

Elmore County Fair and Rodeo Board

Michael Mitchell
Chairman

Kate Ackerson
Fair Manager

Jennifer Clark
Vice Chairman

VENDOR BOOTH INFORMATION July 16-19, 2008

OUTDOOR VENDOR BOOTHS are available in 10' X 10' increments with some allowances given for variances. Outdoor marketing booths range from \$220 to \$440.

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 chosen and placed in a manner that the management considers conducive to a successful Fair for both exhibitors and patrons. All vendors will receive a map of their location upon check in at Fairgrounds.

HOURS OF OPERATION: Outdoor Booths must be open and staffed from 10:00 a.m. to 12 midnight Wednesday and Thursday and 10:00 a.m. to 1:00 am Friday and Saturday.

SET-UP: Vendors may begin setting up on Wednesday, July 16 from 8:00 a.m. to 1:00 p.m. Exhibits must be in place and ready to open no later then 2:00 p.m. on Wednesday, July 16. Special arrangements may be made if early set-up is necessary.

OUTDOOR EXHIBITORS TEAR-DOWN: On Sunday, July 20, exhibitors may begin leaving the grounds. No vehicles will be allowed on the midway until patrons have been cleared. Appropriate identification (vendor passes) must be visible to security personnel during tear down and move-out. Only those Exhibitors and staff with vendor passes will be allowed entry into the grounds to continue move-out.

ELECTRICITY: A 110 hook-up is available for an additional fee of \$40. Requests for electricity must be made with submission of your application; an extra charge is applied for vendors requesting electricity after July 16, 2007. Please bring RV grade extension cords. *Should a vendor choose to provide and use a generator, the \$40 fee will be waived. Please indicate on your application.*

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 Glenns 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.

PRODUCT LIST: You must submit a complete list of products you are selling or displaying. **Sorry, no carnival games are allowed. Items not allowed include knives, lasers, firecrackers, pop-bangs, etc. Absolutely no weapons including kitchen knives!**

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

Elmore County Fair and Rodeo Board

Michael Mitchell
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Kate Ackerson
Fair Manager

Larry Jewett
Vice Chairman

VENDOR BOOTH APPLICATION

July 16 – July 19, 2008

Application must be received by June 30, 2008.

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

If Yes, What Year(s)? _____ Space Location(s) _____

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.

- Additional exhibitor passes are available for \$2.00 each.
- Electricity: A 110 hook-up is available for an additional fee of \$40.

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

_____ Food _____ Display _____ Commercial

_____ Electricity _____ Water

_____ 10x10 - \$55.00/day
(4 day total of \$220.00)

_____ 10x20 - \$65.00/day
(4 day total of \$260.00)

_____ 75x75 - \$110.00/day
(4 day total of \$440.00)

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.

GENERAL 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.
- A holding deposit of \$50.00 will be deducted from your fees if you cancel after **July 6, 2007**. 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

<p>PROHIBITED ITEMS</p> <ul style="list-style-type: none"> • 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 **Monday, June 30, 2008**. **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

Total Fees Included (Booth Fee for 4 days *plus* one time fee for use of electricity): \$ _____

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 |