

2025 COMMERCIAL VENDOR GUIDE

THIS IS **YOUR** FAIR.



JULY 24 - 27

CANYONCOUNTYFAIR.ORG



FIND YOUR FUN

CANYON COUNTY FAIR COMMERCIAL VENDOR GUIDE

WELCOME.....	2
ONLINE APPLICATION	2
CONTACT INFORMATION	2
FAIR HOURS.....	2
HOURS OF OPERATION	2
IMPORTANT DEADLINES & SCHEDULE	3
GENERAL REQUIREMENTS	4
LIABILITY INSURANCE.....	4
ADMISSION WRISTBANDS/TICKETS	5
ELECTRICAL RATES	5
ELECTRICAL REQUIREMENTS	5
SET UP AND TEAR DOWN.....	6
VENDOR BOOTH SET UP	6
ALLOCATION OF SPACE	6
EXCLUSIVITY	6
VENDOR BOOTH TEAR DOWN	6
IMPORTANT INFORMATION	6
IDAHO STATE SALES TAX	6
SOUTHWEST DISTRICT HEALTH PERMIT	7
CANCELLATION	7
FAIR-TIME OPERATION	7
VENDOR BOOTH DISPLAY & DESIGN	7
STORAGE SPACE	7
RESTOCKING.....	7
UPS DELIVERIES.....	8
PARKING.....	8
CAMPING	8
SOUND DEVICES	8
DRAWINGS	8
GIVEAWAYS.....	8
SOLICITATION.....	9
ALCOHOL.....	9
UNAUTHORIZED SALES	9
FAIR SERVICES.....	10
SECURITY.....	10
ATM SERVICES.....	10
EMERGENCY SERVICES.....	10
FOUND/MISSING CHILDREN	10
MISCELLANEOUS.....	10
RENTAL COMPANIES	10
LODGING	10

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.

ONLINE APPLICATION

To apply to become a vendor at the Canyon County Fair, please fill out the online application located here: <https://www.canyoncountyfair.org/commercialvendor/>

CONTACT INFORMATION

Rebecca Coulter
Assistant Fair Director
208-908-8110

rebecca@canyoncountyfair.org

Canyon County Fair
P.O. Box 1269
Caldwell, ID 83606
Phone 208-455-8500
info@canyoncountyfair.org
www.canyoncountyfair.org

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

Southwest District Health
208-455-5400

FAIR HOURS

July 24-27, Noon – 11:00 p.m.
The Center, Noon – 8:00 p.m.
O'Connor Field House, Noon – 8:00 p.m.
Livestock Area, Noon – 8:00 p.m.

HOURS OF OPERATION

All vendors must have booths ready to open for business no later than 11:00 a.m. Thursday, July 24. Indoor vendors are required to be open to the public from Noon to 8:00 p.m. each day of Fair. Outdoor vendors are required to be open to the public from Noon to 11:00 p.m. each day of Fair.

IMPORTANT DEADLINES & SCHEDULE

MAY 1

- Signed Vendor Booth License Agreement due
- Space fee due
- Admission and Electric forms and payments due

JULY 1

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

JULY 11

- Deadline to schedule a set up time.

JULY 22-23

- Vendor Booth set up from 9:00 a.m. – 7:00 p.m., by appointment only.

JULY 24

- Vendor Booths must be in place and ready for business by 11:00 a.m.
- Fair opens at Noon.
- Indoor vendors required to be open from Noon – 8:00 p.m.
- Outdoor vendors required to be open from Noon – 11:00 p.m.

JULY 25-27

- Gates open for restocking from 10:00 a.m. – 11:00 a.m.
- Indoor vendors required to be open from Noon – 8:00 p.m.
- Outdoor vendors required to be open from Noon – 11:00 p.m.

JULY 27

- Vendor Booth tear down and removal from 11:00 p.m. – 1:00 a.m. (Monday, July 28)

JULY 28

- Vendor Booth tear down and removal from 9:00 a.m. – 2:00 p.m.

**ALL INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE.
ADDITIONAL INFORMATION WILL BE INCLUDED AS IT BECOMES AVAILABLE.**

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 1. Vendor's failure to obtain required insurance by July 1, 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.

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 May 1.**

Admission wristbands/tickets will be distributed at vendor check-in at The Center.

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.

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. Any power ordered after July 1 requires an additional labor cost of \$50 per hour. Fair set up 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/hour

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.

SET UP AND TEAR DOWN

VENDOR BOOTH SET UP

Vendors are required to schedule a set up time. An appointment for set up must be made by **July 11**. The Fairgrounds will be available for booth set up on July 22-23 from 9:00 a.m. to 7:00 p.m. All booths must be in place by 11:00 a.m. on Thursday, July 24 and must remain in place until closing on Sunday, July 27. Upon arrival at the Fairgrounds for set up, please report to the lobby in The Center to verify your booth location and to obtain your credentials and other vendor information. S-hooks will not be provided.

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. Vendors may not sublease their space. Subleasing includes renting, sharing, donating, or in any way allowing another company or person to display or advertise in a vendor's space.

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.

VENDOR BOOTH TEAR DOWN

Tear down begins after the Fair has closed at 11:00 p.m. on July 27 until 1:00 a.m. on July 28. Failure to keep booths open until Fair closing may result in elimination from consideration for booth space for subsequent Fairs. The Fairgrounds will open for additional tear down from 9:00 a.m. to 2:00 p.m. on Monday, July 28. **All vendor booths must be removed and area cleaned of debris by 2:00 p.m. on Monday, July 28, or there will be a \$250 charge per day.**

IMPORTANT INFORMATION

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. 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.

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-TIME OPERATION

INDOOR 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.

OUTDOOR VENDOR BOOTH DISPLAY & DESIGN

Vendors are responsible for arranging their own shelter, tables, chairs, etc. for their booth space(s). Booths must be placed within their allotted space (10-foot increments). Please assure you have enough space to allow for the tie-down of your tent or awning. Any stock supplies or boxes must be within the allotted space. Booth space must be kept clean and attractive. NO BLUE OR BLACK TARPS ARE ALLOWED. All booths must use a commercial grade canopy that can withstand 40 mph winds.

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

- Gates will be unlocked and staffed by security for restocking from 10:00 a.m. – 11:00 a.m. daily. Specific gate numbers will be communicated to vendors prior to Fair.
- 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 carted in.

UPS DELIVERIES

UPS deliveries will be received Thursday & Friday from 11:00 a.m. – Noon in The Center.

- 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: 110 County Fair Ave, 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.

SOUND DEVICES

Sound transmissions such as radios, televisions, loudspeakers, voice amplification systems and musical instrument 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 1.

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) | • Firearms | • Noise-makers (i.e. pop bangs, pull pops, firecrackers) |
| • Ear piercing | • Lasers | • Fireworks of any nature |
| • Permanent tattooing | • Stun guns | • Marshmallow guns |
| • Concealed weapons | • Switchblades | • Pornographic or drug-related item |
| | • Brass knuckles | |
| | • High-powered water guns | |
| | • Stink bombs | |

FAIR SERVICES

SECURITY

There will be 24-hour security on the Fairgrounds starting Wednesday, July 23 through 5:00 p.m. on Monday, July 28. The Fair is not responsible for any loss or damage.

ATM SERVICES

ATM's are located inside the Main Gate, The Center, 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 24-27, 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.

THIS IS YOUR FAIR.

