWING MINIMUM COVERAGES:

A. Commercial General Liability Insurance providing limits of liability in the following amounts, with aggregates applying separately on a "per project" basis:

General Aggregate: \$1,000,000

Product/Completed Operations Aggregate: \$1,000,000

B. The Commercial General Liability ("CGL") insurance policy shall be written on an "Occurrence" form and shall cover liability arising from premises, operations, independent contractors, products, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). "COUNTY, THE CITY OF CALDWELL, THEIR ELECTED OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES SHALL BE INCLUDED AS AN ADDITIONAL INSURED."

C. Automobile Liability Insurance providing bodily injury and property damage liability coverage for not less than \$1,000,000 each accident limit. Automobile Liability insurance shall be written a standard ISO policy form, or an equivalent form, providing coverage for liability arising out of owned, hired, or non-owned vehicles in connection with the Vendor Agreement.



D. Vendor's failure to obtain required insurance by July 10, as stated in the agreement, shall constitute grounds for termination of the agreement and revocation of vendor's right to use Fairground space.

**WORKER'S COMPENSATION**

Employers' Liability insurance providing limits of liability in the following amounts:

- Bodily Injury by Accident: \$100,000 each accident
- Bodily Injury by Disease: \$500,000 policy limit
- Bodily injury by Disease: \$100,000 each employee

Each vendor is required to provide worker's compensation insurance meeting the statutory requirements of the State of Idaho for any employees. Anyone claiming exemption from providing such must provide a letter to the Fair Office stating the conditions of that exemption (i.e. solely owned and operated, independent contractors, family members living within the same household). Questions regarding worker's compensation requirements should be directed to the Idaho Industrial Commission at (208) 334-6000.

**MISCELLANEOUS**

**DECORATORS/RENTAL COMPANIES**

- Event Rent (208) 695-2121
- Venue Events (208) 830-4803
- Tates Rents (208) 336-5486

**LODGING**

- Best Western Plus Caldwell Inn & Suites (208) 454-7225
- Comfort Suites Airport, Boise (208) 472-1222
- La Quinta Inn, Caldwell (208) 454-2222
- Mr. Sandman Inn & Suites, Meridian (208) 887-2062
- Sleep Inn, Nampa (208) 463-6300
- Ambassador RV Resort, Caldwell (208) 454-8584

\*\* The decorators, hotels and RV resort are provided only as an informational source for your convenience. The Canyon County Fair in no way guarantees the services of any of the listed businesses. The listed businesses are randomly chosen.