2026 Nez Perce County Fair

September 24-27, 2026

“Red, White and Blue, We’re 82!”

Non-Food Vendor Handbook

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The items contained within this Vendor Handbook are a part of the Nez Perce County Fair Board Vendor Contract. Signature on your contract verifies you have read and understand this document. Any violation of these rules may result in your booth being removed and/or jeopardizing the chance of being awarded space at future fairs.

APPLICATIONS AND PAYMENTS

It is requested that all applications be completed online. Limited applications will be available in our office. A credit card will be required when completing your online application. However, it will not be charged at that time. If your application is approved, you will receive an email that you have been approved along with a date that your booth fee will be charged. If the whole amount is not able to be charged, the fair office will work with vendors. At minimum, 50% of the contract amount must be paid at the time the contract is issued and the remainder is due no later than August 1 of the current year.

VENDOR SET-UP, HOURS AND STAFFING, TEAR DOWN

Set Up times the weekend prior to and the week of fair are:

Saturday & Sunday	8:00 AM – 8:00 PM
Monday & Tuesday	8:00 AM – 9:00 PM
Wednesday	8:00 AM – 9:00 PM

All Booths and Exhibits must be in place and complete by 9:00 PM on Wednesday.

All booths MUST be open to the public and appropriately staffed during all fair hours (Educational Booths are encouraged, but not required, to staff their booth). All Exhibitors/Vendors shall open their booths on time and remain open until the specified closing times. The Fair Pavilion will be cleared immediately after closing so the area can be secured. All exhibitors and vendors must remain fully operational and open to fair attendees through 3:00 PM on Sunday.

Fair Hours are:

Thursday	10:00 AM – 9:00 PM
Friday & Saturday	10:00 AM – 10:00 PM
Sunday	10:00 AM – 3:00 PM

The Nez Perce County Fair closes at 3 p.m. on Sunday. After this time, vendors may close and/or begin tear-down of their booth. Booths must remain in place until the carnival closes, and Fair Management has authorized vehicles to drive on grounds. **NO VEHICLES WILL BE ALLOWED ON GROUNDS PRIOR TO 3:00 PM OR UNTIL MANAGEMENT HAS DEEMED IT SAFE FOR VEHICLES TO DRIVE ONTO THE GROUNDS. NO EXCEPTIONS.** ***All booths*** must be ***removed*** and cleaned of debris by 4 p.m. on the Tuesday following the close of the Fair. Any items remaining on the grounds become the ***property of Nez Perce County Fair.*** Security will only be on the grounds through Monday morning. It is not recommended to have any property on the grounds after this time.

PRODUCTS TO BE SOLD, DISPLAYED, ETC

Contract is prepared based on the information provided from the application. Any products not listed on your application shall not be sold. Fair Management reserves the right to prohibit the selling of any item. Lifelike guns, water guns, and swords are not permitted. Additionally, even if an item has been approved on the contract, vendors must immediately remove any item upon request by Fair Management or local law enforcement. The Fair does not grant product exclusivity to any vendor participating in the fair. For the mutual benefit our vendors and the public, we do make every attempt to diversify our products. Any change requests to the approved list of products must be submitted in writing by August 1 to the Nez Perce County Fair Management. A written notice of the decision will be mailed or e-mailed.

Balloons inflated with gas may be sold or permitted as giveaway items ***BUT MUST*** be attached to a stick or weight. Any item whether animate or inanimate, used for or capable of causing harm or bodily injury is not allowed to be sold or given away on the fairgrounds.

SHARED BOOTHS/SUBLETTING

Only persons receiving a written contract for exhibit space will be allowed to exhibit. The business owner signing the contract will not sublet any part of their booth. If exhibitor/vendor sells their business, they must notify the Nez Perce County Fair Office. The new owner of said business will need to re-apply by submitting a new application for approval. There is no guarantee the same space/location will be available.

Owners of multiple business entities may jointly rent space only if the entities are registered under the same Idaho Sales Tax Account. If the entities are not registered under the same Idaho Sales Tax number, each entity will be required to purchase two different spaces under two different contracts. No more than two booth spaces will be sold to any one exhibitor/vendor inside the pavilion unless prior approval has been received by management.

Non-Retail Exhibitors must receive approval from Fair Management for more than one exhibitor to operate from one space.

EXHIBIT SPACE

The exhibitor/vendor accepts the space as it exists and agrees to return said space in the same condition as space was in at the time of rental. The Exhibitor/Vendor agrees to pay the costs of repair and replacement for any damages.

