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# COMMERCIAL HANDBOOK

August 15-24, 2025





**5610 Glenwood St., Boise, ID 83714**

Office: **(208) 287-5670**

Email: **wifvendor@gmail.com**

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## Welcome to the Western Idaho Fair.

We would like to thank you for being a part of a great event and what is sure to be a great year. This Rules and Regulation Handbook is incorporated in and made part of the Vendor Agreement.

It is the responsibility of each Vendor to familiarize themselves and their employees with the following rules and regulations. In case of any dispute as to the meaning of the regulations or their application, the decision of

the Director of the Western Idaho Fair, or his designee, shall be final. A copy of these Rules and Regulations are available in the Fair/Expo Idaho Office or Online at [www.idahofair.com](http://www.idahofair.com).

Any privilege granted a Vendor to sell products on the grounds of the Western Idaho Fair may be immediately revoked, without refund, if the Vendor fails or refuses to comply with the terms of the Vendor Agreement, as well as the Western Idaho Fair Rules and Regulations.

The Western Idaho Fair shall have the right to inspect booth areas at any time. The Show Office for Vendor check-in and all other Vendor inquires is located in the Center Expo building, upstairs above the restrooms. The office will be open for the same operating hours as the Center Expo building.

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# IMPORTANT DEADLINES

## FIRST RIGHT OF RETURN FOR 2024 VENDORS IS MONDAY, APRIL 7, 2025.

First Right of Return does not guarantee previous year location. If all criteria are met to return, it gives you priority to participate.

### Monday, May 31, 2025

- **Signed Contracts**
- **Payment for space and all services**

### Friday, July 18, 2025

- **IMPORTANT:** Failure to have all forms completed and returned by July 18 could result in being denied to participate.
- **ALL ORDER FORMS INCLUDING:**
  - o Vendor Admission Ticket/ Fair Vendor ID Badge Form
  - o Insurance paperwork
  - o Electrical and Rentals Forms
  - o Drawing Form (If needed)
  - o Amplification Form (If needed)

### Thursday, July 31, 2025

- **PROOF OF GENERAL LIABILITY, EMPLOYERS' LIABILITY, WORKERS' COMPENSATION (OR LETTER CLAIMING EXEMPTION).**

### Monday, August 11, 2025

Larger indoor booth displays are asked to arrange move-in times before other vendors arrive.

### August 12-14, 2025

- 9am-7pm: Fairgrounds are open for set-up. There will be no set up or restocking on Friday, August 15.

# FAIR HOURS

(12-24) WIF Vendor Office is open 9am-7pm.

### Friday, August 15

- Opening day, 12pm – 11pm

### Saturday, August 16

- 11am – 11pm

### Sunday, August 17

- 11am – 10pm, Center Expo closes at 10pm

### Monday, August 18

- 12pm – 11pm, Center Expo closes at 10pm

### Tuesday, August 19

- 12pm – 11pm, Center Expo closes at 10pm

### Wednesday, August 20

- 12pm – 11pm, Center Expo closes at 10pm

### Thursday, August 21

- 12pm – 11pm, Center Expo closes at 10pm

### Friday, August 22

- 12pm – 11pm

### Saturday, August 23

- 11am – 11pm

### Sunday, August 24

- Final day, 11am – 10pm

### Tuesday, August 26

- All displays must be removed by 5pm on Tuesday, August 26 or you will be assessed a fee of \$100 per day for each additional day your display remains at Expo Idaho. All items remaining on the property on Friday August 30, 2025, will become property of Expo Idaho.

**Note: Outside Vendors can choose to stay open until the Carnival closes throughout the Fair. Or may choose to close displays at 11pm. When the Carnival closes, the Fair has ended for the night.**



# CONFIRMATION PACKETS

Confirmation of your space reservation: After April 15th, if your application/contract has been accepted, you will receive a Confirmation Packet electronically. This email will contain important dates and procedures that will need to be followed. Please note that Ada County is changing how contracts are drafted in 2025. Any vendor that needs their contracts reissued will incur a charge of \$50 per occurrence of resending contracts.



