
CONCESSIONAIRE HANDBOOK

August 15-24, 2025





5610 Glenwood St., Boise, ID 83714

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

Email: **wifconcessions@gmail.com**

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 Concessionaire Agreement.

It is the responsibility of each Concessionaire 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 Manager of the Western Idaho Fair, or his designee, shall be final.

A copy of these rules and regulations are available in the WIF/Expo Idaho Office or online at www.idahofair.com.

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

The Western Idaho Fair shall have the right to inspect premises at any time.

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FAIR HOURS

Friday, August 15 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 11am – 10pm

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.

IMPORTANT DEADLINES

Deadline for first right of return for 2024 vendors is March 31, 2025.

Friday, May 18, 2025

- **SIGNED CONTRACTS**
- NON-REFUNDABLE DEPOSIT FOR SPACE

Friday, July 18, 2025

- TICKET ORDER FORM & PAYMENT
- UTILITIES ORDER FORM & PAYMENT
- GOLF CART REQUEST FORMS DUE
- STORAGE REQUEST FORMS DUE

Wednesday, July 29, 2025

- **REQUIRED MEETING** IF WITHIN 50 MILES RADIUS AT 6:30PM AT WESTERN TOWN ON FAIRGROUNDS.
This meeting is to acquaint concessionaires with Fair personnel and the suppliers who will be available on the grounds during the Fair. Representatives from the Fire Marshall, Central District Health, Idaho State Tax Commission, and the State Electrical Inspector will be present.
- **SCHEDULE YOUR MOVE-IN TIME** WHILE AT THE MEETING.

Monday, August 4, 2025

- ST-124 TAX FORM
- **PROOF OF INSURANCES:** GENERAL LIABILITY, EMPLOYERS' LIABILITY, WORKERS' COMPENSATION (OR LETTER CLAIMING EXEMPTION) AND BUSINESS AUTOMOTIVE LIABILITY (FOR GOLF CART OR OTHER VEHICLE ON COUNTY GROUNDS).

Friday, August 8, 2025

- **CONCESSION MOVE IN BEGINS AT 10AM**
PLEASE STICK TO THE MOVE-IN TIME YOU SCHEDULED, IF YOU NEED TO CHANGE TIME OR DATE PLEASE CONTACT EVENT COORDINATOR AT LEAST 24 HOURS PRIOR.

Friday, August 15, 2025

- CONCESSION STANDS MUST BE SET-UP AND **READY FOR BUSINESS BY 11AM**
- **FAIR OPENS AT 12PM.**

Sunday, August 24, 2025

- **FAIR CLOSES AT 10PM**
ALL FINAL DAY SALES REPORTS ARE DUE TO THE CONCESSION AUDITOR BY MIDNIGHT.

Wednesday, August 27, 2025

- **ALL BOOTHS MUST BE REMOVED** FROM THE FAIRGROUNDS BY 5PM

Thursday, August 28, 2025

- **FINAL DAY TO SETTLE ACCOUNT** WITH WIF ACCOUNTING OFFICE FROM 9AM - 4PM



GENERAL REQUIREMENTS

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

Operating Hours

All concessionaires must have booths ready to open for business no later than 11am on Saturdays and Sundays of the Fair and must be open for business no later than 12pm Monday- Friday of the Fair. Gates will open to the public at 11am on Saturdays and Sundays and 12pm Monday – Friday. The official close time of the Western Idaho Fair is 11pm daily except for closing Sunday.

The Fair has a hard close on closing Sunday at 10pm. All booths & concessions must be manned and remain open during open hours. The Carnival typically remains open until midnight on Friday and Saturday nights (final Sunday exception applies) booths may close at 11pm but can operated until the carnival lights go off if you choose.

Cash Registers

As per contract, each food stand must have cash register(s), which comply with all of the following.

- Provides a readable tape
- Provides display (picot display suggested) that Customer can easily see
- Provides a Continuous Grand Total
- Cumulative “Z” counter (tapes will be collected before sales are made- prefer Zero beginning!)
- 30-day back up battery
- Consecutive transaction number
- Price Look Up (PLU) or preset keys

If a booth has more than 1 register, each needs to be clearly marked with that number. Additionally, any tapes removed from a register for audit or sales reporting purposes need to be numbered accordingly.