The Nez Perce County Fair Board reserves the right to assign booth locations at fair management's discretion for the best interest of the fair. Fair management makes every effort to provide exhibitors/vendors from previous or current fair first choice on exhibit space, but neither space nor location is guaranteed.

Exhibitors/Vendors must stay within their designated space during the duration of the Fair. Exhibitors/Vendors will not be allowed to expand past their original space per their signed contract. No material or items may be distributed outside of the vendor's assigned booth. Exhibitor/Vendor agrees to be a good neighbor by not infringing upon sight lines, listening space or pedestrian flow of neighboring booths. If the exhibitor/vendor chooses not to comply with this rule, it would be considered a Material Breach of Contract and the exhibitor/vendor contract shall be terminated and they would be asked to leave the premises. **All outdoor booths must be designed to withstand 40 M.P.H. winds without creating a danger to the public.**

PLEASE NOTE: ALL EMPLOYEES IN A BOOTH ARE EXPECTED TO ACT PROFESSIONALLY. ANY DISRUPTIVE EMPLOYEE WILL BE CAUSE FOR THE BOOTH TO BE CLOSED AND REMOVED FROM THE FAIR. THERE WILL BE NO REFUND OF FEES.

ALCOHOL

No beer, wine, intoxicating liquor or controlled substance of any kind shall be kept, sold or consumed by concessionaires or any employees on Fairgrounds property.

***POLITICAL CANDIDATES, POLITICIANS AND POLITICAL PARTIES**

Candidates and members are welcome to stroll around the fairgrounds, meeting and greeting the public, providing they respect others' personal space, are not being disruptive, and maintain a professional manner. Political material may not be handed out, but may be placed in a space purchased by the candidate, politician or political party.

INDEMNIFICATION/HOLD HARMLESS & INSURANCE REQUIREMENTS

Vendors/Exhibitor agrees to Indemnify and Hold Harmless Nez Perce County, Nez Perce County Fair Board, their officers, directors, agents, and employees (Lessor) from any liability for injury, property damage or personal injury however caused arising out of the use of the premises

FIRE SAFETY

All outside non-food vendors 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. **All awnings or tents used must be of fire-retardant material.**

PARKING AND RESTOCKING BOOTHS

No exhibitor/vendor shall be allowed to park vehicles around or near their rented space or concession area except those who have been issued a parking pass to do so. All vehicles shall be parked in the established parking lot or in designated overnight parking areas. Any vehicle parked in no parking areas may be towed. Stock trailers/trucks must be parked in the designated area along the 14th St. fence line.

THERE WILL BE NO PARKING BEHIND THE ROW OF VENDORS ON THE EAST END. ALL PARKING WILL BE IN THE MAIN PARKING LOT. There is no charge to park, but the fair is offering a limited number of reserved parking spots in the parking lot for $100/each. Please contact the fair office if you are interested.

OUTDOOR VENDORS: Deliveries need to be scheduled *before* 10 a.m. during the Fair.

- Limited vehicles will be allowed on the grounds between 6 a.m. and 10 a.m. for deliveries and restocking only. **All vehicles must enter through the Orange Gate on Airway Avenue.** If you need to drive on to restock, please let the office know during check-in so you can obtain the appropriate pass.
- All VEHICLES on the grounds without a valid permit for the area in which they are parked after 10:00 a.m. WILL BE TOWED.
- Any deliveries after 10:00 a.m. must be hand trucked from the orange gate or parking lot.

INDOOR VENDORS: The fair pavilion will be locked and secured at the scheduled closing times. There will be no restocking of booths after closing. Security personnel will admit exhibitors/vendors between 8:00 A.M. & 10:00 A.M. for restocking.

TRASH DISPOSAL

All booths are to be left in the same condition as you received them. All trash, boxes, etc must be disposed of in the proper locations.

Non-Food Vendors are responsible for the cleanliness of his/her booth area. Please dispose of any large bags of trash in the provided dumpsters. If you have boxes, they must be broken down and disposed of in the cardboard recycling dumpsters. A map will be provided in check in packets that show the locations of all dumpsters and recycling containers.