## RULES OVERVIEW

**(This handbook and your contract are considered complete requirements)**

### Cancelation Policy

If a Vendor desires to cancel their contract on or before August 1, Ada County shall retain 25% of the contract amount. If a Vendor cancels following August 1, Ada County shall retain the full contract amount. See contract for additional details.

### Insurance Requirements

Each Vendor must provide proof of general liability insurance of no less than \$2,000,000. Product liability of no less than \$2,000,000 is

required for food samplers. Proof of insurance will be required once a contract has been issued.

Each Vendor who hires employees must also provide a copy of workers compensation insurance. If no employees are hired, a letter stating so must be on file by the dates given.

### Drawings

Drawings may not be held and microphones or other sound producing items may not be used without prior approval. If you plan to hold a drawing or use a microphone, the forms for obtaining approval will be included with your Confirmation Packet. Please fill out and return the appropriate form by the dates given.

### Samples

If you plan to hand out edible samples to promote your products, you must complete a Food Sampling Form. Additionally, if you are not currently licensed by the Central District Health Department, you are required to complete a license application/contract at least 30 days prior to event and return it to the Central District Health Department - (208) 375-5211.

### Promotional Materials

To provide a professional and complete presentation you may attach brochures, photographs, detailed drawings or any information about your product and booth as it looks while in operation.

### Outside Food & Beverage

Vendors will be permitted to bring in one days' worth of food at the beginning of each shift, in a small personal size cooler or bag. All coolers and bags will be inspected at the gate when entering.

Vendors may bring in one unopened 20-ounce bottle of water each day and will be permitted to bring one reusable bottle or travel mug up to 40 ounces per person. Refillable bottles and mugs will be inspected at the gates before entering.

No personal refrigerators will be allowed in booths unless they are medically necessary and have approval from WIF management. Please work directly with the Vendor Coordinator if you require refrigeration.



## GENERAL REQUIREMENTS

### Vendor Responsibilities

Vendors must operate in a legitimate and courteous manner and keep their area clean, as well as keep all aisles clear at all times. Any stock supplies or boxes must be within the allotted space and all areas must be kept clean, organized, and presentable. All of Vendor's operations must be in accordance with all applicable federal, state and local laws, regulations, and requirements. Vendors agree to indemnify and defend Ada County for any loss, expense or damage as a result of the Vendor's violation of these guarantees. If personnel are involved in the Vendor's activities outside the confines of the area of the allotted booth space, they may be expelled from the Fair and fees will be forfeited. Any violations will be noted and the representative at the booth will be reminded of the policy. Vendors receiving violations run the risk of not being permitted back to the Western Idaho Fair.

### Expected Vendor Conduct

All vendors are expected to maintain a professional and respectful demeanor while participating in this event. This includes interactions with event staff, other vendors, and attendees.

Specifically, vendors must refrain from:

Making derogatory, inflammatory, or otherwise unprofessional comments about event staff, other vendors, or their products/services.

Engaging in behavior that could be perceived as disruptive, hostile, or damaging to the event's collaborative and welcoming environment.

Failure to adhere to this policy may result in corrective action, including but not limited to:

A formal warning, Removal from the event without refund, Disqualification from participating in future events.

### Vendor Rights & Privileges

Any right or privilege of Vendor to sell any products on the grounds of the Western Idaho Fair may be immediately revoked, without refund, if the Vendor fails or refuses to comply with the terms of this Handbook, as well as the Fair Terms and Conditions on the "Western Idaho Fair Contract". If any questions arise while reading the contents of this Handbook or the Application, it is the responsibility of the Vendor to clarify all questions prior to occupying their space.

## Tax Forms

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a sellers 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. Each Vendor should display their sellers permit so that State Tax Commission representatives can see it, without having to interrupt the Vendor. 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) 334-7660 or toll free at (800) 972-7660.

- As is dictated by Idaho Tax Code, Title 63-3620C, each Vendor must complete form ST-124, stating whether or not they have taxable items, and if they do, what their sellers permit number is. There is a new process for complying with Title 63-3620C in regard to sales tax collection and reporting via participation in an event.
- Even if you are not selling anything, you are still required to register.
- You can apply online for a seller's permit at [Idahotap.gentax.com](http://Idahotap.gentax.com).