- Cash register must be placed in a position so that customers can read their total bill from in front of or on either side of the stand.
- Appropriate cash registers must be used. Use of any other method to keep cash or make change is strictly prohibited.
- Cash Registers must have a separate key for electronic transactions.

- Each person waiting on the public must ring up each sale, make change, and then close the cash drawer. No sales are to be made from open drawers or under the counter.
- If a cashier makes an error after the sale is finalized on the register, it must be recorded on the over-ring report and circled on the cash register tape. The correct sale amount must be re-rung in the cash register. Any breakdown of cash register must be reported immediately to the Fair Office.

It is recommended that employees receive training on registers to avoid over ring mistakes. Review register manual to see if a sale can be backed out before the sale is totaled out. If this is an option, all cash handlers should be trained to do this. We are confident that better training for Concessionaires and their employees will greatly reduce the number of mistakes. It is crucial that anyone operating the registers is well-trained and understands that ringing the sale up correctly is more important (and timesaving) than ringing it up quickly.

Over ring and void forms should be turned in DAILY with daily sales tracking sheets. If for any reason the forms are misplaced or overlooked, the Concessionaire will have 24 hours to get the forms turned into the Concession Office, and adjustments will be made to the previous day's sales. After this 24-hour period has passed over ring slips will not be accepted, and NO adjustments will be made.

Whether you own your registers or rent them, you need to make sure that the keys have PLU (price look-up) or Pre-Set Key functions, and that they are programmed for your menu.

Tablet/POS Systems

Expo Idaho understands that many businesses are switching over to using POS systems and we support that advancement. To avoid confusion with paperwork if using any kind of system, all cash and credit cards need to be run through the device. If using a tablet or pos system, this needs to be reported to the Concession Auditor prior to the Fair opening. In the event that a system goes down and you swap to a cash register the Concession Auditor must be made aware of the situation IMMEDIATELY. If using a tablet/POS a daily sales report from the company back office must be presented with daily paperwork or emailed to the Concession Auditor at the end of each business day. Failure to submit daily sales could result in removal from the Fair.

Email: wifconcessions@gmail.com.

Credit Card Sales

Credit card transactions are allowed as a form of payment. It is the responsibility of the concessionaire to inform Expo Idaho that credit cards are an accepted form of payment. Transactions paid for with a credit card, must be rung into the cash register on a credit card payment key. A daily print out is required to be submitted with your z tape and any other paperwork each day or emailed to the Concession Auditor each close of business day. Failure to report the acceptance of credit cards could result in removal from the Fair.

Email: wifconcessions@gmail.com.

Fair Bucks

The Western Idaho Fair will be including Fair Bucks with some of our packages to consumers. These Fair Bucks will be good at all concessions stands as a form of payment. They will need to be rung into the register as cash, and collected Fair Bucks need to be turned in daily. Fair Bucks will be counted and applied to the Concessionaire's final payment due, dollar for dollar. Vendor will be credited for each individual ticket turned in. Fair Bucks MUST be taken as a form of payment, not accepting Fair Bucks could result in not being able to return for future Fairs.

Daily Sales Reports

As per contract, Concessionaires are required to complete and submit a Daily Sales Report for every day of the Fair. Each daily report is due to the WIF Concession Office no later than 10am on the following day. The Concession office will be open the final Sunday night of the Fair until midnight. Please inform the Concession Auditor if you plan on settling on Sunday night.

Final Account Settlement with WIF

Once the Sunday sales report is received and checked by auditors in the Concession Office, Concessionaires may proceed on to the WIF

Accounting Office Sunday night if they have informed Expo Idaho staff that they will be closing out the night of or between the hours of 8am and 4pm Monday through Thursday to make final settlement to the Fair. Please pay by check or card rather than cash!

Concessionaires must complete final settlement with the Fair no later than the Thursday following the Fair.

If final settlement has not been received within 14 days after the close of the Fair, concessionaire will forfeit their right of first return.

Insurance Requirements

For a complete listing of Insurance requirements refer to "Exhibit A" of your contract. Proof of insurance must be provided to Expo Idaho with tax form by Monday, August 5, 2025. If insurance certificates have not been provided by August 5, 2025 each booth will be added to the Western Idaho Fair's insurance and will be charged \$125 per booth.

Worker's Compensation forms or letter must be provided for each booth as well. If your establishment is exempt from WC then a letter needs to be kept of file in the Expo Idaho office. The form or letter must be received no later than August 5, 2025.

