2017 BLAINE COUNTY FAIR

VENDOR/MERCHANT/EXHIBITORS

RULES, REGULATIONS & RENTAL FEES

**Rental Fees**

All rental fees for space will be charged at $40.00. This fee includes electricity if needed. Fees are due no later than July 31, 2017.

**Size**

The size of the inside spaces are approximately 8ft x 8ft. These spaces are all located in the North end of the fair building and are limited. If you need an inside space, please get your application in as soon as possible. Inside spaces will be filled on a first come first serve basis.

If you are interested in an outside space, you need to specify the dimension of your needed space on the application. Trailers may be accommodated, but need to be specified on the application. All space requested must include total footage needed by applicant for awnings, tanks, trailer tongues, overhangs, etc.

For all spaces, you will be responsible for your own tents, tables, chairs, lights and any other accessories you may need.

**Electricity**

Electricity is available, but limited, upon PRIOR request. Please specify on the application your electric needs. You must supply your own extension cord, if needed.

**Check In and Check Out**

Vendor/merchant/exhibitor check-in will take place from 3:00 p.m. to 6:00 p.m. on Wednesday, August 9th, and 8:00 a.m. to 11:00 a.m. on Thursday, August 10th in the North end of the long fair building. Your booth number will be assigned at that time. If these check-in times do not work for you, please contact Kyle Green at (208) 481-0209.

Once your booth is set up, you must leave it in place until at least 7:00 p.m. on Saturday, August 12th, at which time you may break down and remove your booth at your convenience. Booths must be removed from the fairgrounds within two days or they become property of the County, unless other arrangements have been approved.

**Vendor Hours of Operation**

Your booth may be open any time after 3:00 p.m. on Wednesday, August 9th after you check in. There are several events running Wednesday through Saturday. Your hours of operation can be at your discretion, but your booths must be closed down no later than 9:00 p.m. each evening. Security at night is limited. Each vendor is responsible for their own security.

**Interim Events Insurance**

Food concessionaires and exhibitors doing direct sales are required to carry the minimum insurance policy as listed below. Please contact Morgan Drage, Blaine County Fair Board member, at (208) 720-8220 if you have questions about carrying your own insurance policy.

A. **Vendors**, at its sole expense, shall procure and maintain in full force and effect insurance written by an insurance company or companies with AM Best rating(s) of A VIII or better. All insurance companies must be authorized to do business in the state of Idaho. By requiring insurance herein, Blaine County does not represent that coverage and limits are necessarily adequate to protect the vendor, and such coverage and limits shall not be deemed as a limitation on the vendor’sliability under the indemnities granted to Blaine County in this contract.

B. Certificates of Insurance evidencing the coverages required herein shall be provided to Blaine County Fair Board at least ten (10) days prior to the start date of the event. All certificates must be signed by an authorized representative of **the vendor’s** Insurance carrier and must state that the issuing company, its agents, or representatives will provide Blaine County Fair Board thirty (30) days written notice prior to any policies being canceled. Renewal certificates must be provided to Blaine County Fair Board within thirty (30) days after the effective date of the renewal.

C. Certificates must evidence the following minimum coverages:

1. **Workers’ Compensation** insurance meeting the statutory requirements of the State of Idaho.

2. **Commercial General Liability** insurance providing limits of liability in the following amounts:

General Aggregate: $2,000,000

Product/Completed Operations Aggregate: $2,000,000

Personal & Advertising Injury Liability: $1,000,000

Per Occurrence: $1,000,000

Fire Legal Liability: $ 50,000

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, completed operations, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). Blaine County and its elected officials, agents, employees, successors and assigns shall be included as Additional Insured’s under the CGL with the Additional Insured endorsement providing coverage for Completed Operations.

3. **Business Automobile Liability** insurance providing bodily injury and property damage liability coverage for not less than $1,000,000 each accident limit. Business 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 this agreement.

**Idaho Sales Tax**

You are responsible for compliance and collection of Idaho sales tax of 6%. If you have questions regarding Idaho sales tax, please contact an Idaho Tax Commission Office or go online to tax.idaho.gov. You will need to turn in your tax form between 6:00 p.m. and 8:00 p.m. on Saturday, August 12th at the desk in the North end of the long fair building.

**Permits**

Food vendors are required to obtain a food establishment permit or temporary food establishment permit from the South Central District Health Department. You must submit your application to the South Central District Health Department **at least 14 (fourteen) days prior to the fair** if you do not already have a permit. Some exclusion’s apply for non-profit organizations and certain non-potentially hazardous foods. Please contact South Central District Heath at (208) 788-4335 for more information.

