

2026

**COMMERCIAL
VENDOR GUIDE**

CANYON COUNTY FAIR
FIND YOUR FUN



CANYON COUNTY FAIR COMMERCIAL VENDOR GUIDE

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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 is 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 complete the online application located here: <https://www.canyoncountyfair.org/commercialvendor/>

CONTACT INFORMATION

Canyon County Fair

P.O. Box 1269

Caldwell, ID 83606

208-455-8500

vendor@canyoncountyfair.org

www.canyoncountyfair.org

Regulatory Contacts

Idaho State Tax Commission

208-334-7660

800-972-7660

Southwest District Health

208-455-5400

FAIR HOURS

Fair Hours

July 23-26 | Noon - 11:00 p.m.

Building Hours

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 set up and ready to open for business no later than **11:00 a.m.**

Thursday, July 23.

- Indoor Vendors must be open from noon to 8:00 p.m. daily.
- Outdoor Vendors must be open from noon to 11:00 p.m. daily.

ALL INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE.

ADDITIONAL INFORMATION WILL BE INCLUDED AS IT BECOMES AVAILABLE.

IMPORTANT DEADLINES AND SCHEDULE

JUNE 5

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

JULY 1

- General Liability, Auto Liability, and Employers' Liability insurance certificates due

JULY 10

- Deadline to schedule a setup appointment

JULY 21-22

- Vendor booth setup from 9:00 a.m. - 7:00 p.m., by appointment only

JULY 23

- Vendor booths must be set up and ready for business by 11:00 a.m.
- Fair opens at noon
- Indoor Vendors must stay open until 8:00 p.m.
- Outdoor Vendors must stay open until 11:00 p.m.

JULY 24-26

- Gates open for restocking from 10:00 a.m. to 11:00 a.m.
- Indoor Vendors must be open from noon to 8:00 p.m.
- Outdoor Vendors must be open from noon to 11:00 p.m.

JULY 26

- Vendor booth teardown and removal from 11:00 p.m. to 1:00 a.m. (Monday, July 27)

JULY 27

- Vendor booth teardown and removal from 9:00 a.m. to 2:00 p.m.

GENERAL REQUIREMENTS

LIABILITY INSURANCE

Each vendor is required to submit a current certificate of insurance to the Fair Office in the amounts specified in the Vendor Booth License Agreement. No booth may open without proper proof of General Liability, Product Liability, Auto Liability, and Employers' Liability insurance in place. **Proof of insurance must be received by July 1.** Failure to obtain and submit the required insurance by July 1, as outlined in the Vendor Booth License Agreement, shall constitute grounds for termination of the agreement and revocation of the vendor's right to occupy Fairgrounds space.

PLEASE NOTE: The individual, partnership, or corporation named on the Vendor Booth License Agreement must match the named insured on the certificate of insurance. The certificate must also include the following additional insured wording:

"CANYON COUNTY, THE CITY OF CALDWELL, AND 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

Coverage must provide limits of liability as follows, 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) policy must be written on an *occurrence* form and include coverage for premises, operations, independent contractors, products, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability assumed in a contract).

B. Automobile Liability Insurance

Coverage must provide bodily injury and property damage liability with a minimum combined single limit of \$1,000,000 per accident. The policy must be written on a standard ISO form, or equivalent, and cover liability arising from owned, hired, and non-owned vehicles in connection with the Vendor Booth License Agreement.

C. Employers' Liability Insurance

Coverage must provide limits of liability as follows:

- 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 maintain Employers' Liability insurance in accordance with the statutory requirements of the State of Idaho for any employee. Vendors claiming exemption from this requirement must submit a written statement to the Fair Office outlining the basis for exemption (e.g., sole proprietor, independent contractors, or family members residing in 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 each vendor **up to 8 admission tickets or 2 admission wristbands**. Tickets and wristbands include Fair admission and general admission concert seating.

- **Tickets** are good for one-time admission.
- **Wristbands** are good for four-day unlimited admission.

Each vendor will receive an **Admission Order Form** that must be completed and returned by June 5. Admission wristbands/tickets will be distributed when vendor arrives for setup.

Admission wristbands or tickets must be in the possession of vendors 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.**

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

ELECTRICAL RATES

Each vendor is responsible for all electrical fees. Failure to pay required electrical fees will be considered as a cancellation of the Vendor Booth License Agreement.

Any electrical work performed by outside electricians must be limited to the vendor's equipment and is the sole responsibility of the vendor. Only Canyon County electricians are authorized to work on or modify Fairgrounds electrical services

Electricity will be provided as requested, where available. Any electrical service ordered after July 1 will incur an additional labor charge of \$50 per hour.