## Food Sales / Samples

Sales and sampling of food items must be approved prior to the Fair by submitting the Food Sampling/Sales Form. Samples of food item must be bite sized, and beverage items must be less than 2 oz. Any Vendor wanting to sell or sample food at the Fair must also gain a permit from the Central District Health Department; contact them at (208) 375-5211. Non-food Vendors are only allowed to give away free individually wrapped single pieces of candy and 4 oz. cups of water. Commercial Vendors cannot sell water.

## Drawings

If you plan to hold a drawing it must be approved prior to the Fair by submitting the Drawing/Giveaway Form and comply with all rules of the Idaho State Lottery. Rules can be found at [idaholottery.com](http://idaholottery.com). Vendors will also receive a "Drawing Winners Information" form in their packet that will need to be returned to the Western Idaho Fair Office no later than September 1.

## Amplification / Sound

Sound transmissions such as radios, television sets, speakers, voice amplification systems, piano/ organ demonstrations, or any machinery or equipment emitting sound, must be controlled as to not interfere with other Vendors, and are subject to approval of Fair Management. Vendors intending to use these types of items in their display, especially voice amplification systems, must complete the Amplification Approval Form. THIS PRIVILEGE MAY BE REVOKED AT ANY TIME IF AMPLIFICATION/SOUND RULES ARE NOT FOLLOWED.

## Gas & Fire

- All mobile units must be completely skirted with matching or complementary skirting of canvas or metal. NO COKE, PEPSI, OR CORRUGATED PAPER SKIRTING IS PERMITTED.
- Beverage tanks and product inventory will not be stored outside of the stand unless it is concealed in a manner approved by the Fair Management.
- If microwave ovens are used, a sign stating this must be posted in front of the stand.

## Fire Safety

Any Vendors planning on using open flame devices must obtain permitted approval via an “Open Flames and Candles Permit”. The best place to start is at the permits informational page, which then links to the application site [fire.cityofboise.org/permits/](http://fire.cityofboise.org/permits/).

The public must be adequately protected from any operations utilizing open flame to ensure they are not struck by hot solder or bits of heated materials such as glass. Large devices, such as cutting torches or welding rigs, are not allowed unless specifically approved by the Fire Marshall. Vendor must supply and have readily accessible at least one fully charged and operational fire extinguisher, multi-purpose Class A, B, C for open flame; Class K for cooking oils, of at least 5 lbs. net capacity.

## Inspections

Each Vendor agrees that the Western Idaho Fair shall have the right to inspect their locations at any time.



# RESTRICTIONS

## Sales Restrictions

It is expressly understood that Vendors are prohibited from selling any articles or products or rendering any services, except those specifically listed on their Space Contract. The Fair reserves the right to require immediate removal of any

objects which are not listed on your contract or are in the opinion of management deemed to be offensive, hazardous or might adversely affect the Fair's image. The Fair Management will determine whether an item is considered offensive or in poor taste and can prohibit the sale/display of any such items.

Certain products and services are not allowed to be sold by Vendors or brought into the Fair without prior written permission. They include but are not limited to: knives (cookware Vendors are prohibited from distributing knives of any kind); ear piercing; permanent tattooing; LED light beauty products; concealed weapons; firearms; lasers; stun guns; switchblades; brass knuckles; water guns of any kind; helium balloons; pornographic materials; illegal drugs and related items, including apparel and decorations; THC and CBD products; noise-makers; fireworks of any kind including firecrackers.

No stickers shall be given away as a promotional item.

## Personnel Restrictions

All personnel involved in the Vendor's participation in the Fair must keep all Vendor activities confined to the area within the allotted booth space. Any distribution of materials must also be confined to the area within the allotted booth space. Posting of any advertisement by any form or fashion on the grounds, other than inside the booth space, will not, under any circumstances, be permitted.

## Camping

Overnight camping or parking is not permitted on any portion of the Western Idaho Fair. If a vendor is found sleeping on the grounds they will receive a warning. If the problem continues Vendor will be asked to leave the event and forfeit any monies



paid to the Western Idaho Fair. See the last page of the handbook for listing of local camp- grounds and facilities.