Please include a copy of your permit when sending your application in to the Blaine County Fair Board.

**Products**

The Blaine County Fair Board must approve your product(s). To minimize duplication of products being sold, the Blaine County Fair Board reserves the right to refuse a sale of a specific product or duplicate products. Applications will be accepted in the order they are received. No “exclusives”. No “FREE” vacation drawings. In order to hold paid drawings or raffles you must receive appropriate licensing from the State. The Blaine County Fair Board also reserves the right to refuse anyone from vending.

**Other**

The Blaine County Fair will not be responsible in any way for any loss, damage or injury of any kind to any property, article, animal, or person while the same is on the Fairgrounds. Submission of this application and the presence of vendor’s property on the Fairgrounds shall be deemed acceptance of this release from liability.

All vendors must remain on the grounds throughout the fair, leaving when the fair is over, or after designated times, unless other arrangements have been approved by the fair board.

All vendors with displays are required to have close personal attention.

Concessions are required to be neat and substantial in appearance and must comply with local and state Health Department regulations.

The posting or distribution of posters, handbills, and other advertising material is prohibited except from your own vendor booth.

No dogs are allowed on the fairgrounds unless entered in a competition. Working dogs will be allowed.

ATV/GOLF carts are not allowed on or about the fairgrounds.

The Blaine County Fair is a smoke free facility. No smoking inside ANY building on the grounds or within 50 feet from any building entry.

THE SALE OF ALCOHOLIC BEVERAGES IS PROHIBITED.

**Please mail Rental Fee, Certificate of Insurance and Application to:**

**Blaine County Fair Board**

**P.O. Box 3105**

**Hailey, ID 83333.**

If you have any questions or suggestions on how we can serve you better, feel free to let us know, our e-mail address is blainecofair@co.blaine.id.us or you may contact Morgan Drage at (208) 720-8220.

Blaine County Fair

August 9th – 12th, 2017

Vendor/Booth Application

Name of Business/Organization:

SS # or EIN #:

Name of Owner/Manager:

Mailing Address:

City: State: Zip Code:

Office Phone #: Cell Phone #:

E-mail Address:

**Inside Space**

**Outside Space**

Dimensions of space you require (outside only):

(Note: All space requested must include total footage needed by applicant for awnings, tanks, trailer tongues, overhangs, etc.)

Do you have any special requirements, including electrical (please specify):

Please list ALL items exhibited, sold, or demonstrated. Gifts, novelties and craft items must be SPECIFICALLY and INDIVIDUALLY listed. “Crafts” or “Novelty items” is not acceptable. If you are providing a service or handing out information, please explain exactly what you will offer. (**No drug paraphernalia, laser guns or pointers, or illegal weapons, no “FREE” vacation drawings.)** If you need more space, please include an additional sheet of paper to describe your items or services offered.

**Contests and Drawings:** All contests and drawings require approval from the Blaine County Fair Board prior to the fair.

Do you plan to hold a contest, a registration for a prize drawing or have a give-away? Yes \_\_\_ No \_\_\_

Briefly describe your contest, prize drawing or give-away:

\*\*All awards for the contest/drawing must by awarded within the scheduled days of the fair.

**$40.00 Rental Fee:**

\_\_\_\_\_\_\_ Included with this application

\_\_\_\_\_\_\_ Will be mailed at a later date, but before July 31st, 2017

**ALL EXHIBITORS MUST SHOW PROOF OF INTERIM EVENTS INSURANCE AS OUTLINED UNDER THE RULES AND REGULATIONS. IF YOU HAVE QUESTIONS REGARDING THIS, PLEASE CONTACT THE BLAINE COUNTY FAIR BOARD AT BLAINECOFAIR@CO.BLAINE.ID.US OR CONTACT KYLE GREEN AT (208) 481-0209.**

**SIGNATURE:**

I, , hereby agree to abide by all rules set forth by the Blaine County Fair Board, and any local and state laws. The Blaine County Fair Board will not be responsible for any lost, stolen or damaged articles.

I certify the information on this vendor/booth application is complete and true, to the best of my knowledge.

(Applicant Signature) (Date)

**We look forward to seeing you at the fair!**

FOR OFFICE USE ONLY:

Date Received: Total Payment:

Insurance:

Notes: