

INDOOR
COMMERCIAL VENDOR GUIDE

CANYON
— **COUNTY** —
FAIR
FIND YOUR FUNTM

JULY 23-26, 2020 | CANYONCOUNTYFAIR.ORG
111 S. 22ND AVENUE, CALDWELL, ID 83605

WELCOME

Welcome to the Canyon County Fair and thank you for being a part of our event. It is the responsibility of each Vendor to familiarize themselves and their employees with the following information and requirements, as well as the Canyon County Fair rules and regulations. A copy of these requirements, rules and regulations are available in the Canyon County Fair Office or online at www.canyoncountyfair.org.

CONTACT INFORMATION

Canyon County Fair

P.O. Box 1269

Caldwell, ID 83606

Phone (208) 455-8500

Fax (208) 459-9266

www.canyoncountyfair.org

Canyon County Fair Event Coordinator

Ellen Tingstrom

(208) 455-8500

(208) 614-5065

etingstrom@canyonco.org

Idaho State Tax Commission

(208) 334-7660

(800) 972-7660

Southwest District Health

(208) 455-5400

FAIR HOURS

July 23-July 26, Noon – 11:00 p.m.

O'Connor Field House, Noon – 9:00 p.m.

Livestock Area, Noon – 9:00 p.m.

HOURS OF OPERATION

All vendors must have booths ready to open for business no later than 11:30 a.m. Thursday, July 23. Vendors are required to be open to the public from Noon to 9:00 p.m. each day of Fair.

IMPORTANT DEADLINES & SCHEDULE

JUNE 12

- Signed Vendor Booth License Agreement due
- Space fee due
- Admission and Electric forms and payments due
- ST-124 tax form due

JULY 8

- General Liability, Auto Liability & Employer's Liability Insurance Certificates due

JULY 22

- Vendor Booth set-up from 10:00 a.m. – 8:00 p.m.

JULY 23

- Vendor Booth set-up from 9:00 a.m. – 11:00 a.m.

JULY 23-26

- O'Connor Field House open from 11:00 a.m. – 11:30 a.m. for restocking.
- Vendors required to be open from Noon – 9:00 p.m.

JULY 26

- Vendor Booth tear down and removal from 9:00 p.m. – 11:00 p.m.

JULY 27

- Vendor Booth tear down and removal from 10:00 a.m. – 2:00 p.m.

ADMISSION WRISTBANDS/TICKETS

The Fair provides up to 8 admission tickets or 2 wristbands to each vendor. Tickets and wristbands include Fair admission and free general admission concert seating. Tickets are good for one time admission and wristbands are good for four day unlimited admission. **Each vendor will receive an Admission Order form that must be completed and returned by June 12.** Admission wristbands/tickets will be distributed at vendor check-in at O'Connor Field House.

Admission wristbands or tickets must be in the possession of the vendor and their employees for the duration of the Fair. Anyone without a wristband 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.

Additional daily admission tickets may be purchased online at www.canyoncountyfair.org.

GENERAL REQUIREMENTS

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 will be allowed to open without proper proof of general liability, product liability, auto liability and employers' liability in place. **Proof of insurance must be received by July 8**, (14 days prior to Fair). Vendor's failure to obtain required insurance by July 8, as stated in the Vendor Booth License Agreement, shall constitute grounds for termination of the agreement and revocation of vendor's right to use Fairground space.

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: **"CANYON 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

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).

B. 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 on 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 Booth License Agreement.

C. 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 employers' liability 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 employers' liability requirements should be directed to the Idaho Industrial Commission at (208) 334-6000.

IDAHO STATE SALES TAX

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a seller’s permit from the State Tax Commission. As is dictated by Idaho Tax Code, Title 63-3620C, retailers are required to collect the 6% sales tax on each sale that is not exempt from tax. Each vendor is required to provide the Fair a copy of their ST-124 with their agreement. Please contact the local State Tax Commission office to obtain a permit at (208) 334-7660 or toll free at (800) 972-7660. The link to complete the ST-124 form online will be emailed to each vendor.

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.