SECURITY

There will be 24-hour grounds security starting Monday prior to the Fair, continuing through 8:00 a.m. on the Monday following the close of the Fair. The Nez Perce County Fair Board shall not be responsible for any loss, damage, or injury of any kind to any property of the exhibitor/vendor/concessionaire, his agents or employees, or for any personal injury suffered by the exhibitor/vendor/concessionaire. Exhibitors/Vendors should cover and secure areas each night to avoid damage or theft.

CAMPING

Overnight camping or parking is limited but is permitted and must be preapproved on any portion of the Fairgrounds. If you are in need of a camping space, you may reserve it when you submit your application.

ANIMALS

Animals (except service or show animals) will not be permitted on the grounds. Our official Service Animal Policy is available on our website at www.npcfair.org.

SMOKING

Smoking is only permitted in designated areas.

IDAHO SALES TAX

All participants are required to register with the Idaho State Tax Commission, even if they aren't selling anything. The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a seller's permit from the State Tax Commission. As is dictated by Idaho Tax Code, retailers are required to collect the six percent (6%) sales tax on each sale that is not exempt from tax. Each vendor is required to provide their sales tax permit number on their contract. The Idaho State Tax Commission requires that your signage indicate that "Sales Tax is Included" if that is the case. The permit can be obtained online via the following instructions:

Event ID: 1994719232
Start Date: September 24, 2026
End Date: September 27, 2026
Location: 1229 Burrell Ave
Lewiston, ID 83501-0000

1. Go to **tax.idaho.gov/tsp.**
2. Choose **Seller WITH Event ID > Next.**
3. Choose **I am going to an event > Next.**
4. In the **Event ID** field, enter 1994719232 **> Next.**
5. Enter your information.
   Note: In the **Products I am selling** field:
   1. If you have a temporary permit for your own sales, also include its Reference # (from top of permit), its Valid from date, and its Valid through date.
   2. If you meet the requirements for the Idaho resident small seller exemption, put "Idaho resident small seller" in this field.
6. Click **Next.**
7. Choose the option for your situation:
   1. **I am not making taxable sales.** Also choose this option if you qualify for the small seller exemption (tax.idaho.gov/smallseller) or already have a temporary permit for your own sales.
   2. **I have a regular permit.**
   3. **I need a temporary permit.**
8. Click **Next.**
9. Review your entry **> Submit.**
10. Check your email account (Inbox, Junk, and Spam folders) for further instructions and your tax permit proving you registered.

EXHIBITOR ADMISSION PASSES

Those purchasing a single booth will receive 16 one-day, single admission passes. Those purchasing a double or triple will receive 24 one-day, single admission passes. **NO PASSES WILL BE MAILED.** Passes will be included in the vendor's check in packet and will not be released until all requirements have been met. **ALL ADDITIONAL VENDOR ADMISSION PASSES MUST BE PURCHASED NO LATER THAN 6:00 PM ON WEDNESDAY. THEY WILL NOT BE AVAILABLE FOR PURCHASE DURING THE FAIR.** *Failure to purchase tickets prior to the deadline will require purchasing tickets at full price either online or at the gate. As these passes are offered at a steep discount, vendors are strongly encouraged to buy them before the deadline to avoid paying the full price admission.*

All persons entering the Fair will need an admission pass 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 nor will workers in advance (No will-call).

MISCELLANEOUS

The use of a public address system or other sound amplification will not be permitted except by special approval of fair management.

The mission of the Nez Perce County Fair Board is to provide wholesome, affordable, family-oriented entertainment and education in an agricultural environment within clean and safe surroundings. Any booths/exhibits that violate or tend to violate the fair mission statement are prohibited, and fair management is authorized to terminate any violation by taking whichever action is deemed appropriate, including, but not limited to, closing the exhibit and/or removing the violators from the fairgrounds.

Nez Perce County Fair Board and Management request that vendors stand behind the products they sell.

CANCELLATION

Vendor has the right to terminate or cancel the agreement, but in such event, the following shall apply:

- Written notice of cancellation or termination must be delivered to the Fair Manager and is effective upon the date received.
- If such notice is received more than 30 days prior to opening day of fair, 100% refund will be given. If such notice is received 14-30 days prior to opening day of fair, 50% refund will be given.
- If such notice is received less than 14 days prior to opening day of fair, no refund will be given.