## **Alcohol**

No beer, wine, intoxicating liquor, or controlled substance of any kind shall be kept, sold or consumed by the Vendor or Vendor's employees within their allotted space. Violating this could result in removal as a vendor with no refund.

## **Illegal Activities**

The Fair Management will exercise every precaution to guard against any illegal activities, including, but not limited to gambling, pirating, counterfeiting, extortion, raffles, and any form of misrepresentation or fraud.

Determination of any illegal activity could result in expulsion from the grounds, arrest by law enforcement, and forfeiture of all monies paid.

## **Merchandise Exclusives**

For the mutual benefit of our Vendors and the public, we do make every attempt to diversify products by not over-booking similar lines of merchandise. Application approval is based upon several selection criteria: product balance; uniqueness of product; entry date. Specific product exclusivity can be negotiated in the form of a Fair Sponsorship.

## **Helium**

Helium is not allowed on any part of Fairgrounds property during the Western Idaho Fair.

## **Animals**

Animals will not be permitted on the grounds during the Fair, except for disability-related service

animals and animals entered in livestock and 4-H shows. Disability-related service animals must be on a leash. Emotional support animals are not certified service animals per ADA guidelines and are not permitted on the property. For more information visit [ada.gov](http://ada.gov).



# **VENDOR ACCESS INFORMATION**

## **Check In**

Please report to Western Idaho Fair Vendor Office located in Center Expo to verify your space location and to receive Vendor information. Please do not attempt to locate your space on your own.

Western Idaho Fair is asking that all large items inside the building schedule move in on Monday August 11, prior to other vendors moving in. This allows for forklifts to be used in the building without damaging other booth spaces and products.

Please see page 4 for hours of operation.

## **Vendor Identification**

All individuals expecting to gain access prior to Fair opening must present a Fair Vendor ID badge or Vendor admission ticket at the Service Gate.

Badges and tickets can only be used once a day by one person. Please obtain a stamp when leaving the property.

## **After-Hours Access**

No restocking after closing time.

## **Center Expo Building Access**

Vendors may access the Center Expo building through front and back doors one hour prior to Fair opening, except for 2 hours on opening Friday and Saturday. There will be a security guard to verify vendors for entry prior to open. Each individual will need proper credentials that will be handed out with ticketing packets at check in.

## **Deliveries / Mail**

Packages are delivered to the Service Gate between 9am-10am. Please be present to sign for and take possession of your packages. Expo Idaho is not responsible for any packages left unattended and will not accept deliveries on your behalf.

The United States Postal Service does not deliver to Expo Idaho during the Fair.

Fair Address: 5610 Glenwood, Boise ID 83714.

## **Vehicle Access**

All vehicles must enter through the Service gate or F Gate, all individuals inside the vehicle must have a Vendor admission ticket or Vendor ID badge.

All vehicles will not be allowed to enter the grounds 1 hour prior to opening. Vehicles must be off the grounds 30 minutes prior to opening. Any vehicle remaining on the grounds 30 minutes prior to opening will be towed at the owner's expense.

## **Trailer / Truck Parking**

### **Trailer Parking**

Trailer parking will be arranged in advance with the Vendor Coordinator in the Vendor Office. Trailer parking will pay \$100 for the duration of the fair.

Vendors need to request parking prior to the fair. Those approved will receive proper credentials in their check in package and directed where they are to park. Please make sure your parking pass is visible at all times on your trailer, as this area is monitored 24 hours a day. Unverified trailers will be towed at the owner's expense. Preference will be given to out of town vendors first as space is limited.

### **Truck Parking**

All company service vehicles and panel vans that are larger than a normal passenger car cannot be parked in the general public parking lots.

Storage space must be requested and may be approved by Western Idaho Fair. As storage parking is limited, out of area vendors will be placed in these areas before local vendors..

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# **VENDOR TICKET/ BADGE INFORMATION**

## **Photo ID's**

All persons entering the Fair will need an admission pass (Fair issued Photo ID, or a daily ticket) to get in- there are no exceptions. It is the vendor's responsibility to assure all workers have their pass to get through the gate. Neither the Fair office nor workers at the entry gates will "hold" tickets for anyone to pick-up, so please arrange to get the tickets to your volunteers or workers in advance. Will Call is not allowed to be used by vendors for employee ticket pick up..