State Sales Tax

The Idaho Sales Tax Act requires every retailer engaging in business in Idaho to obtain a seller's permit from the State Tax Commission. If you are an Idaho Business, you still must register as a participant in the Western Idaho Fair. THERE IS NO ACCEPTIONS TO THIS! You will receive the WIF Event ID once we have received it from the state. As is dictated by Idaho Tax Code, Title 63-3620C, retailers are required to collect the six percent (6%) sales tax on each sale that is not exempt from tax. Each Concessionaire is required to provide the Fair a copy of their ST-124 with their contract. If you have not registered 7 days prior to the Western Idaho Fair, you will not be able to participate in our event and will forfeit any monies paid to WIF. The Idaho State Tax Commission requires that your signs indicate that "Sales Tax is Included" if that is the case. Please contact the local State Tax Commission office to obtain a permit at (208) 334-7660 or toll free at (800) 972-7660.

Central District Health

The Central District Health Department has published a vendor's packet describing many of your responsibilities to the public. The approval of a temporary permit from Central District Health Department is required before operating. For further information, please call the Health Department at (208) 375-5211.

Menus & Pricing

Each concessionaire shall post, in an obvious place, a professional sign showing prices of items being sold in that booth. Handwritten signs are strictly prohibited and will be removed. The sign should be clearly visible from 30 feet. The signs

for carbonated soft drink beverages must indicate the size in ounces. Cup size standards have been established for carbonated soft drinks dispensed at the Western Idaho Fair. The ONLY sizes that will be allowed are: 16 oz, 24 oz and 32 oz.

The Idaho State Tax Commission requires that your signs indicate that "Sales Tax is Included" if that is the case.

Giveaways

Distribution of free items must be pre-approved by Fair management and included on your contract.

Golf Carts

- Concessionaires wishing to have use of a Golf cart on the grounds during the Fair must complete the Golf Cart Application provided in their packet and have it turned in by Friday, July 18, 2025. Golf carts are limited to one cart per Concessionaire.
- Proof of insurances from Concessionaire must have the specific golf cart insurance coverage noted on the certificates provided to WIF, with appropriate coverage as required on the contract.
- Only those with a valid driver's license are allowed to drive on the grounds.
- Fair Management approval can be revoked at any time.
- Use of such device without prior approval can result in cancellation of concessionaire contract.
- Golf Carts must keep to designated paths and avoid heavy pedestrian walkways.

Equipment

- 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

- Concessionaires must have at least one fully charged and operational UL rated, class K, wet- chemical fire extinguisher of at least 2 ½ lbs. net capacity. Extinguisher shall be present and easily accessible in each booth or space cooking food or using an open flame.
- Propane tanks containing 5-125 gallons need to be a minimum of 5' away from exit areas and appliances (125 gallons or more must be at least 10' away). Five-gallon propane tanks are allowed within the booth. Gas operated vehicles must be kept away from open flames. Any awnings or tents used within a space must be of fire-retardant material. All cooking and eating areas should be separated by at least 10 feet.

UPS Deliveries

Monday - Friday from 9am until 10am at the service gate.

- You will need to be present to sign for and take possession of your packages.
- You may contact their office at (800) 742-5877.
- They are located a couple miles away from the Fairgrounds on 42nd Street, just off Chinden Blvd.

Postal Service

The United States Postal Service does not deliver to the Fairgrounds during the Fair. The nearest post office is on Marigold (go North on Glenwood, west onto Marigold just before the bridge, PO is on right). Concessionaires are encouraged to make any necessary arrangements for any urgent packages or letters.

Deliveries & Repairmen

Deliveries need to be scheduled before 11am on weekdays and 10am on weekends.

- Vehicles will be allowed on the grounds beginning at 7am. Cutoff time to allow vehicles on the property will be 1 hour before opening each day and all vehicles need to be off the property 30 minutes prior to opening. Vehicles are allowed on the grounds for deliveries and re-stocking only.



