

2013 CONCESSIONAIRE AND VENDOR HANDBOOK

EISF CONCESSIONAIRES & VENDORS:

A proud tradition for 111 years and Eastern Idaho's largest annual event which last year attracted 224,000 visitors, the Eastern Idaho State Fair is undoubtedly the place for food, family and fun! This year's fair theme, IT'S A FEEDING FRENZY, is a celebration of the best fair food in the intermountain west! This year's theme reflects this rich tradition of outstanding fair food and will serve as a springboard for many food-themed events throughout the week. You can expect that everyone will be FEEDING THEIR NEED FOR FUN as we serve up a HEAPING DISH of entertainment and delicious fair food!

In 1902, a group of individuals started the impetus of the Fair by creating a stock show that was second to none. The *Pocatello Tribune* reported on October 9, 1902: "This is a great day in the history of Blackfoot. There were cattle to look at as well as floral and agricultural exhibits." In 1908, a then-monumental improvement to the grounds occurred by the Village Improvement Society, which erected a tent on the grounds as a "restroom for women and children." Significant changes have since followed, including the purchase of more land for parking and an RV park, several permanent buildings including horse barns and a livestock pavilion, and numerous changes in the general layout of the fairgrounds. This year, under the direction of the Fair Board of Directors, significant capital improvements are being made to make the Fair even more inviting. This includes making most of our restrooms more accessible to people with special needs. This includes the expansion of restrooms in the Commercial #6 and women's restroom under the grandstand. Both of these improvements will surely be welcomed by all fairgoers.

Through the years, our Fair has grown from a stock show in 1902 into a Multi-County District Fair that today takes in all 16 counties in eastern Idaho. Our success is the result of EISF's commitment to providing wholesome, affordable, family-oriented entertainment and educating the public by connecting them to the values and benefits of Idaho agriculture. EISF brings people together from all walks of life and ages. Our food is a main draw for most fairgoers, and many return year after year to enjoy their own special favorites that they can only get here. EISF excels in the breadth of competitions, entertainment and educational activities packed into eight days. We cannot accomplish this success without the support from our Fair staff and Board, our vendors and countless volunteers who make the fair experience pleasant for everyone. We invite everyone to do their part in keeping our fair clean by placing trash in one of the nearby 400 trash receptacles placed on the grounds.

We welcome our visitors young and old to enjoy the Eastern Idaho State Fair for the **ALL YOU CAN EAT BUFFET** of family fun, where thrilling entertainment, educational exhibits and outstanding fair food create unforgettable memories and experiences. We agree with a newspaper editorial from 1907, which invited everyone to attend the fair even if it interfered with business and work, "as there would be other days to work."

Join us as at the annual FEEDING FRENZY at the Eastern Idaho State Fair!

J. Brandon Bird

General Manager

FAIR BOARD OF DIRECTORS

George Hamilton
Roy Reed
Tom Barnes
Corey Foster
Justin Oleson
Regene Jones

FAIR STAFF

Manager	Brandon Bird
Office Staff	Marcene Freeman
	Paula Maruji-Krupske
	Lyla Morgan
Ticket Office	Jordan Wixom
Grounds Superintendent	Barry Adams
Grounds Assistant	Bill Dixon

GENERAL INFORMATION

Mailing Address: Eastern Idaho State Fair

P. O. Box 250

Blackfoot, Idaho 83221

Delivery Address: 97 Park Street

Blackfoot, Idaho 83221

Office: (208) 785-2480

thefair@funatthefair.com

ADMINISTRATION

Office Hours:

through August 30 8:00 a.m. to 5:00 p.m.

Aug. 31 – Sept. 7 8:00 a.m. to 8:00 p.m.
After September 8 8:30 a.m. to 4:30 p.m.

Fair Hours:

Gates open 8:00 a.m. each day

Buildings open 10:00 a.m. each day

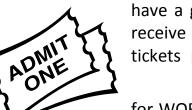
Buildings close 10:00 p.m. each day

(Exhibitors with the proper credentials will be allowed in buildings at 9:30 a.m.)

ADMISSION

All persons working in booths must each day. Concessionaire booths will Commercial booths will receive 16 Licensee Fees.

Additional tickets may be purchased Requests for these tickets must be



have a gate ticket to enter the Fair receive at no charge 40 tickets and tickets per booth as part of their

for <u>WORKERS</u> <u>ONLY</u> at \$3 per ticket. submitted to the Fair Office no later

than August 1, 2013, for the discounted price. After that date, tickets may be purchased at the regular price through the outside ticket booths.