Each Vendor will have the option of two Fair Vendor ID Badges (each good for any one person, all days of the Fair) **OR** (20) Daily Admission tickets with your booth fee. The specific purpose of the Vendor ID Badge is to enter the Fair, identify yourself as a commercial Vendor for early morning access to the grounds, as well as to access the Center Expo building prior to opening each morning. One additional badge may be purchased for \$40. If additional entry to the Fair is needed, Vendor must purchase Vendor Admission tickets at the discounted rate of \$7 a ticket. **Each individual expecting to gain access to the Fair prior to opening must have a Vendor Admission Ticket or a Fair Vendor ID Badge.**

Indoor Vendors will be provided a credential for entry into the building. This credential does not include gate admission.

Photo Identification badges are non-transferable and will be confiscated if used by anyone other than the person pictured. They are not to be duplicated or used in connection with any promotion during the Fair.

### Vendor Admission Tickets

Please remember that each person working your booth will need a valid Western Idaho Fair Vendor Admission Ticket (or a Fair Vendor ID Badge) for each day they need to enter the Fair Gate promotions, except for opening Friday noon-4pm, do not apply to vendors or employees. These promotions are for the public and to entice them to come to the Fair earlier in the day. As a reminder, if you or your employees want to buy the admissions at the gate, they can, but tickets will not go on sale until noon, and this can cause your staff to be running behind.

After July 14th, vendors will have to pay the current public pricing listed below.

### Purchasing Tickets After Due Date

Those who did not get their ticket order forms and payment in by the due date, or need to get more tickets, can purchase them online at [idahofair.com](http://idahofair.com) anytime, or at any Treasure Valley Albertsons location from mid-July to August 14. Advanced ticket pricing is in place until August 14.

Through August 14, 2025 -Albertsons & online	
Advanced Daily Ticket.....	\$10
Senior Daily Ticket.....	\$9

August 15, 2025 – At the Gate & online	
Adult Admission.....	\$12
Senior (62+) Admission.....	\$10
Child (6-11) Admission.....	\$9
Child (5 & under) Admission.....	Free

### Vendor Ticket / Badge Distribution

You have two options for picking up your tickets, badges, and all other pre-Fair materials. All Vendor Fair packets will be available for pick-up from the Western Idaho Fair Vendor office opening August 12, 2025, at 10 am. To pick up tickets before this date please email [wifvendors@gmail.com](mailto:wifvendors@gmail.com) to set up a time to pick up at the Expo Idaho office.



# BOOTH REQUIREMENTS

## Set Up

Booths may be set up August 12-14 between the hours of 10am and 7pm, no moving in will be allowed the morning of opening day Friday, August 15. All booths need to be up and ready to open on the night of Thursday, August 14 at 7pm.

## Tear Down

At closing time on the final day, Vendors may begin hand-carting materials from your display. Grounds will be open for move-out Sunday, after all of the general public has left the grounds, and all clear is given law enforcement. All Vendors must vacate the property by 12am. You must be wearing proper credentials for re-admission to the Expo Building during tear-down and move-out.

## Tent & Canopy Policy

Western Idaho Fair management requires that all Vendors adhere to standard guidelines regarding tents or canopies covering outside displays. All tents or canopies must be of a professional design specifically designated for trade shows, fairs, and festivals and must be weighted down. Canopies that are designated for backyards, beach, or picnic use, or “makeshift/ homemade” structures made from tarps, PVC pipe, etc., are not allowed\*. If needed, professional canopies are available for rental; set up and take down is included in the rental price.

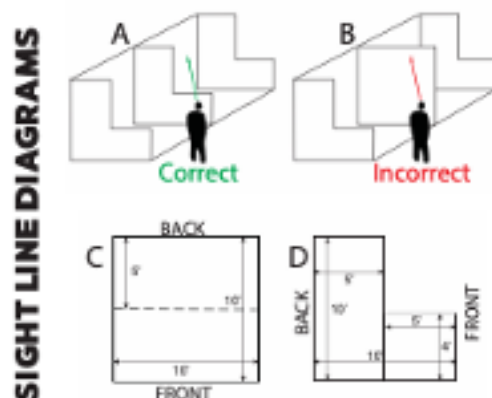
No tents or closed canopies will be allowed inside the Expo Building. Open canopies can be used to decorate or hang items on if done in a professional way and do not stick above the booth height of 10 feet.

Contact Vendor Coordinator for details. \*Please be advised: Fire Marshall requires fire retardant documentation for all canopies, sidewall as well as tops. No exceptions!

## Sight Line

Each Vendor is entitled to a reasonable sight line from the aisle, regardless of booth size (see diagrams A & B). All Vendors should be able to use as much of their booth space as possible, as long as they don't interfere with the sight lines of other displays.

Example: One 10' x 10' - you may build your display to a height of 10' in the back 5' of your booth (see diagram C). In the front 5' of your booth, keep your display height below 4' (see diagram D). This policy applies to Center Expo displays only.



## Trash

Vendors must dispose of refuse in the dumpsters provided (inside) behind the building, (outside) in various locations. Fair cleaning staff is not responsible for disposing of or the hauling of waste or debris used in the daily function of running your booth. Refuse cans and boxes set in front of booths are intended for use by Fair patrons only. Please do not fill them up with your daily refuse. Fair cleaning staff will not enter booths to empty receptacles.

## ELECTRICAL INFORMATION

The Vendor shall pay all fees for electrical service and electrical inspections. Your electrical order form must be submitted with payment by July 18, 2025. Electricity will be provided per your request, when possible. The electrical representatives of the Western Idaho Fair are the only authorized persons to work on, or add to, Expo Idaho electrical equipment. Any electrical work done by outside electricians must be on the Vendor's equipment only. For further clarification or questions on electrical codes, call the State Electrical Inspector at (208) 334-2183.

**Please adhere to the following electrical requirements:**

### General Requirements

1. All Fair displays requiring electricity will require an electrical permit.
2. Expo Idaho staff electrician has the authority on all electrical equipment, electrical cords, lights, appliances used on Expo Idaho property, to determine if compliant with state and national electrical code and Expo Idaho policy.
3. All electrical equipment, devices, appliances will be U.L. listed as per the National Electrical Code.
4. Idaho State Division of Building Safety, Electrical Bureau and Ada County Risk Management along with the Expo Idaho

staff electrician have authority over electrical safety issues and code enforcement for all events and shows. Non-compliance will result in the equipment, device or appliance being removed from the premises.

5. All electrical extension cords will be a 3-wire grounding type and U.L. listed.
6. Absolutely no tampering or installing of electrical equipment by Vendors, Promoters or otherwise will be tolerated.
7. Expo Idaho reserves the right to determine whether specific equipment, electrical cords, or appliances are allowed.

### **Inside Booths Locations**

1. All electrical extension cords will be a 3-wire grounding type and U.L. approved.
2. All light fixtures will be U.L. listed, in good working order and of the 3-wire grounded type. (If clip on lights are used or lights that are only 2-wire style, a GFI Protected Device will be used.)
3. All water features (i.e. fountains, waterfalls, hot tubs) will be GFI Protected.
4. Electrical cords that run across the aisle ways or through an area considered by Expo Idaho to be pedestrian or vehicle traffic, will be covered by carpet & taped down or approved "Truck Track" to prevent a trip hazard and protection of the cord.
5. All electrical cord ends will be secured to cord with no exposed wire and U.L. listed.
6. Use of hot plates for anything other than Expo Idaho approved cooking demonstrations are prohibited. If approved, the device will be in good working order and U.L. listed.
7. All electrical cords will be supported and secured as not to come in contact with any metal framing of tents, covers, displays, etc.