Fair setup requires temporary power for vendors. Power boxes may be located within a vendor's booth, regardless of whether electrical service has been ordered.

Electrical Service Rates

- 110-volt, 20-amp (per plug): \$25
- 208-volt, 30-amp, 3-wire receptacle: \$85
- 208-volt, 50-amp, 4-wire receptacle: \$90
- 208-volt, 100-amp, 4-wire receptacle: \$110
- Electrician (if needed): \$50/hour

ELECTRICAL REQUIREMENTS

- All power cords and plug connectors must be of the grounding type.
- Cords must be continuous, without splices or taps between boxes or fitting.
- Power cords must be rubber, neoprene, or equivalent material.
- Cord connectors shall not be placed on the ground. Where accessible to the public, cords must be covered with nonconductive material (including mats) and arranged to prevent a tripping hazard.

SETUP AND TEARDOWN

VENDOR BOOTH SETUP

Vendors are required to schedule a setup time. Appointments must be made by July 10. The Fairgrounds are available for booth setup on **July 21-22 from 9:00 a.m. to 7:00 p.m.** Upon arrival for setup, vendors must report to the Fair Office (located in The Center at 110 County Fair Avenue, Caldwell, ID 83605) to confirm booth location and receive credentials and additional vendor information.

All booths must be fully set up and ready for operation **by 11:00 a.m. on Thursday, July 23** and must remain in place until the Fair closes on **Sunday, July 26**.

ALLOCATION OF SPACE

Fair Management determines booth allocation based on the dimensions provided by vendors upon application. Fair Management reserves the right to relocate booth locations at its discretion when deemed to be in the best interest of the Fair.

Vendors are selected and placed in a manner intended to support a successful Fair experience for both vendors and patrons. Vendors may not sublease their assigned space. Subleasing includes, but is not limited to, renting, sharing, donating, or otherwise allowing another individual or business to display, sell, or advertise within a vendor's space.

EXCLUSIVITY

Fair Management does not grant product exclusivity to any vendor. To support a balanced and successful event, every effort is made to diversify products and avoid over-saturation of similar offerings. Vendor selection is based on product type, presentation, references, and compliance with Fair rules and regulations.

VENDOR BOOTH TEARDOWN

Teardown begins after the Fair closes at **11:00 p.m. on July 26** and must conclude by **1:00 a.m. on July 27**. Vendors are required to remain open for business until the official closing time of the Fair. Failure to do so may result in loss of eligibility for participation in future Fairs.

Additional teardown time is available on Monday, July 27 from 9:00 a.m. to 2:00 p.m. All booths must be removed and the assigned area cleared of all debris by **2:00 p.m. on Monday, July 27**. Failure to comply will result in a **\$250 per day** charge.

IMPORTANT INFORMATION

IDAHO STATE SALES TAX

The Idaho Sales Tax Act requires every retailer conducting business in Idaho to obtain a seller's permit from the Idaho State Tax Commission. In accordance with Idaho Code § 63-3620C, retailers must collect **6% sales tax** on all taxable sales.

Vendors are responsible for obtaining the appropriate permit. For assistance, contact the Idaho State Tax Commission at 208-334-7660 or 800-972-7660. A link to complete the **ST-124** form will be emailed to each vendor.

SOUTHWEST DISTRICT HEALTH PERMIT

Vendors offering food samples must obtain a temporary permit from Southwest District Health prior to operating. For additional information, contact Southwest District Health at 208-455-5400.

CANCELLATION

A vendor may terminate or cancel the Vendor Booth License Agreement; however, the following terms apply:

- Written notice of cancellation must be submitted to Fair Management. Cancellation is effective upon receipt.
- If notice is received on or before **July 1**, the vendor forfeits **25% of the booth fee**, as well as all other fees paid (including electrical and related charges).
- If notice is received after **July 1**, the vendor forfeits **all amounts paid** and remains fully liable for any outstanding amounts due under the agreement.

FAIR-TIME OPERATION

INDOOR VENDOR BOOTH DISPLAY AND DESIGN

Each vendor booth will be provided with back drape measuring 8 feet high by 10 feet wide and side drape measuring 3 feet high. Vendors are responsible for providing all additional furnishings, including tables, chairs, and display materials.

- Display and products in the front 5 feet of the booth must not exceed 4 feet in height.
- Display and products in the back 5 feet of the booth may extend up to 8 feet in height.

OUTDOOR VENDOR BOOTH DISPLAY AND DESIGN

Vendors are responsible for providing their own shelter, tables, chairs, and related equipment for their booth space(s).

- Booths must be set up within the assigned space (in 10-foot increments).
- Vendors must allow sufficient space for securing tents or awnings with proper tie-downs.
- All inventory, supplies, and materials must remain within the assigned booth space
- Booth spaces must be maintained in a clean and professional manner.