REGULAR ADMISSION TICKETS

Adults	\$6.00
Student (Ages 6 - 11)	\$2.00
Child (Age 5 and under)	FREE
Senior Citizen Everyday (65 & Older)	\$4.00

PARKING

There is parking available along the railroad right-of-way on a first-come first-served basis, but the fence may limit parking on the narrow end. There is no charge for this parking. There is absolutely NO parking inside the fairgrounds. Cars will be towed if parked by booths.

GRANDSTAND ENTERTAINMENT

Bull Riding - Saturday, August 31	\$15.00
Team Penning, Branding, & Sorting, Tuesday, Sept. 2	FREE
Tractor Pull - Sunday, Sept. 1	\$20.00

Rodeo - Monday & Tuesday, September 2 & 3	\$15.00
Horse Pulling - Wednesday, September 4	FREE
Horse Racing – Sunday, Monday, Friday, Saturday	\$ 4.00
FreestyleMX.com Tour – Wednesday, Sept. 4	\$20.00
2 NIGHTS OF ROCK PACKAGE	
Thursday –Chris Young	Start at \$44.00
Friday –Trace Adkins	PKG
Demolition Derby, Saturday, September 7	\$20.00
(FREE Gate Admission included with ALL Grandstand Event Tickets)	

SPECIAL PROMOTIONS

Pepsi Wristband Days\$25.00		
Tuesday, Wednesday & Thursday Sept. 3, 4, 5		
Senior Citizen Discounted Gate (Everyday), (65 & Older)		\$4.00
MILITARY:	Active Service Member with current Military ID	FREE

SERVICES

CAMPING: There are two (2) parking lots that are reserved for trailer spaces. The Fairway RV Campground has electric and water hookups and a dump station on site. The lot north of the Pavilion has no hookups. Please make reservations in advance. Hookups - \$160.00/week; no hookups - \$80.00/week. There is no reserved car parking.

RESTROOMS: There are seven (7) restroom facilities for both men and women located on the fairgrounds that will also accommodate handicapped persons. Diaper changing stations are located in the restrooms under the grandstand and in Commercial #6. Three restrooms have shower facilities - they are located at the North Gate, by the Livestock Pavilion, and across from the 4-H building.

FIRST AID: There are four (4) first aid the Front Gate, another in the Events Area, and the fourth by the fairgrounds at all times. The hospital is fairgrounds.

SECURITY: There are certified police throughout the Fair week. The Security

stations on the fairgrounds; one by Livestock area; one in the West carnival. EMT's are on the approximately 3 blocks from the

officers on duty 24 hours a day Office is located just behind the Main

Office.

BANKING: Change may be obtained through the Security Office. There will be 3 ATM's on the grounds this year, one by the Security office, the Maintenance Shop, and outside the Main Gate.

UPS DELIVERIES: UPS will deliver Tuesday through Friday from 10:00 a.m. to 12:00 noon to the main office. Please have payment for packages in the office before delivery. Packages must be shipped to 97 Park Street.

LOST & FOUND ITEMS: In the Security Office by the Main Gate

LOST CHILDREN: Safe Place has a canopy by the Maple Street Gate

MAINTENANCE SHOP: Located under the grandstand

2013 DEADLINES	
MARCH 29, 2013	Contract from District Fair signed and returned with 1 st Payment of 50% Licensee Fee
March 29, 2013	\$15 Electrical Inspection Fee,
JUNE 28, 2013	2 ND Payment Due of Licensee Fee
	Merchandise/Food Price List
AUG. 1, 2013	Liability Insurance Certificates due to District Fair
AUG 1, 2013	Requests for discounted gate tickets must be received by Dist. Fair
AUG. 28, 2013	Winter Booth Storage Fee for those storing on the grounds year round
SEPT 28, 2013	All Electrical Charges paid in full
	Concessionaire Report Due
	All Concessionaire Fees paid in full

CONTRACT

Only persons receiving written contract for concession/commercial exhibit space will be allowed to exhibit. These persons are required to sign the written contract and make a monetary deposit with the Manager of the District Fair before being allowed to transact any business on the fairgrounds.

REFUNDS: No refunds will be made on cancellations after July 31st.

TERM: All space contracts will expire with the close of the fair each year. Space not occupied by 9:00 A.M. the first day of the fair with no notice given will be resold and no refund made.

