

FOOD

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

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 25th Noon – 11:00 p.m.
Friday July 26th Noon – 11:00 p.m.
Saturday July 27th Noon – 11:00 p.m.
Sunday July 28th Noon – 11:00 p.m.

ADMISSION

- Each Concessionaire will be provided with 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

HOURS OF OPERATION & IMPORTANT DATES

All concessionaires must have booths ready to open for business no later than 11:30 a.m. Fair gates will be open to the public from Noon until 11:00 p.m. Thursday – Sunday. All concessions are required to be open during those hours. Failure to keep booths open until 11:00 p.m. or any violations of your agreement, may result in elimination from consideration for booth space for subsequent Fairs.

May 24

- Signed agreement due
- \$300 space deposit due
- \$50 cleaning fee due
- Utilities/electricity order and payment due
- Admission Order Form & Stock Truck Parking Request Form due
- St-124 Tax Form due

July 10

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

July 20

- Fairgrounds open for set-up from 6:00 – 3:00 p.m.

July 21

- Fairgrounds open for set-up from 8:00 – 3:00 p.m.

July 22-24

- Fairgrounds open for set-up from 8:00 – 8:00 p.m.

July 24

- **Concession stands must be ready for fire inspection by 10:00 a.m.**
- Inspections will be done the 24th & 25th before fair opens.

July 25-28

- Gates 10 and 11 open for re-stocking from 10:00 – 11:00 a.m.
- Fair opens at 12:00 p.m.

July 28

- Sales reports are to be taken to the office after fair closes. Vendors may pay 20% that night or the next day by 4:00 p.m.

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, Food Court, Carnival, O'Connor Field House, 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

CASH REGISTER REQUIREMENTS

- Concessionaires are required to use cash registers or POS machines. Daily sales report must provide your business name on paperwork
- Beginning Z tape must be submitted July 24.
- Z tape and daily sales (including business name) must be submitted nightly

ICE

- Ice must be purchased directly from Boise Cold Storage; prior to Fair concessionaires must establish an account with Boise Cold Storage, (208) 344-8477

IDAHO STATE SALES TAX ACT

- Tax forms are to be filled out online. The website link will be emailed directly to concessionaires.
- 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 concessionaire 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 concessionaire 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

- The approval of a temporary permit from Southwest District Health Department is required 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 concessionaires 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

- Gates 10 & 11 will be unlocked and staffed by security for re-stocking from 10:00 – 11:45 a.m. daily.
- Deliveries must be scheduled from 10:00 – 11:00 a.m.
- Any deliveries or re-stocking after 11:00 a.m. must be hand trucked in.

PARKING

Please complete the Stock Truck Request Form and return to the Fair Office with your agreement. There is no other reserved parking for concessionaires. All parking is FREE and is on a first-come, first served basis for the public, concessionaires 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.

TEAR DOWN

At 11:00 p.m. closing time on Sunday, July 28, all fair patrons will be cleared from the Fairgrounds and concessionaires may begin tearing down from 11:00 p.m. July 28 – 1:00 a.m. July 29. Gates will be open for tear down from 8:00 a.m. – 2:00 p.m. Monday July 29 and all concession booths must be removed and area cleaned of debris by 2:00 p.m. on Monday, July 29. All vehicles/trailers must be gone by Monday, July 29 at 2:00 p.m. or there will be a \$50.00 per day charge (unless special arrangements are made).

SPECIAL REQUIREMENTS

ADMISSION WRISTBANDS

Admission wristbands must be in the possession of the concessionaire 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 concessionaire 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 with Ellen and have one on one concessionaire meeting.

EQUIPMENT

Concession facilities must be freshly painted and attractively decorated. Flame retardant paper or fabric must be used in all booth decorations. Where appropriate, trailers and other portable concessions must have proper perimeter skirting to hide the undercarriage, wheels, chassis, trailer hitch, etc. NO COKE, PEPSI, OR CORRUGATED PAPER SKIRTING IS PERMITTED. Beverage tanks and product inventory may not be stored outside of stand unless it is concealed in a manner approved by the Fair Management. NO EXCEPTIONS.

