



COMMERCIAL VENDOR HANDBOOK

AUGUST 16-25, 2024





5610 Glenwood St., Boise, ID 83714

Office: **(208) 287-5653**

Fax: **(208) 287-5666**

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.

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 inquiries 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 2023 vendors is Friday, March 29, 2024.

Monday, May 17, 2024

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

Friday, July 12, 2024

Proof of Liability Insurance

- GENERAL LIABILITY, EMPLOYERS' LIABILITY, WORKERS' COMPENSATION (OR LETTER CLAIMING EXEMPTION).
- IMPORTANT: Failure to have all forms completed and returned to the Fair office by July 14 could result in being withdrawn from participating in the Fair.
- ALL ORDER FORMS DUE INCLUDING:
 - Vendor Admission Ticket/ Fair Vendor ID Badge Form
 - Insurance paperwork
 - Electrical and Rentals Forms
 - Drawing Form (If needed)
 - Amplification Form (If needed)

August 12 - 15

- Fairgrounds open for set-up from 9am to 7pm. The first day you may access the Fair to re-stock will be Saturday, August 17. There will be no set up Friday, August 16.
- (12-15) WIF Vendor Office will be open 9am to 7pm.

FAIR HOURS

Friday, August 16

- Opening day, 12 noon – 11pm

Saturday, August 17

- 11am – 11pm

Sunday, August 18

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

Monday, August 19

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

Tuesday, August 20

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

Wednesday, August 21

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

Thursday, August 22

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

Friday, August 23

- 12pm – 11pm

Saturday, August 24

- 11am – 11pm

Sunday, August 25

- Final day, 11am – 10pm

August 27

- All displays must be removed by 5pm on Tuesday, August 27 or you will be assessed a fee of \$100.00 per day for each additional day your display remains at 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 AND RULES OVERVIEW

Confirmation of your space reservation: After April 1st, if your application/contract has been accepted, you will receive a Confirmation Packet that will have your contracts and date sensitive information that will require your attention.

Rules Overview (See Fair Application and Contract for complete requirements)

- Cancellation 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.
- Each Vendor must provide proof of general liability insurance of no less than \$2,000,000.00. Product liability of no less than \$2,000,000.00 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 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.
- 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.
- In order 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.



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 display first.

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

Vendors may access the Center Expo building through front and back doors two hours prior to Fair opening. 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.

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 and all individuals inside the vehicle must have a Vendor admission ticket or Vendor ID badge. All vehicles must be off grounds 1 hour prior to opening. Vehicles will not be allowed to enter onto the property 30 minutes prior to opening.



TRAILER / TRUCK PARKING

Trailer Parking

Trailer parking will be arranged in advance with the Vendor Coordinator in the Vendor Office. Vendors will need to be registered and given proper credentials. Unverified trailers will be towed at the owners expense.

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 approved by Western Idaho Fair.



VENDOR TICKET / BADGE INFORMATION

FAIR VENDOR ID BADGE

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 \$30. If additional entry to the Fair is needed, Vendor must purchase Vendor Admission tickets. **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 Vendores using tickets at the gate will be provided a credential for entry into the building. This credential does not include gate admission.

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. Once you enter the Fair you can get a hand stamp to re- enter that day only. To purchase additional discounted Vendor Admission Tickets, you will need to fill out the Vendor ADMISSION TICKET/FAIR Vendor ID BADGE form and return it with payment no later than July 12.

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 office August 5-10. Or, between August 12-15, Fair packets will be available for pickup when you arrive to check in for setup inside Center Expo at the Western Idaho Fair Vendor Office.

BOOTH REQUIREMENTS

SET UP

Booths may be set up August 12-15 between the hours of 9am and 7pm, no moving in will be allowed the morning of opening day Friday, August 16. All booths need to be up and ready to open on the night of Thursday, August 15 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. The Center Expo building will be open for move-out Sunday, August 25, from 10pm - 12am.

TENT & CANOPY POLICY

Western Idaho Fair management requires that all Vendors adhere to standard guidelines in regard to 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.

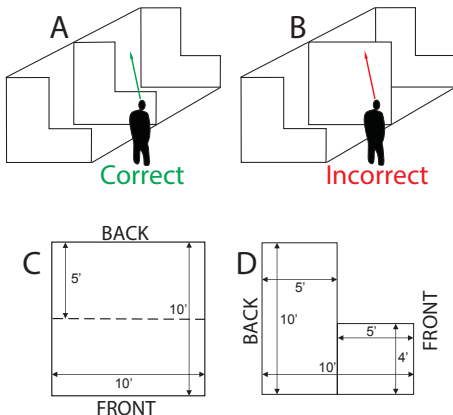
Contact Vendor Coordinator for details. ***Please be advised: Fire Marshall requires fire retardant documentation for all canopies, sidewall as well as tops. No exceptions!**



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 8' 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.

SIGHT LINE DIAGRAMS



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.

VENDOR RIGHTS AND 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 any and all questions prior to occupying their space.

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. 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.

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; concealed weapons; firearms; lasers; stun guns; switchblades; brass knuckles; high-powered water guns; 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.

SECURITY

The Expo buildings will be secured at each night of the Fair. If you have anything in your display of value that could be carried away, it is suggested that you take it with you each night when you leave the building. There will be 24-hour security starting opening day, continuing through the final day. Security is provided as a deterrent, and Vendor understands the Fair Management cannot be responsible for any loss or damage.

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 recepticals.



FORM REQUIREMENTS

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

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. 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 AND FIRE

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/

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.



OTHER RESTRICTIONS

CAMPING

Overnight camping or parking is not permitted on any portion of the Western Idaho Fair. See the last page of the handbook for listing of local campgrounds and facilities.

INSPECTIONS

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

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, with the exception of 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 are not permitted on the property. Find more information at ada.gov.



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 – 5pm. Due to the high volume of request, please remain patient with the operator. You may provide your own forklift as long as proof of vehicle liability insurance is on file with the Fair.

RENTALS

If you need any items for your display such as tables, chairs, carpets, etc., you may bring your own, or these items can be rented through the Expo Idaho Booking and Events Coordinator.

INTERNET SERVICES

Expo Idaho does not have permanent wireless internet available. Fair Management may arrange a provider for this service, but we caution that this service may be unsecured and unreliable for crucial transactions such as credit cards. You may want to be prepared to use your own devices for any activity you deem absolutely necessary in the function of your display.

ELECTRICAL INFORMATION

The Vendor shall pay all fees for electrical service or electrical inspections (when required). Your electrical order form must be submitted with payment by July 12. 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 BOOTH 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.



MISC FAIR INFORMATION

DIRECTIONS

Directions To The Western Idaho Fair

Just plug in “Expo Idaho” into Google Maps, or your favorite GPS app! Simple right?

LOCAL HOTEL, MOTEL, CAMPING INFORMATION

**The Riverside Hotel Official Hotel
(208) 343-1871**

Ask for the “Expo Idaho Preferred Rate”

Near Fairgrounds / Garden City

Ameritel Inn (208) 375-2323

Boise Inn (208) 344-4030

Budget Inn (208) 344-8617

Doubletree Inn (208) 343-1871

Hyatt Place (208) 375-1200

Seven K Motel (208) 343-7723

Sunliner Motel (208) 344-7647

Residence Inn (208) 385-9000

Near Airport

Best Western Vista (208) 336-8100

Comfort Inn (800) 228-5150

Holiday Inn (800) 465-4329

Inn America (800) 469-4667

Rodeway Inn (208) 336-7377

Shilo Inn- Airport (208) 343-7662

Near Downtown

Best Western Safari (208) 344-6556

Doubletree Club Hotel (800) 222-8733

Grove Hotel (208) 333-8000

Shilo Inn-Riverside (208) 344-3521

Residence Inn (208) 424-9999

RV Parks

Boise-Meridian RV Resort (208) 887-1022

Hi-Valley RV Park (208) 939-8080

Mountain View RV Park (208) 345-4141

RV Park Next To Expo Idaho

Boise Riverside RV Park (208) 375-7432

CONTACT INFORMATION

Mailing / Physical Address:

5610 Glenwood St., Garden City, ID 83714

Telephone: 208-287-5650

Website: IdahoFair.com

Email: wifvendor@gmail.com