NO-SUBLETTING: Licensee agrees not to sub-lease or sub-let any part of the space contracted. The District Fair reserves the right to select all concession/commercial vendors.

CONTRACT REVOKED: This contract may be revoked by the District Fair at any time. Violators

of the District Fairs rules and regulations or any laws of the City, County, State or Federal entities is cause for revocation of the contract privileges automatically and without recovery or relief and the Licensee agrees to vacate the grounds/location occupied and to cease to do business, without demur and to forfeit all sums paid.

concessionaire Percentage Forms must be completed within 7 days of the Fair. All concessionaire percentage payments are due to the Fair no later than September 27th. Failure to meet the deadline will result in a 21% monthly finance charge and seriously jeopardize being invited back. A daily record of total gross sales must be kept by the concessionaire and reported on the Concessionaire Percentage Form. The District Fair Management reserves the right to request documentation of those gross sales including daily cash register tapes and Idaho Sales Tax reports for the period of the Fair.

INSURANCE

LIABILITY INSURANCE: A certificate of liability insurance naming Eastern Idaho District Fair as an "additional insured" in the amount of \$1,000,000 is required against bodily injury and property damage. Where applicable, exhibitors and concessionaires must also have coverage insuring against product liability and products/completed operations. Your Certificate of Insurance must be on file at the Fair Office by Aug. 1, 2013. Failure to provide a certificate by that date will result in a \$100 charge to the total commercial/concessionaire contract for coverage under the Fair's group insurance policy, as long as the activities are not excluded by Haas Wilkerson. Failure to provide a certificate of insurance for vendors excluded by the Haas Wilkerson Policy by the above date will result in a termination of the contract and all Licensee Fees will be forfeited. The certificate of liability insurance must cover the dates of the Fair from Aug. 31 – Sept. 7, 2013, and the dates for set up and tear down.

INDEMNIFY: It is agreed that the District Fair shall not be responsible for any loss, damage, or injury of any character to any property of the license, his or its agents or employees, or for any personal injury suffered by the Licensee, his or its agents or employees with, on, or at the fairgrounds. All such risk to person and property is assumed by the Licensee. Licensee agrees to indemnify the District Fair from any and all liability, loss, or damage the District Fair may suffer as a result of claims, demands, and costs of judgments against the District Fair arising from Licensee participating in the fair.

ATTORNEY FEES: The licensee agrees to pay all attorneys' fees and costs arising from any dispute over the enforcement or interpretation of this contract whether or not a suit is filed.

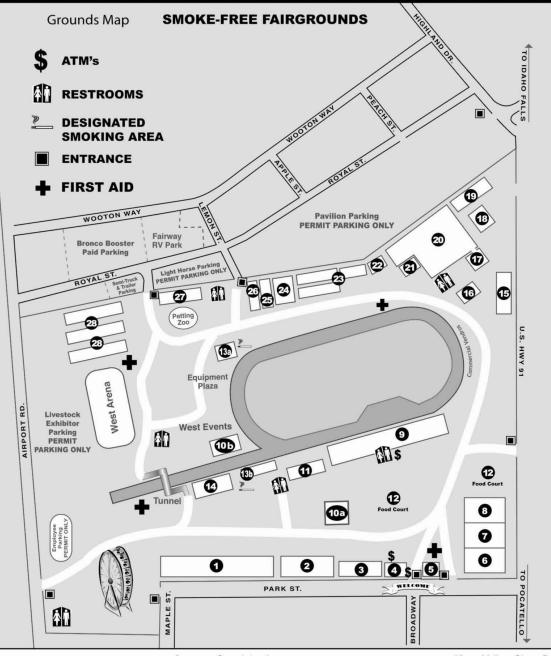
ELECTRICAL

ELECTRICAL: <u>All</u> booths must have an electrical inspection completed before opening day of Fair. An Electrical Inspection Fee not less than \$15 will be charged to each vendor, due March 29, 2013. Vendors will be responsible for any electrical usage over the amount of \$200. A statement of charges will be submitted to the vendor by the electrician, and is payable at the



P.O. Box 250 • 97 Park Street • Blackfoot, ID 83221 208-785-2480 • Fax 208-785-2483

www.FunAtTheFair.com



LEGEND:

- 1. 4-H, Photography & Fine Arts
- 2. Hobbies & Crafts, Flowers
- 3. Antiques
- Main Office, Security
- First Aid/Ticket Office
- First Aid/ Πέκετ Οπίζε
 Merchants Square Building
- 7. The Bazaar Building
- 8. Ag Building

