

Elmore County Fair and Rodeo Board

Larry Jewett
Chairman

Rena Kerfoot
Fair Manager

Jeff Cook
Vice Chairman

VENDOR BOOTH INFORMATION July 20-23, 2016

OUTDOOR VENDOR BOOTHS are available in 10' X 10' increments with some allowances given for variances. Outdoor marketing booths range from \$50 to \$150. Larger spaces can be made available but **MUST** be set up **BEFORE** application is sent in.

- If you cancel after **July 1, 2016** you forfeit **ALL MONIES SUBMITTED** to Elmore County Fair and Rodeo. If you cancel prior to this date, the **FULL** amount of your deposit will be returned to you.

APPLICATION APPROVAL: All vendor applications will be **reviewed and approved** by a committee to ensure all booths promote a successful venue. Any booth not approved will receive any deposit or fees sent with their application back in full.

NO EXCLUSIVE VENDORS: In the past, Elmore County Fair has had exclusive vendors (one of a kind as an example: one taco stand). This rule has been changed and the Fair will accommodate additional vendors. **NO EXCLUSIVE VENDORS.**

BOOTH ASSIGNMENT: When practical, space will be allotted on a first-come, first served basis. The Fair will make every effort to provide exhibitors from the previous Fair first choice on exhibit space. The Fair reserves the right to move booth locations at their discretion when in its judgment such action would be in the best interest of the Fair. Exhibitors will be placed in a manner that the management considers conducive to a successful Fair for both exhibitors and patrons.

SET-UP: Vendors may begin setting up on Wednesday, July 20th from 8:00 a.m. to 1:00 p.m. To avoid confusion and disarray **ALL BOOTHS** must be in place (whether open for business or not) no later than 1:00 p.m. on Wednesday, July 20th. Special arrangements may be made if early set-up is necessary or requested. **Vendor Passes are picked up at the office of the Fair Grounds at time of check in!!** If you are **NOT** on premises by **1:00 pm** on Wednesday July 20th, the gate personnel will require payment for entry as there is no way to know you are a vendor!!
(There are campers and youth groups on the premises from as early as Sunday. You may request to be set up on those days. This option MUST be pre-arranged.)

HOURS OF OPERATION: Booths are not required to be opened on Wednesday before 5 pm but may use their discretion as to whether to open or not. There will be no discounted price for this option. Booths **MUST** be open and staffed from 5 pm to 12 midnight Wednesday and 11:00 a.m. to 1:00 am Thursday, Friday and Saturday. Booths not set up on Wednesday the 20th by 1 pm could result in a forfeiture of their space and no refund will be given.

ELECTRICITY:

There is a LIMITED amount of electricity at Elmore County Fairground!!!

ELECTRICITY CAN NOT BE ISSUED THE DAY OF SET UP AS ELECTRICITY IS ASSIGNED ON A FIRST COME FIRST SERVE BASIS. NO REFUND WILL BE GIVEN FOR NOT UNDERSTANDING THAT ELECTRICITY IS A RESERVED ITEM. FAIR MANAGEMENT WILL NOT ASSUME RESPONSIBILITY FOR A VENDOR NOT READING THE APPLICATION FORM!!!

Please Initia A 110 hook-up is available for an additional fee of \$60 and is issued on a first come first served basis. We need to know how many AMPS you pull from being plugged into our Electricity. Requests for electricity **MUST** be made with submission of your application. To use electricity you **MUST bring RV grade extension cords**. There can be NO EXCEPTIONS made on electrical availability. **Generators are appreciated but must run quietly.**

- *If there happen to be outlets available for use, vendors requesting electricity after July 20, 2016 (this includes WEEK OF FAIR) will be assessed an extra **\$2** charge. **Should a vendor choose to provide and use a generator, the \$60 fee will be waived. Please indicate on your application.***

We encourage vendors only needing light or fans to look into alternatives. Quiet generators are welcome; converters are available at many stores, including Wal-Mart that turn battery power from a normal car battery into electrical power. This would provide plenty of energy for a light or fan or both. Battery operated lights and fans can also be used. Please take these options into consideration.

OUTDOOR EXHIBITORS TEAR-DOWN: On Sunday, July 24th, exhibitors may begin leaving the grounds. No vehicles will be allowed on the midway until patrons have been cleared from the fairgrounds. Appropriate identification (vendor passes) should be visible to security personnel during tear down and move-out.

INSURANCE: Vendors and volunteers must carry a minimum of \$500,000.00 liability with *Elmore County Fair and Rodeo Board, Elmore County, the City of Glens Ferry, their officers, directors, agents and employees* as additional insured. Proof of insurance must accompany application in order for space to be reserved.

ADMISSION: Each vendor will receive TWO exhibitor passes good for all four days. *Additional* exhibitor passes are available for \$2 each. Additional exhibitor passes may be ordered with application or purchased in Exposition Hall during check-in. Vendor passes are NON-TRANSFERABLE.

Please Initia ECFRB gate personnel are VERY STRICT on this and WILL NOT let you in without a pass or paying the gate fee. SO PLEASE CARRY YOUR VENDOR PASS AT ALL TIMES!!

PRODUCT LIST:

Please Initia You must submit a COMPLETE list of products you are selling or displaying **ALL ITEMS IN YOUR BOOTH ARE SUBJECT TO APPROVAL FROM THE FAIR MANAGEMENT. IF YOU ARE ASKED TO REMOVE IT FROM SALE THEN IT MUST BE REMOVED. IT IS IMPERITIVE THAT YOU SUBMIT A COMPLETE LIST OF PRODUCTS TO AVOID COMPETITION AND AVOID SPENDING MONEY ON PRODUCT THAT YOU WILL NOT BE ABLE TO SELL!** Items not allowed include knives, swords, Chinese throwing stars, nun chucks, lasers, firecrackers, pop-bangs, etc.