- All vehicles must enter through F gate near the grandstand and won't be allowed to enter 1 hour prior to opening. Everyone in the vehicle must have a pass or identification badge.
- Purveyors wishing to deliver goods to concessionaires on the grounds will need to purchase a Delivery Pass at the WIF Office. These passes are \$75 each. This will allow the vehicle and driver on the grounds until 11am on weekdays, 10am on weekends. Any additional persons in the vehicle will need to have a daily pass. Without a delivery pass, vehicles will be turned away.
- All VEHICLES on the grounds after 11am on weekdays, 10am on weekends. WILL BE TOWED.
- Any deliveries after 11am on weekdays, 10am on weekends must be hand trucked from the service gate by the buyer of products.
- If you need a repairman, you will need to coordinate with the Security at the Service Gate to get them into your booth. The repairman will then be admitted onto the grounds through the Service Gate and be escorted to your location.

Parking

All parking is FREE at the WIF and is on a first-come, first served basis for the public, concessionaires and exhibitors alike. Parking on Fairgrounds' property will be allowed only in designated areas. Any vehicles parked in Fire Lanes, including the Service Gate, will be towed. If you have special needs, such as handicapped parking, please be sure your vehicle is legally marked and that you park in those designated areas in the public parking lots.

RESTRICTIONS

Alcohol

No beer, wine, intoxicating liquor or controlled substance of any kind shall be kept, sold or consumed by concessionaires or any employees within their allotted space. After the first warning, vendor could be asked to not return as a vendor of Western Idaho Fair.

Tip Jars

Concessionaires may not solicit donations. No tip jars or tip jar like receptacles are permitted. Tips can be accepted if offered, however if a concessionaire is found to be soliciting tips they will be in violation of contract. If you do receive a tip, it should be kept out of site of the public.

Advertising that tips or donations are accepted is unacceptable. If a Concessionaire is encouraging solicitation of donations or tips of any kind, they can be expelled from the Fair and be required to forfeit all monies paid. Concessionaire will remain fully liable for all other amounts due to the Fair under contract agreement.

Solicitation

All solicitations and/or distribution of advertising matter must be confined to the area of the booth. Any solicitations outside the confines of your assigned booth space can result in your expulsion from the Fair and forfeiture of all fees. The tacking or posting of any advertisement on the grounds, other than inside the booth space, is not permitted.

Camping

Overnight camping or parking is not permitted on any portion of the Western Idaho Fairgrounds. See page 17 for listing of local campgrounds and facilities.

Bottles, Aluminium & Styrofoam

The selling of products in cans or glass bottles is strictly prohibited. Products packaged in cans or glass bottles must be poured into a cup before dispensing to the customer. Plastic bottles are permitted but all canned products must be poured into a cup, this includes energy drinks. Concessionaires found dispensing products to customers in cans or glass bottles will be immediately prohibited from selling those products in any form for the duration of the Fair. No Styrofoam of any kind will be permitted for usage on Expo Idaho property.



CONCESSIONAIRE ADMISSION PASSES

After being accepted to participate in the Western Idaho Fair, you will receive a ticket order form that must be completed and returned to the Fair, with payment, by the deadline date noted. If you fail to get your ticket order in by the due date, the reduce prices will not apply. Once the deadline has passed you will have to purchase tickets at the public pricing.

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 concessionaire'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.

The following are your options for Admission Passes:

Photo ID's

Each Concessionaire contract is allowed three photo ID badges. The badges allow admittance onto the Fairgrounds from 7am to midnight each day of the Fair. 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.

Starting in 2025 Concessionaries have the option to choose 2 free photo ID badges or 20 tickets, per contract.

If you chose photo ID badges you will be allowed to purchase a 3rd badge for \$40.

- *The first 2 photo ID's will be validated at no charge.*
- *The third photo ID is \$40.*
- *To reprint lost badge during the Fair, the cost will be \$15.*

Vendors will be notified if pictures are needed for the badges. Vendor badges should be scanned at the Service Gate upon entering. This allows us to see who is on the grounds each morning.

Tickets

The Concessionaire Employee Tickets are available at \$7 each when ordered via the ticket order form by the deadline of July 18, 2025. 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 18th, concessionaires 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 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.*

BOOTH REQUIREMENTS

Booth Set-Up

Concessionaires are required to schedule a move-in time with WIF. Early booth construction can help to avoid much of the last-minute confusion. Sign-ups will be available the night of the orientation meeting July 29, 2025. After the Concessionaire meeting, you may phone or email wifconcessions@gmail.com to schedule your move-in. A google doc schedule will be sent out to all concessionaires once all booths have been filled. Appointment times begin the Friday prior to the Fair opening. The Fairgrounds will remain open for booth set-up until 9pm daily. All booths must be in place and ready for business by 11am opening day of the Fair. Booths must remain in place until the carnival closes and security has authorized move out on the final Sunday.