- 9. Grandstand
- 10a. Big Dog Satellite Community FREE Stage
- 10b. East Idaho Credit Union FREE Stage
- Pari-Mutual Betting
- Food Courts
- 13a. Beer Booths (Smoking Area)
- 13b. Beer Booths (Smoking Area)
- 14. Needlecraft & Demonstrations
- 15. Poultry & Pigeons
- 16. Montana Steak House
- 17. Rabbit Barn

- 18. Yellow Show Barn
- 19. Swine Barn
- 20. Goddard Pavilion
- 21. Livestock Office
- 22. Beef Show Arena
- 23. Beef Barns
- 24. Dairy Goat Barn
- 25. Goat Barn
- 26. Coverall Show Arena
- 27. Light Horse Barn
 - 28. Race Horse Barns

Administration Office no later than September 27, 2013.

Any electrical modification or additions must be wired under the supervision of the District Fair electrician. Requests for additional power requirements must be received 15 days prior to the fair and will be done at the exhibitor's expense. No additional power requirements will be granted without prior consent of the fairgrounds electrician.

MERCHANDISE

AUTHORIZED AND APPROVED MERCHANDISE: The Board of Directors of the District Fair will authorize the letting of space for the sale of such merchandise as is required to supply the necessary wants of the people or that may add to their comfort, convenience, and pleasure; but under no circumstances will merchandise of a questionable nature or of a demoralizing tendency be sold or in any manner tolerated on the grounds or in the buildings. Any items, whether animate or inanimate, that are used for or are capable of causing harm or bodily injury are not allowed on the fairgrounds unless otherwise approved in writing. In addition, any items that are a violation of the laws of the City of Blackfoot, County of Bingham, or State of Idaho will not be allowed on the fairgrounds.

ITEMS SOLD: The contract must list the items being sold. No other items may be sold without written approval by Fair Management. Manager reserves the right to prohibit the selling of any item that infringes on the products of another vendor. Food and drink must be reasonably priced. ALL PRICES MUST BE PROMINENTLY POSTED AND APPROVED BY MANAGEMENT OF THE DISTRICT FAIR. A Merchandise/Food Price List Form must be submitted to the District Fair by June 28, 2013.

SALES TAX

SALES TAX: As is dictated by Idaho Tax Code, Title 63-3620C, each exhibitor must complete form ST-124, stating whether or not they have taxable items, and if they do, what their sellers permit number is.

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a seller's permit from the State Tax Commission. Retailers are required to collect the six percent (6%) Idaho sales tax on each sale that is not exempt from tax. This tax immediately becomes property of the State held in trust by the retailer. All vendors are responsible for paying the sales tax collected. Each exhibitor should display their sellers permit so that State Tax Commission representatives can see it, without having to interrupt the exhibitor. Except for unusual circumstances, there is no charge for an Idaho sellers permit. Contact the Idaho State Tax Commission office to obtain a permit at (208) 236-6244.

BOOTH SPACES

Fair Management reserves the right to select the booth space for each vendor at its discretion. Booths and any attachments, stairs, platforms, etc., must stay within designated area. All aisles and walkways must be kept clear of any obstacles. All exhibits should comply with the fire code, particularly booths constructed of highly flammable material.

Those who are located in permanent booths should be aware that rental of the booth is for fair week only. Fair management reserves the right to rent booths during the off season. If the booth is locked at the close of the fair, a key must be left at the office. In case of emergency where a key is not available, the lock will be cut off. All water must be drained to prevent freezing during the winter.

COMPLY WITH ALL LAWS: All concessions are required to comply with the State, County, and City food and health laws, and to secure a city license at City Hall in Blackfoot. In the event a concessionaire booth receives a health code violation, corrective action must be taken immediately. Failure to do so is grounds for removal from fair. Any reports of food borne illness to the concessionaire must be reported to fair management immediately.

All food concessionaires must meet Fire Code regulations including having an adequate fire extinguisher in their booths - 10 lb. 10A:40BC or class K.

BOOTH CONSTRUCTION: Booths selling food are required to be neat, clean, and substantially built to withstand at least 40 mph winds. All tents or canopies must be of a professional design specifically designated for trade shows, fairs, and festivals. Canopies that are designated for backyards, beach, or picnic use, or "makeshift/homemade" structures made from tarps, PVC pipe, etc., will no longer be allowed. If you are unsure if your current canopy will be allowed, please send photos with your contract. Tents and canopies must be placed and secured within your allotted space. Please make sure you have enough space to allow for the tie-down of your tent or awning, as some tie-downs do not extend straight down. Any stock supplies or boxes must also be within the allotted booth space, and areas must be kept clean and attractive.

No exhibitor may dig holes or pound stakes in the ground until they have checked with and have permission from the grounds superintendent. <u>Securing of booths or any material to EISF Buildings is prohibited!</u> Violators will be charged a minimum of \$100 for damage to EISF Buildings.

SIGNAGE: All commercial vendors and concessionaires can only post signs promoting their booth and the items sold therein. All signage must be for the vendor and cannot reflect sponsors or other advertising. Any additional promotion of other companies or products on or in your space is prohibited. All sale prices must be prominently posted. No handwritten signs will be permitted.

HOURS: Licensee must remain open and staffed for business all eight days of the Fair from 10:00 A.M. to 10:00 P.M. Vendors not open during these times risk not having their contract renewed the following year.

TAKING DOWN: All exhibits are to remain intact until 10:00 p.m. closing time on the final night of

the fair. No exhibits are to be removed from the fairgrounds until 9:00 a.m. on Sunday morning, following the close of the Fair. Exhibits may be removed between 9:00 a.m. and 4:00 p.m. on Sunday, and then during regular office hours (8:30 a.m. to 4:30 p.m.) Monday through Friday of the following week. Exhibitors must remove outside exhibits and temporary booths, canopies, etc., within 10 days after the close of the Fair; otherwise they will become the property of the Fair District.

VEHICLE RULES AND REGULATIONS: To ensure a safe fairground for both the public and all who work here, the following vehicle rules apply at all times.

- All roadways on the fairgrounds are fire lanes and any vehicle parked in or blocking a fire land is subject to being towed at the owner's expense.
- There is no parking on the grounds. All vehicles are to be parked in designated parking lots.
- During fair set-up and take-down, do not block the doorway or unloading area for others. Once a vehicle is unloaded, move it off the grounds. If you do not need to drive on the grounds. Please park your car and hand-truck your merchandise into your exhibit space.
- During the fair, all vehicles must be off the grounds no later than 10:00 a.m. Vehicles remaining on the grounds are subject to towing at the owner's expense. The Service Gate at the front entrance and the East Gate will be open between 7:00 and 9:45 each morning for outside exhibitors to restock their merchandise. Vendors located inside the buildings will not be allowed into their booths until 9:30 a.m.
- During the fair, the only vehicles allowed on the grounds must have an official pass obtained from the Fair Office. Again, no vehicles are to be parked and left unattended on the fairgrounds.
- The use of four-wheelers will be regulated and a permit must be obtained from the Fair Office.
- If all exhibitors and concessionaires will obey these simple rules, load-in and load-out will proceed more quickly and efficiently.

SUPPLIES & DELIVERIES: All supplies delivered by truck must be delivered before 10:00 a.m. each day. All deliveries after 10:00 a.m. are by hand cart only. UPS & FED EX deliveries will deliver Tuesday through Friday from 10:00 a.m. to 12:00 p.m. to the Main Office. Please have payment for packages in the office before delivery. Packages must be shipped to 97 Park St., Blackfoot, ID 83221. Failure to pick up packages on the day they are delivered may result in items being stolen.

SEWER DRAINS: All sewers will be cleaned and operational prior to the fair. **DO NOT** pour grease into drains. On-site containers are provided for the disposal of grease. The cost of repairs for any plugging or stoppage in the sewer lines will be charged to the concessionaire or concessionaires who are using the drain or who caused the drain to become clogged.

ACCESS TO BOOTHS INSIDE BUILDINGS: Booth spaces inside District Fair Buildings will be open to vendors only beginning at 9:30 a.m. each day. A pass is required to allow vendor in at 9:30, this will be available at the Main Office. Buildings will be locked for the night at 10:00 p.m. and will not be accessible by the vendor until the following morning.

BOOTH REMOVAL: Parties owning buildings on the Fairgrounds must have their contracts renewed within the time allotted on the contract. If contract is not renewed, the building must be removed at least 90 days prior to the opening of the Fair. If building is not removed, the building becomes the property of the District Fair. Licensees must remove exhibits and temporary booths, etc., within 10 days of completion of Fair.

WINTER BOOTH STORAGE: Winter Booth Storage Fee of \$150 per booth will be charged to vendors wishing to store their booths at the EISF through the year on the carnival lot. That fee includes the labor and equipment cost to move the booth to its spot and return it to the carnival lot for storage. It is the responsibility of the vendor to prepare the booth for moving and coordinate the time of moving with the Grounds Superintendent.

VENDORS: Commercial Vendors located in Building #6 in center booth spaces will be using pole & drape dividers. All outside wall spaces will be charged a \$250 annual Winter Storage Fee for any built-in items left year round. This will continue through the 2013 Fair. After the 2013 Fair, EISF will ask that all built-in items be removed as is required for all other vendors in EISF Buildings.

PARKING: There is parking available along the railroad right-of-way on a first-come first-served basis, but the fence may limit parking on the narrow end. There is no charge for this parking but a parking pass is required, this will be included in your packet. There is absolutely NO parking inside the fairgrounds. Cars will be towed if parked by booths.

BANKING: Change may be obtained through the Security Office. There will be 3 ATM's on the grounds, one by the Security Office, the Maintenance Shop, and outside the Main Gate on Park Street.

UPS Deliveries: UPS will deliver Tuesday through Friday from 10:00 a.m. to 12:00 noon to the main office. Please have payment for packages in the office before delivery. Packages must be shipped to 97 Park.

INSPECTIONS

vendors before opening day of the fair. individually by the vendor before the fair vendor giving the agency, phone number, made. All booths agree that the DISTRICT display/booth at any time.



Inspections will be required for all Appointments must be made opens. Letters will be sent to the and dates for appointments to be FAIR has the right to inspect their

RULES

It is your responsibility to know the rules and regulations. It is important that any representatives or employees working in your exhibit be aware of the rules set forth in this booklet.

ADDITIONAL RULES: If a Licensee breaches the E.I.S.F. Concession/Commercial Space Contract or any of the terms of the E.I.S.F. Vendor Handbook Rules For Food Concessions & Commercial Exhibits, the Fair Management shall have the right to immediately terminate this contract and all future contract rights without further notice and close down the Licensee's operation and remove Licensee from the fairgrounds. It is mutually agreed that the general rules and regulations as set forth in the Concessions/Commercial Exhibit Handbook apply and must be followed for the operation of the concession/commercial privileges herein granted. All Licensees must comply with all rules and regulations imposed by the Federal, State, and County or City food and health laws.

MARKETING TACTICS: No persons or exhibitors will be permitted to distribute printed advertising matter, solicit funds, or put up merchandise signs on the fairgrounds other than at the space allotted to them for that purpose.

DRAWINGS/RAFFLES: Vendors must have written approval by management prior to holding any raffle or special drawings. If approved, vendor will need to submit names and phones numbers of the winners to Fair Management at the close of the Fair.

AMPLIFICATION/SOUND: Sound transmissions such as radios, television sets, loudspeakers, voice amplification systems, and piano/organ demonstrations are subject to approval of Fair Management; and if used, they must be controlled as to not interfere with other exhibitors. THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.

ANIMALS: Animals are not permitted on the grounds during the Fair, with the exception of disability-related service dogs and animals entered in livestock and 4-H shows. Disability-related service dogs must be on a leash.

IN CONCLUSION: The Eastern Idaho State Fair as well as your business has put a great deal of time and effort, as well as expense, to provide the Fair patrons with one of the best showcases for products. entertainment, food, and fun. In addition, each Fair patron is entitled to see the Fair in its entirety and it is of the utmost importance that consideration be shown to them...your customer. We appreciate your participation in our Fair, and hope you will enjoy the time you spend here.

MAKE THE LITTLE THINGS COUNT

- 1. Keep the personal touch in dealing with customers. It's all about building relationships.
- 2. Keep your booth space neat and clean. Pick up the garbage on both sides of your space.
 - Keep all empty boxes out of sight.
- 3. Customers are not an interruption they are why we are here.
- 4. Don't complain about the weather, the hours you have to work, your personal life, your competition, the quality of your customers, or the fair management, directly to or within
 - ear-shot of another customer.
- 5. Appreciate the power of "YES". Always look for a way to help. Look for ways to make doing business easier.
- 6. Hire employees with a positive attitude who will be enthusiastic about their work and your
 - customers' needs.
- 7. Appreciate everything you have and be thankful for the "little things" in life that mean a lot.



HOPE YOUR FAIR IS VERY SUCCESSFUL!