TABLES, CHAIRS AND COVER/SHADE: These items are not provided. Please make arrangements to bring any necessary equipment for your booth.

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VENDOR BOOTH APPLICATION

July 20 – July 23, 2016

Application must be received by June 30, 2016

Name of Organization: _____

Contact Person: _____

Address: _____

City, State, & Zip: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____ Web Site: _____

Seller's Permit No: _____

Have you ever participated in the Elmore County Fair? Yes No

Booth fee includes two exhibitor passes good for all four days. Any additional passes or electrical needs will be charged an additional fee based on need. Passes are picked up at the office of the Fair Grounds!! If you are NOT on premises by 1:00 pm on Wednesday July 20th, the gate personnel will require payment for entry as there is no way to know you are a vendor!!

- Additional exhibitor passes are available for \$2.00 each. I need _____ additional passes.
- Electricity: A 110 hook-up is available on a first come first served basis for an additional fee of \$60 and must be included WITH your application. We need to know how many AMPS you pull from being plugged into our Electricity. If electricity is not available for you, you will be notified and you may request a full refund.
- Applications submitted with a \$50.00 deposit will reserve a space. **Applications sent without a deposit of at least \$50.00 will be reserved on a contingent basis only and are subject to cancellation without notice.** *This deposit does not include \$60 for your electric. If you need electricity, submit at least \$90 for your initial deposit. This amount is deducted from your final amount due, i.e. if you rent a \$150 booth, and submit \$50 deposit and \$40 electric deposit, you will only owe \$60 more.*

TYPE AND SIZE OF OUTSIDE BOOTH REQUESTED (please check one)

_____ Food _____ Display _____ Retail

WILL YOU REQUIRE EITHER OF THE FOLLOWING? (please check one or both)

_____ Electric

_____ 10x10-\$50.00 _____ 10x20 - \$100.00 _____ 10x30 - \$150.00

- Please note that if you submit your total booth fee and an electrical deposit, there is NO \$50 holding fee needed!!

PLEASE LIST ITEMS TO BE DISPLAYED OR SOLD

(please include picture of concession trailer/booth)

List **ALL PRODUCTS** you will be **displaying, selling, or giving away** during the Fair. Attach a list if needed. Application space will be assigned, in part, on the basis of this list. Please submit any samples of brochures or literature you will be distributing to the public or that will illustrate details of your product(s). Violations will mean immediate cancellation of all rental money paid will be forfeited to the Fair. Items not allowed include knives, lasers, firecrackers, stickers, pop-bangs etc. Fair Management reserves the right to forbid items it deems inappropriate.

Please Initial **ALL ITEMS IN YOUR BOOTH ARE SUBJECT TO APPROVAL FROM THE FAIR MANAGEMENT. IF YOU ARE ASKED TO REMOVE IT FROM SALE THEN IT MUST BE REMOVED. IT IS IMPERITIVE THAT YOU SUBMIT A COMPLETE LIST OF PRODUCTS TO AVOID COMPETITION AND AVOID SPENDING MONEY ON PRODUCT THAT YOU WILL NOT BE ABLE TO SELL!**

GENERAL RULES – PLEASE READ THE VENDOR BOOTH INFORMATION SHEET FOR COMPLETE RULES!!!

- Each exhibitor must provide the Fair with proof of general liability insurance of no less than \$500,000. Product liability of no less than \$500,000 is required for food samplers. Proof of insurance naming Elmore County Fair and Rodeo Board, Elmore County, the City of Glenns Ferry, their officers, directors, agents and employees as additionally insured will be required.
- If you cancel after **July 1st, 2016** you forfeit ALL MONIES SUBMITTED to Elmore County Fair and Rodeo. If you cancel prior to this date, the FULL amount of your deposit will be returned to you.
- Please attach a photocopy of your Health Permit when applying for food booth space. Permits can be obtained from:

CENTRAL DISTRICT HEALTH DEPARTMENT
 520 E. 8th N
 Mountain Home, ID 83647
 208-587-4407

PROHIBITED ITEMS

- County Ordinance prohibits the use of glass containers on the fairgrounds due to public safety. A \$50.00 fine for each offense will be imposed.
- Knives (over 4 inch total length, pocket or open)
- Guns (allowed for display only)
- Nunchucks and Ninja Stars
- Explosive Devices

No merchandise or printed material can be distributed or sold upon Fairground property without first purchasing booth space from the Elmore County Fair and Rodeo Board

All fees, copy of Health Permit (if applicable) and the Certificate of Insurance must accompany this application.

Please review this form making certain all information requested is available.

To secure booth space, *applications must be returned no later than Saturday, June 30, 2016* Make check or money order payable to Elmore County Fair Board and mail to:

Elmore County Fair and Rodeo Board
PO Box 764
Mountain Home, ID 83647

Fees included:
Electrical deposit _____ Booth Deposit: _____

Complete payment: _____ Total Fees Included: _____

Date: _____ Applicant's Signature: _____

Insurance Carrier: _____

VENDOR CHECKLIST FOR SENDING APPLICATION
TO ELMORE COUNTY FAIR AND RODEO BOARD

_____ Request for Electricity and/or Water	_____ Type and Size of Booth Needed
_____ Proof of Insurance (with ECFRB as Additional Insured)	_____ Health Permit (food booths only, excluding sno cone vendors)
_____ Seller's Permit No. included on Application	_____ Applicant's Signature and Date