The Nez Perce County Fair Board reserves the right to cancel the contract for any cause whatsoever at any time before or after Lessee has commenced operations under this contract and return all payments. Lessee reserves the right to cancel this contract for any cause up to the commencement of operations under the contract and agrees to forfeit all payments made to that point in time. If for any reason, the Nez Perce County Fair Board is unable to continue its operation for the time state herein, the Nez Perce County Fair Board shall not be liable to the Lessee for any claims, demands, or damage except to refund the Lessee a pro-rata share of the amount of this contract as set forth herein based on the number of days of operation before the said operation discontinues.

ELECTRICITY & USAGE

Each indoor booth will be furnished with 110-volt 20 amp power with one plug. The addition of extra electrical will be charged as indicated on the Vendor Application and Information and the contract.

INSIDE PAVILION: Electrical appliances drawing more than 2,000 watts are not allowed without the consent of fair management.

All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved – not only the parts but the complete product. You must have grounded extension cords and all cords on any electrical device must be grounded. If special plugs are required, exhibitors/vendors must furnish male and female connectors. All plugs must be grounded and U.L. approved. Fair management reserves the right to refuse to connect electrical service to equipment not to be considered safe. Any extension cord less than 14 gauge will not be permitted.

There will be no food preparation in the Pavilion (except for the Fair Pavilion Kitchen) unless it is approved by Fair Management.

OUTDOOR BOOTHS: All applicants must indicate power needs on application. If available, 110V 20 Amp Power will be provided at no charge. Anything more than 20 amp power will be provided on an as available basis and may have a charge associated.

SHIPMENTS

Packages must be addressed to the business name as it is listed on the fair contract and shipped to 1229 Burrell Avenue, Lewiston, ID 83501. The vendor expecting shipments will be responsible for checking with the office to see if the package has arrived. Please note: the United States Postal Service WILL NOT deliver anything that does not fit in our mailbox. Please use UPS or FED EX for deliveries when available. The Nez Perce County Fair Board will take no responsibility for lost or stolen shipments.

PAVILION BOOTH AWARDS

COMMERCIAL BOOTH AWARDS (ALL BOOTHS THAT ARE NOT EDUCATIONAL): The commercial booths will be judged by a committee. Prizes will be awarded (1st-Free same size space next year; 2nd-1/2 off same size space next year; 3rd-1/3 off the same size space next year). Booths will be judged as follows:

A. FAIR THEME ("81 and Still Having Fun")
   - General idea around which exhibit is built - (35 Points).
B. ORIGINALITY - New ideas in presentation & material - (35 Points).
C. ATTRACTIVENESS - Ability of exhibit to attract & hold attention - (30 Points).

THE COMMITTEE MAY AWARD OTHER PRIZES AT THEIR DISCRETION.

EDUCATIONAL BOOTH AWARDS: The educational booths will be judged by a committee. Cash Prizes will be awarded (1st-$75; 2nd-$50; 3rd-$25). Booths will be judged as follows:

A. FAIR THEME ("81 and Still Having Fun")
   - General idea around which exhibit is built - (20 Points)
B. ORIGINALITY - New ideas in presentation and material used - (20 Points).
C. ATTRACTIVENESS - Ability of the exhibit to attract and hold attention - (20 Points).
D. EFFECTIVENESS - Story told clearly and accurately - (20 Points).
E. SALESMANSHIP - Sell the organization, its services, and accomplishments – (20 Points).

FAIR SERVICES

ATM SERVICES
ATM's are located just outside of the Yellow Ticket Booth (in the parking lot) and inside of the Pavilion.

LOST CHILD BOOTH AND FIRST AID SERVICES
The Lost Child Booth and First Aid Services are located in the Pavilion just outside of the Administration Office. This booth is open during all public hours of the fair. If a lost child comes to your booth, please get security to take them to the lost child booth or take them yourself.

INFORMATION BOOTH
Located on the main midway 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.

CONTACT INFORMATION
Nez Perce County Fair Office …….. (208) 743-3302
Idaho State Tax Commission…….. (800) 972-7660
Idaho North Central Health District…….. (208) 415-5220
Lewiston Fire Department…….. (208) 743-3554

RENTAL COMPANIES
Hahn's Supply …….. (208) 743-4246
Design Events…….. (208) 765-2595
Northwest Event Rentals…….. (208) 743-0179

SUPPLIERS
URM …….. …. (208) 743-9489
Pepsi Co…….. To be posted

TEMPORARY EMPLOYMENT SERVICE
Express Employment Professionals…….. (208)743-6507

LODGING
Holiday Inn Express …….. (208) 750-1600

***The various businesses listed above are provided only as an informational source for your convenience.**