NO BLUE OR BLACK TARPS ARE ALLOWED. All outdoor booths must utilize a commercial-grade canopy capable of withstanding winds up to 40 mph.

STORAGE SPACE

All excess storage items must be kept within the assigned booth space and must be attractively concealed or covered. Unless additional space has been contracted and paid for, Vendors may not use any space behind or adjacent to their assigned booth. Vendors are responsible for planning storage needs in advance.

RESTOCKING

- Gates will be unlocked and staffed by security for restocking from **10:00 a.m. to 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. to 11:00 a.m.
- Deliveries or restocking after 11:00 a.m. must be hand carted in.

UPS DELIVERIES

UPS deliveries will be accepted **Thursday and Friday from 11:00 a.m. to Noon** at The Center.

- Vendors must be present to sign for and accept all deliveries.
- For shipping information, contact UPS at 800-742-5877.
- 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 responsible for making alternate arrangements for USPS deliveries.

PARKING

Vendor parking is not reserved. All parking is FREE and available 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. Camping accommodations are available at Ambassador R.V. Resort, located at 615 Smeed Parkway, Caldwell. For reservations, call 208-454-8584.

SOUND DEVICES

Sound transmissions, including radios, televisions, loudspeakers, voice amplification systems, and musical instrument demonstrations, require approval from Fair Management. If approved, sound levels must be controlled so as not to interfere with neighboring Vendors. **THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.**

SOLICITATION

- All solicitation and distribution of materials must be confined to the assigned booth space.
- Solicitation outside of the assigned booth space may result in removal from the Fair and forfeiture of all fees paid.
- Violations will be documented, and the vendor will be notified.
- Repeated violations may result in ineligibility for future participation.

DRAWINGS

Vendors wishing to conduct a drawing must complete the **Fair Vendor Drawing Form (Part I)** prior to the Fair. Approved drawings and applicable rules will be documented in the Vendor Booth License Agreement. A **Drawing Winners Information Form** must be completed and submitted to the Fair no later than **July 31**.

GIVEAWAYS

All giveaways must be pre-approved by Fair Management and included in the Vendor Booth License Agreement. Non-food vendors are limited to distributing:

- Individually wrapped, single pieces of candy
- Water in containers not exceeding 4 ounces

ALCOHOL

No beer, wine, intoxicating liquor, or controlled substances may be possessed, sold, or consumed by vendors or their employees within their assigned booth space.

ILLEGAL ACTIVITIES

Fair Management will take all necessary measures to prevent illegal activities, including but not limited to gambling, pirating, extortion, raffles, and misrepresentation. Any determination of illegal activity may result in immediate removal from the Fairgrounds and forfeiture of all fees paid.

UNAUTHORIZED SALES

Vendors are prohibited from selling or promoting any products or services not listed in their Vendor Booth License Agreement. Fair Management reserves the right to require the immediate removal of any unauthorized, offensive, hazardous, or otherwise inappropriate items. Determination of such items is at the sole discretion of Fair Management.

The following items are prohibited from sale or distribution at the Canyon County Fair:

- Knives (including promotional distribution by cookware vendors)
- 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 item

FAIR SERVICES

SECURITY

Security will be provided on the Fairgrounds **24 hours a day**, beginning **Wednesday, July 22 through 5:00 p.m. on Monday, July 27**. The Fair is not responsible for any loss, theft, or damage to vendor property.

ATM SERVICES

ATMs are located at the following areas: Main Gate, The Center, Food Court, Carnival, O’Connor Field House, Fair Building, and Simplot Stadium.

EMERGENCY SERVICES

A First Aid Station is located near the entrance to Simplot Stadium and will be staffed by EMTs or paramedics from Canyon County Paramedics. General hours of operation are July 23-26, Noon to 11:00 p.m. When the First Aid Station is closed, roving EMS units will be present 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 serves as the central location for all found or missing children on the Fairgrounds.

MISCELLANEOUS

RENTAL COMPANIES

Event Rent	208-695-2121
Venue Events	208-830-4803
Idaho Tents and Events	208-336-5486

LODGING

Best Western Plus Caldwell Inn and Suites	208-454-7225
Comfort Suites Airport, Boise	208-608-5612
La Quinta Inn, Caldwell	208-454-2222
Quality Inn and Suites, Meridian	208-370-2072
Sleep Inn, Nampa	208-463-6300
Ambassador R.V. Resort, Caldwell	208-454-8584

The businesses listed above are provided for informational purposes only. The Canyon County Fair does not endorse or guarantee the services of these providers.

JULY 23-26, 2026

THIS IS YOUR FAIR.