Concession booths are encouraged to be freshly painted and attractively decorated. Handwritten signs are strictly prohibited and will be removed. Flame retardant paper or fabric must be used in all booth decorations. A booth must not block the view of the bordering booth. No part of the concession facility (including awnings) should extend beyond the front line of all booths as marked. All outdoor booths must be designed to withstand 40 M.P.H. winds without creating a danger to the public. Absolutely NO BLUE OR BLACK TARPS ALLOWED. All electrical, water, sewer, or other cords and hoses must be buried so as not to present a danger to Fair patrons. All

propane tanks and location to booth must comply with fire codes. All compressed gas cylinders must be stored in an upright position and secured from damage or tip over. An obstruction or obstacle that is deemed by Fair management to represent a hazard must be immediately corrected. A fire emergency lane, twenty-feet wide, directly behind all outside booths must be maintained at all times during the Fair. Concessionaires cannot have any vehicles in this area.

All product inventories must be stored inside booth space and must be attractively concealed or covered. Any storage or office space behind the concession booth must be constructed in a manner to appear to be a part of the booth and must be included in the concessionaire's contracted space. Any stock supplies or boxes must be within your allotted space and areas must be kept clean and attractive.

Concessionaire Booth Tear-Down

The WIF closes at 10pm the final Sunday night of the Fair. After this time, Concessionaires may close and/or begin tear-down of their booth. All booths must be removed and cleaned of debris by 5pm on the Wednesday following the close of the Fair. Any items remaining on the grounds become the property of The Western Idaho Fair. Security will only be on the grounds through Monday morning. It is not recommended to have any property left on the grounds after this time.

Water, Sewer & Grease Disposal

A basic fee of \$50 will be charged for sewer and water hookup and grease disposal for each concession booth requiring such. All gray water must be disposed into the sewer. If a sewer line is not available in the area of your booth, you must have a self-contained gray water holding tank in your booth and you must arrange for a pump truck to service the tank before the Fair opens each day.

All grease must be disposed of in the designated containers provided by the Fair. There can be no disposal into sewer lines. ANY CONCESSIONAIRE FOUND DUMPING GREASE INTO SEWER LINES WILL BE EXPELLED IMMEDIATELY FROM THE FAIR, WILL FORFEIT ALL MONIES PAID AND WILL REMAIN FULLY LIABLE FOR ALL OTHER AMOUNTS OTHERWISE DUE UNDER THE CONTRACT AGREEMENT.

Refuse Disposal

The concessionaire is responsible for the cleanliness of the area within ten (10) feet of their booth. Disposal of any refuse, or any other form of waste on the ground is specifically prohibited.

Garbage, both wet and dry, must be kept in tightly covered containers. Concessionaires must dispose of refuse in the dumpsters provided behind the booth areas in a timely manner. Fair cleaning staff is not responsible for disposing waste or debris used in the daily functions of your booth. Refuse cans and boxes set in front of concession booths are intended for use by Fair patrons only. ALL CARDBOARD BOXES MUST BE BROKEN DOWN, AND PLACED IN THE CARDBOARD RECYCLING DUMPSTERS. Please do your part to avoid unsightly litter in front of your stand or on other areas of the grounds.

Storage Space

No vehicles or trailers will be allowed to remain parked behind concession stands. A concession storage area is available at various areas dependent of product. Arrangements to park a storage vehicle in the designated parking area must be made through Fair Management via the Storage Request Form included in the Concessionaire contract packet. This form must be submitted to the WIF by Friday, July 18, 2025.

If power is needed for your storage space, you will be required to pay for the additional electricity.

Power is limited in this area and every effort will be made to accommodate all who requested and were pre-approved by the deadline. Fair Management must approve any exceptions.

Any vehicles parked in this area without prior approval from the Fair will be towed at the owners' expense.

- They will be continuous, without splices or taps between boxes or fitting.
- Cord connectors shall not be laid on the ground. Where accessible to the public, cords shall be covered with non-conductive material (this would include mats or buried underneath the grass) that is arranged to prevent a tripping hazard.
- Power cords from electrical sources shall be rubber, neoprene or equivalent.
- All metal that supports electrical equipment shall be bonded to the equipment-grounding conductor.
- There will be no two-wire equipment allowed unless double insulated (i.e. the popular "clip-on" lights need to be three-prong for grounding, or the cord must be double insulated).
- The individual conductors of a power cord shall not be smaller than 120-volt ckt - 14/3 - 8/4.
- Electrical wiring within the booth will be done by the concessionaire or his representative and shall be so installed that when completed will be safe to persons and property.
- All wiring and other electrical installations, motors, etc., will be subject to approval by the electrical representatives of the Western Idaho Fair and must meet all State and local codes and ordinances.
- The State Electrical Inspector will inspect all electrical items and will require any matter corrected that is not within the Electrical Code requirements.
- Extension cords shall be of the grounded type when servicing grounded appliances or fixtures.



ELECTRICAL INFORMATION

Electrical Requirements

- All power cords and plug connectors shall be of the grounding type.
- Must be listed for extra-hard usage, such as types g, hs, hsoo, ppe, s, sc, sce, sct, see, seo, seoo, so, soo, st, sto, soot, w, ev, eve, evt.

- Non-approved, multi-plug adapters, extension cords and other items that are being used illegally will be disconnected and given to the owner or operator to be removed from the area.
- If the owner or operator is not present when the violation is found, the item(s) will be disconnected, marked “not approved” and left to be removed.

Clarification or questions regarding Electrical Codes, call the State Electrical Inspector at (208) 334-2183.

Electrical Rates

Concessionaire is responsible for electrical fees, including inspections. Failure to pay said fees shall be construed as a cancellation of contract. Payment for any electrical work done by outside electricians must be on the Concessionaire’s equipment only and must be paid by the Concessionaire. The electrical representatives of The Western Idaho Fair are the only authorized persons to work on, or add to, the Fairgrounds electrical services. Electricity will be provided per your request, where possible.

Electricity over 20-amp 110 volt or any 208 volt can be supplied to some concession spaces at an extra charge of the rate plus electrician.

- 110-volt 20 amp per plug: \$70.
- 208-volt 50 amp, 4 wire receptacle: \$240.
- 208-volt 100 amp, 4 wire receptacle: \$345.

The above prices include required electrical inspections.

Electrician if needed \$125/ hour.

FAIR INFORMATION

Fair Contact Information

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

Telephone: 208.287.5653

Website: IdahoFair.com

Email: wifconcessions@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.



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.

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 local companies.

Rental Companies

- Idaho Tents & Events.....(208) 336-5486
- Venue Event Services.....(208) 830-4803
- Event Rent.....(208) 695-2121

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.

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.***



FOR FUTURE CONSIDERATION

The following are examples of criteria use in considering a Concessionaire's return to The Western Idaho Fair the following year:

- Failure to comply with Fair rules and regulations or abide by Concessionaire's Privilege Agreement.
- Illegal or fraudulent activities at the Fair.
- Misrepresentation or misleading communication regarding concessionaire's products and/or services at previous year's Fair.
- Failure to obtain or maintain proper insurance coverage.
- Fair patron complaints regarding concessionaire's business practices, products and/or service.
- Unfavorable reports from any independent agency (i.e. State Health Department, Better Business Bureau, etc.).
- Failure to keep booth looking like a professional/quality food facility.
- Failure to meet and maintain food quality and standards.
- Food booths with a multiple item menu failing to maintain a level of sales within 80 percent of previous year's Fair and/or at least \$1,000 per day or \$10,000 in gross sales for the Fair. If sales drop more than 20% from previous year, Fair Management will conduct a fact-finding process to determine potential problems. Food booths with a single item menu failing to maintain a level of sales within 80% of previous year's Fair and/or at least \$700 per day or \$7,000 in gross sales for the Fair. If sales drop more than 20% from previous year, Fair Management will conduct a fact-finding process to determine potential problems.
- Nonpayment of 20% due to the Fair.
- Any other criteria determined by Fair Management to be relevant. Once an inquiry is triggered, Fair Management will conduct a fact-finding process based on all applicable sources, including Concessionaire, if necessary. After reasonable inquiry, Fair Management will independently determine if grounds exist for denial of privilege. The decision to deny the Concessionaire's privilege will be promptly communicated to the applicant in writing.