ELECTRICAL RATES

Vendor is responsible for electrical fees. 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, where possible. The set-up of O’Connor requires temporary power for vendors. Power boxes may be located in your booth, even if you have not ordered power.

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.

ELECTRICAL REQUIREMENTS

- 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 (including mats) that is arranged to prevent a tripping hazard.

VENDOR BOOTH SET-UP

Booths may be set up from 10:00 a.m. – 8:00 p.m. on Wednesday, July 22. O’Connor Field House will be open for additional set up from 9:00 a.m. – 11:00 a.m. on Thursday, July 23. All booths must be in place by 11:30 a.m. on Thursday, July 23 and must remain in place until closing at 9:00 p.m. on Sunday, July 26. Upon arrival at the Fairgrounds for set-up, please report to the foyer in O’Connor Field House to verify your booth location and to obtain your credentials along with other vendor information.

VENDOR BOOTH DISPLAY & DESIGN

Each vendor booth is provided back drape measuring 8 feet tall, 10 feet wide, and side drape measuring 3 feet tall. Vendor is responsible to provide chairs, tables, etc. Products and display in the front 5 feet of the booth must be below 4 feet. Products and display in the back 5 feet of the booth can be 8 feet. Booths must not have any advertising, signage or display above the 8 foot drape line.

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.

RESTOCKING

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

UPS DELIVERIES

UPS deliveries will be received Thursday & Friday from 11:00 a.m. – Noon in O'Connor Field House.

- You will need to be present to sign 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.

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, Caldwell. To make reservations call (208) 454-8584.

VENDOR BOOTH TEAR DOWN

Tear down begins when O'Connor Field House closes at 9:00 p.m. on Sunday, July 26. Failure to keep booths open until 9:00 p.m. on Sunday may result in elimination from consideration for booth space for subsequent Fairs. O'Connor Field House will remain open for tear down until 11:00 p.m. on Sunday, July 26 and will be open for additional tear down from 10:00 a.m. to 2:00 p.m. on Monday, July 27. All vendor booths must be removed and area cleaned of debris by 2:00 p.m. on Monday, July 27, or there will be a \$50 charge per day.

SOUND DEVICES

Sound transmissions such as radios, televisions, loudspeakers, 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 Booth License Agreement. Vendors will be required to complete a Drawing Winners Information Form upon completion of the drawing and return it to the Fair Office no later than August 3.

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 monies paid.
- 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.

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.

ILLEGAL ACTIVITIES

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.

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 Vendor Booth License Agreement. Vendors shall not exhibit any advertising material directly pertaining to such non-agreed products. Fair Management reserves the right to require immediate removal of any products which are not listed on your agreement, or are in the opinion of Fair Management deemed to be offensive, hazardous or might adversely affect the Fair's image. 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

ALLOCATION OF SPACE

Fair Management will determine space allocation based on sizes provided by vendors upon application. Fair Management 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 Fair Management considers conducive to a successful Fair for both vendors and patrons.

EXCLUSIVITY

Fair Management does not grant product exclusivity to any vendor participating in the Fair. For the mutual benefit of our vendors and the public, every attempt is made to diversify products by not over-booking product lines. Fair Management 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 25% of their space deposit, and 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.

FAIR SERVICES

SECURITY

There will be 24-hour security on the Fairgrounds starting Wednesday, July 22 through 5:00 p.m. on Monday, July 27. The Fair is not responsible for any loss or damage.

ATM SERVICES

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

EMERGENCY SERVICES

The First Aid Station near the entrance to Simplot Stadium will be staffed by an EMT or Paramedics from Canyon County Paramedics. General hours of operation are July 23-26, 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.

FOUND/MISSING CHILDREN

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

MISCELLANEOUS

RENTAL COMPANIES

Event Rent	(208) 695-2121
Venue Events	(208) 830-4803
Idaho Tents & Events	(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
Quality Inn & Suites, Meridian	(208) 887-2062
Sleep Inn, Nampa	(208) 463-6300
Ambassador R.V. Resort, Caldwell	(208) 454-8584

* The various businesses listed above 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.

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