### **Outside Booths Locations**

1. Generator and light tower locations will be pre-approved by the Expo Idaho Operations Manager or staff electrician. All generators will be grounded in accordance with the National Electrical Code and permitted with the State Division of Building Safety, Electrical Bureau. (Exception: Expo Idaho supplies the permit and does ground installation.)
2. No ground rods will be driven in asphalted areas anywhere on Expo Idaho grounds. Grass and bed areas will be utilized for ground rods and must be approved by Expo Idaho Operations Manager or staff electrician. Ground rods must be removed after an event.
3. All extension cords will be of the hard usage type and will be rated for a wet location and sun-light resistant as per the National Electrical Code.
4. Extension cords will be protected from physical damage or from a tripping hazard in all areas where pedestrian or vehicle traffic intersects. I.E. Buried under the grass or in U.L. approved "Truck Track" over concrete or asphalt etc.
5. All electrical cords, devices, equipment and appliances will be U.L. listed and in good working order.
6. Extension cords will be sized according to the amperage rating of appliance, equipment, or device being supplied power. 6a. Examples: 50amp – 6gauge wire, 30 amp – 10-gauge wire, 20 amp – 12-gauge wire.

7. All waterfalls, water features, or hot tubs and pools will be GFI protected.
8. As instructed in the inside requirements all lights will be 3-wire grounded type pr plugged into a GFCI protected device.
9. All cord ends will be secured to cord with no exposed wires and U.L. listed.
10. All electrical cords will be supported and secured as not to come in contact with any metal framing of tents, covers, displays, etc.
11. Hot Tubs: An electrical contractor is required to install and verify all wiring between the electrical outlet and the terminations completed in the control panel for the unit. The contractor will permit the installation and will post a copy of the permit to/in electrical disconnect.
12. Vendor supplied power source brought on site will have GFCI on all 110v outlets.
13. In grassy areas, connection points of cords or panel/disconnects will have non-conductive material placed under them to hold device off of ground.

If electrician is needed, only the approved Expo Idaho electrician can provide service. This service will be billed to the vendor at \$125/hr.

## FAIR INFORMATION

### Fair Contact Information

Mailing / Physical Address:  
5610 Glenwood St., Garden City, ID 83714

Telephone: 208.287.5670

Website: IdahoFair.com

Email: wifvendor@gmail.com

### Security

There will be 24-hour grounds security starting Wednesday prior to the Fair, continuing through Monday following the close of the Fair. The Fair is not responsible for any loss or damage.

### ATM Services

ATMs are located inside gates B and C, outside the Main Gate, by the Garden Stage and inside the South Expo Building.

### Found Kids Booth

The Found Kids Booth is located inside Gate B. It provides children with an ID bracelet and ensures proper steps should parent and child become separated while at the Fair. If a lost child comes to your booth, please get security to take them to the Found Kid's Booth or take them yourself.

### Emergency Medical Services

The EMS is located in front of the Small Animal Building, north of the Expo Building. Open during all public hours of the Fair.



Information Booths

Located at the main gate and by the fountain and can assist guests with any questions or comments regarding vendor and food booths, program schedules, stage times, locations, or any other activities during the Fair.

Internet Services

Expo Idaho does not have permanent wireless internet available on the grounds. There is wireless access inside the building, but Management will not guarantee reliability. You may want to be prepared to use your own devices for any activity you deem necessary in the function of your display.

AVAILABLE SERVICES

Temp Labor

Contact Express Employment Professionals; (208) 343-7552 for help recruiting labor.

Forklift

Any Vendor may request forklift service at the Western Idaho Fair office. Forklift service will be available for a fee of \$50/hr. with a ½ hour minimum from 8am – 7pm. Due to the high volume of request, please be patient with the operator. You may provide your own forklift if proof of vehicle liability insurance is on file with the Fair.

Service Provider Contact Information

- Idaho State Tax Commission.....(800) 972-7660
- Central District Health.....(208) 375-5211  
or www.cdhd.idaho.gov
- North Ada County Fire.....(208) 375-0906
- Century Link Service.....(800) 603-6000

LOCAL HOTEL & CAMPING INFORMATION

- The Riverside Official Hotel.....(208) 343-1871
- Ask for the “Expo Idaho Preferred Rate”
- Boise Riverside RV Park.....(208) 375-7432

***\*The various businesses listed above are provided only as an informational source for your convenience. The Western Idaho Fair and Ada County in no way guarantee the services of any of the listed businesses.***