

CANYON COUNTY FAIR

JULY 29 - AUGUST 1, 2021

FOOD CONCESSIONS VENDOR GUIDE

CANYONCOUNTYFAIR.ORG

WELCOME

Welcome to the Canyon County Fair and thank you for being a part of our event. It is the responsibility of each Concessionaire 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

Nicole Brock
Food Concessions Coordinator
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Canyon County Fair Office
P.O. Box 1269
Caldwell, ID 83606
Phone (208) 455-8500
Fax (208) 459-9266
fairinfo@canyonco.org
www.canyoncountyfair.org

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

Southwest District Health
(208) 455-5400

FAIR HOURS

July 29-August 1, 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 concessionaires must have booths ready to open for business no later than 11:30 a.m. Thursday, July 29 and must be open for business no later than Noon, all 4 days of the Fair. All gates will be open to the public from Noon to 11:00 p.m. All booths and concessions must be manned and remain open during these times.

IMPORTANT DEADLINES & SCHEDULE

MAY 19

- Signed Concessionaire License Agreement due
- \$300 space deposit due
- \$50 cleaning fee due
- Admission, Electric, Stock Truck Parking forms and payment due
- ST-124 tax form due

JULY 9

- General Liability, Auto Liability & Employers' Liability Insurance Certificates due

JULY 24

- Fairgrounds open for set-up from 6:00 a.m. – Noon

JULY 25

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

JULY 26-28

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

JULY 28

- Concessionaire meeting at 1:00 p.m. at CWI Stage

JULY 29

- Food booths must be ready to open for business no later than 11:30 a.m.

JULY 29-AUGUST 1

- Gates 10 and 11 open for restocking from 10:00 a.m. – 11:00 a.m.
- Concessionaires required to be open from Noon – 11:00 p.m.

AUGUST 1

- Deliver sales reports and payment to the Fair Office by Midnight
- Concession tear down and removal from 11:00 p.m. – 1:00 a.m. (Monday, August 2)

AUGUST 2

- All food booths must be removed from the Fairgrounds by 2:00 p.m.
- Final day to settle account. Payments must be received in the Fair Office by 4:00 p.m.

GENERAL REQUIREMENTS

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 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 9**, (14 days prior to Fair set-up).

Concessionaire's failure to obtain required insurance by July 9, as stated in the Concessionaire License Agreement, shall constitute grounds for termination of the agreement and revocation of concessionaire'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 Concessionaire 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 concessionaire 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 concessionaire 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 concessionaire.

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.

FIRE SAFETY

For a complete listing of fire safety requirements, please refer to the information from the Caldwell Fire Department sent with the Concessionaire License Agreement. Inspections must be scheduled with the Caldwell Fire Department, (208) 455-3032. Please contact the Caldwell Fire Department for any questions regarding fire safety requirements.

ELECTRICAL RATES

Concessionaire 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 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, where 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.

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.

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 food 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 food booths. If microwave ovens are used, a sign stating this must be posted in front of the food booth.

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, WILL FORFEIT ALL MONIES PAID AND WILL REMAIN FULLY LIABLE FOR ALL OTHER AMOUNTS OTHERWISE DUE UNDER THE CONCESSIONAIRE LICENSE AGREEMENT.**

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 DUMPSTER BY CONCESSIONAIRES.** Refuse containers set in front of food booths are intended for use by Fair patrons only.

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 are allowed are 16 oz., 24 oz. and 32 oz.

CASH REGISTERS

- Concessionaires are required to use cash registers or POS machines. Daily sales report must provide your business name on paperwork.
- Submit beginning Z tape on July 28 by 7:00 p.m.
- Z tape and daily sales (including business name) must be submitted nightly by Midnight.

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.

ALCOHOL

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

TIP JARS

Concessionaires may not solicit donations. Tip jars are not allowed at any food booth. Tips can be accepted if offered, however if a concessionaire is found to be soliciting tips they will be in violation of agreement. If a concessionaire is encouraging solicitation of donations or tips of any kind, they can be expelled from the Fair, and be required to forfeit all monies paid. Concessionaire will remain fully liable for all other amounts due to the Fair under agreement.

RESTOCKING AND DELIVERIES

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

PARKING

Please complete the Stock Truck Parking 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, Caldwell. To make reservations call (208) 454-8584.

TEAR DOWN

Tear down begins after the Fair has closed at 11:00 p.m. on August 1 until 1:00 a.m. on August 2. Gates will be open for tear down August 2 from 8:00 a.m. – 2:00 p.m. All vehicles/trailers must be gone and area clean of debris by August 2 at 2:00 p.m. or there will be a charge of \$50.00 per day.

ADMISSION WRISTBANDS / TICKETS

The Fair provides up to 40 admission tickets or 10 wristbands to each concessionaire. 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 concessionaire will receive an Admission Order form that must be completed and returned by May 19.** Admission wristbands/tickets will be distributed at the Concessionaire Meeting.

Admission wristbands or tickets must be in the possession of the concessionaire 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.

ALLOCATION OF SPACE

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

EXCLUSIVITY

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

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 25% of their space deposit, and 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.

FAIR SERVICES

SECURITY

There will be 24-hour security on the Fairgrounds starting Wednesday, July 28 through 5:00 p.m. on Monday, August 2. 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 29-August 1, 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.