All product inventories must be stored inside booth space and must be attractively concealed or covered. Any storage or office space behind the concession booth must be constructed in a manner so as to appear to be a part of the booth and must be included in the concessionaire's agreed space. No vehicles or trailers will be allowed to remain parked behind concession stands. If microwave ovens are used, a sign stating this must be posted in front of the concession stand.

FIRE SAFETY

Concessionaires must comply with all Idaho State and Canyon County Codes and ordinances. Concessionaires must have at least one fully charged and operational UL rated, class K, wet-chemical fire extinguisher of at least 2 ½ lbs. Net capacity shall be present and easily accessible in each booth or space cooking food or using an open flame. Propane tanks containing 5-125 gallons need to be a minimum of five feet away from exit areas and appliances. Five gallon propane tanks are allowed within the booth. Any awnings or tents used within a space must be of fire retardant material. All propane tanks and location to booth must comply with fire codes. All compressed gas cylinders must be stored in an upright position and secured from damage to tip over.

An obstruction or obstacle that is deemed by Fair Management to represent a hazard must be immediately corrected. All electrical, water, sewer, or other cords and hoses must be covered so as not to present a danger to Fair patrons.

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 concessionaire 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 concessionaire's equipment only and must be paid by the concessionaire. 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.

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/hr

REFUSE DISPOSAL

Concessionaires are required to pay a cleaning fee of \$50. Garbage must be kept in tightly covered containers. **ALL CARDBOARD BOXES MUST BE BROKEN DOWN AND TAKEN TO CARDBOARD DUMPSTER BY CONCESSIONAIRES.**

It is suggested that all concessionaires provide a small refuse container for paper to avoid possible unsightly litter in front of the stand.

WATER, SEWER & GREASE DISPOSAL

All gray water must be disposed into gray water barrels provided by the Fair.
All grease must be disposed of in the designated containers provided by the Fair.

There can be no disposal into sewer lines:

ANY CONCESSIONAIRE FOUND DUMPING GREASE INTO SEWER LINES WILL BE EXPELLED IMMEDIATELY FROM THE FAIR AND WILL FORFEIT ALL MONIES PAID AND WILL REMAIN FULLY LIABLE FOR ALL OTHER AMOUNTS OTHERWISE DUE UNDER THE CONCESSIONAIRE AGREEMENT.

TIP JARS

Food booths may not solicit donations. Tip jars are not allowed at any concession stand. ANY CONCESSIONAIRE FOUND SOLICITING DONATIONS WILL BE EXPELLED IMMEDIATELY FROM THE FAIR AND WILL FORFEIT ALL MONIES PAID AND WILL REMAIN FULLY LIABLE FOR ALL OTHER AMOUNTS OTHERWISE DUE UNDER THE CONCESSIONAIRE AGREEMENT.

MENUS & PRICING

Each concessionaire shall post, in a conspicuous place, a professional sign showing prices of items being sold in that booth. Hand written signs are strictly prohibited and will be removed. The sign should be clearly visible from a distance of 30 feet. The signs for carbonated soft drink beverages must indicate the size (in ounces). The Idaho State Tax Commission requires that your signs indicate that "Sales Tax is Included" if that is the case.

Cup size standards have been established for carbonated soft drinks dispensed at the Canyon County Fair. The ONLY sizes that will be allowed are: 16 oz, 24 oz and 32 oz.

ALLOCATION OF SPACE

The Canyon County Fair Management will determine space allocation based on sizes provided by concessionaires 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. Concessionaires will be chosen and placed in a manner that the Management considers conducive to a successful Fair for both concessionaires and patrons.

EXCLUSIVITY

The Fair does not grant product exclusivity to any concessionaire participating in the Fair. For the mutual benefit of our concessionaires 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

Concessionaire 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, concessionaire forfeits twenty-five percent (25%) of their space deposit, plus all other amounts paid (electrical, etc.).
- If such notice is received after July 1, concessionaire forfeits all amounts paid and is fully liable for all other amounts otherwise due under the agreement.

INSURANCE

LIABILITY INSURANCE

Each concessionaire 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 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. Business Automobile Liability Insurance providing bodily injury and property damage liability coverage for not less than \$1,000,000 each accident limit. Business 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 Concessionaire Agreement.

D. Concessionaire’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 concessionaire’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 concessionaire 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.