



1229 BURRELL AVE • LEWISTON, IDAHO 83501  
(208)743-3302 • FAX (208) 746-9796 • EMAIL: [countyfair@npcfair.org](mailto:countyfair@npcfair.org)

# 2018 APPLICATION FOOD VENDOR SPACE

**Fair Dates: September 20<sup>th</sup> - 23<sup>rd</sup>, 2018**

Exhibitor Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Contract to be signed by (Please Print) \_\_\_\_\_

If different than above, please indicate the lead person who will operate the booth: LIST NAME & CONTACT INFORMATION: \_\_\_\_\_

Have you or your business ever participated in the Nez Perce County Fair? (Circle) **YES** **NO**  
If YES, when? \_\_\_\_\_ Under what name? \_\_\_\_\_ Booth # \_\_\_\_\_

Three (3) references are required from similar fair events: List event name, location and year you participated.  
(References not required if you have participated a previous Nez Perce County Fair)  
1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

### **PRODUCTS TO BE SOLD**

**Attach the menu** you will be offering during the fair. Menu will include; name of item, description, quantity & price. Generic descriptions not accepted. Contract is prepared based on the information from this application. Any products not listed on or attached to the contract shall not be sold. Fair management reserves the right to prohibit the selling of any item that infringes on the products of another vendor. Any change requests to the approved list of products must be submitted in writing by June 1, 2018 to Nez Perce County Fair Management. A written notice of the decision will be mailed by June 30, 2018. Refer to "[Appeal Process & Procedures](#)" as outlined on page 2 of this application if vendor wishes to dispute fair management's decision.

### **SPACE REQUESTED: (WILL NEED TO PROVIDE PROOF OF FIRE CODE COMPLIANCE)**

- **SPACE SIZE:** Total size of concession, including food preparation area, sales counter, etc.  
\_\_\_\_\_ ft. wide by \_\_\_\_\_ ft. deep
- **TRAILER OR TENT SIZE:** Trailer (Measure tongue to bumper): \_\_\_\_\_ ft. wide by \_\_\_\_\_ ft. deep  
Tent: \_\_\_\_\_ ft. wide by \_\_\_\_\_ ft. deep
- **ELECTRICAL NEEDS:** List amps required \_\_\_\_\_
- **WATER NEEDS:** \_\_\_\_\_ YES \_\_\_\_\_ NO (Note: Water hose not provided)

**ALL VENDORS ARE REQUIRED TO SEND A PHOTO AND/OR SKETCH OF THEIR BOOTH OR TRAILER SET UP WITH THIS APPLICATION**

**OUTSIDE FOOD VENDOR SPACE RATES (LAST RATE INCREASE WAS 2013)**

<u>10' X 10'</u>	<u>\$440.00*</u>	<u>10' X 30'</u>	<u>\$690.00*</u>
<u>10' X 20'</u>	<u>\$590.00*</u>	<u>PILLARS 15' X 15'</u>	<u>\$478.00*</u>
ADDITIONAL OUTSIDE SPACE .....\$1.35 SQ. FT.			
*ELECTRICAL SURCHARGE WILL APPLY			

**(Above rates are effective January 1, 2018 thru December 31, 2018)**

- ❖ **EXHIBITOR / VENDOR SELECTION:** On or before the 15<sup>th</sup> of January, 2018 a notice will be published in the Lewiston Tribune and on the fair website, [www.npcfair.org](http://www.npcfair.org) that applications are being accepted. **Application deadline is March 1, 2018 to receive priority consideration.** Applications received after deadline will only be considered upon space availability. Food vendor selection criteria is as follows, but is not limited to; Cuisine (Variety/Specialty), similarity of cuisine, previous experience/references, infrastructure needs (space, power, water), local vs non-local. **All vendors must submit an application.**
- ❖ **SPACE NOT GUARANTEED:** For the best interest of the fair, management reserves the right to assign booth locations at their discretion. Efforts are made to give previous fair exhibitors/vendors first choice of location.
- ❖ **RULE VIOLATION DEPOSIT:** **ALL VENDORS SHALL PAY A DEPOSIT** as follows: Rental contract charges up to \$300.00 will pay a \$100.00 deposit. Rental contract charges greater than \$301.00 will pay a \$150.00 deposit. Deposit will be returned no later than October 31, 2018, providing vendor has not violated any rule outlined in the "Fair Rules for Exhibitors/Vendors" attached to the contract as all such are a part of the contract. Signature on contract verifies you have read and understand rules.
- ❖ **PAYMENT DUE:** Do not send money with this application. If space is awarded, contracts will be issued beginning April 1, 2018. DEPOSIT of 50% of the total space rental & rule violation charge is due by June 1, 2018 to hold space. Final payment will be due by August 1, 2018.
- ❖ **APPEAL PROCESS & PROCEDURES:** Fair management is under the direction of the Nez Perce County Fair Board. Any controversies or disputes arising out of or relating to the Fair Rules for Exhibitors/Vendors shall be resolved by submitting a written letter addressed to the Nez Perce County Fair Board by July 1, 2018 in order to be reviewed at a regularly scheduled meeting of the Nez Perce County Fair Board.
- ❖ **COMPLETE FULLY:** All questions must be answered completely before consideration for space will be given. Place N/A in areas which do not apply to you. **Incomplete applications will not be reviewed.**
- ❖ **RV SPACE NEEDED?:** An application for RV space must be accompany this application. Available on website.

I certify that I have carefully read and understand this application as written should space be offered, agree to abide by the rules and regulations stipulated in the actual contract. Thank you!

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

**Return Application to:**  
**Nez Perce County Fair Board**  
 1229 Burrell Avenue Lewiston, ID 83501  
 PHONE: 208-743-3302 FAX: 208-746-9796  
 E-mail: [countyfair@npcfair.org](mailto:countyfair@npcfair.org) / Web: [www.npcfair.org](http://www.npcfair.org)



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## **FOOD CONCESSION REGULATIONS**

The following “Food Concession Rules & Regulations” apply to all food concessions, in conjunction with the “Fair Rules for Exhibitors/Vendors”, which have been adopted by the Nez Perce county Fair Board and shall be enforced.

- 1. City of Lewiston Fire Code Requirements:** Concessionaires must be in compliance with code as outlined in the attached “Standard for All Food Vendors” containing the requirements set out by the City of Lewiston Fire Department.
- 2. Appearance & Quality:** Food concession stands must be of a first-class appearance & shall serve only the highest quality of food and beverages.
- 3. Structure of Food Concession Stands:** It is strongly recommended and preferred all food stands be professionally manufactured mobile units, if not, have colored metal siding or T-1-11 siding.
- 4. Exterior of Stand:** Must be clean, attractive, and if necessary, be freshly painted. **Roof** must compliment stand, attractive and be constructed so it cannot be blown off.
- 5. Skirting:** Mobile units should be completely skirted with matching or complimentary skirting of canvas, metal, etc.
- 6. Tanks:** All tanks stored outside the stand must be attractively concealed and/or covered.
- 7. Product Inventory:** Do not store outside of stand unless it is concealed and/or covered in an attractive manner.
- 8. Liquid Waste:** Must have holding tanks for liquid waste.
- 9. Food Menu Posted:** Food stands must have their menus for all food and beverage items clearly written on attractive first-class signs as to price, contents, and quantity/size. Signs must be readable from a distance of ten (10) feet. Fair management shall have the right to require a concessionaire to remove & improve any sign which is considered undesirable.
- 10. Hygienic Requirements:** Concessionaire and employees shall wear clean outer garments, maintain a high degree of cleanliness, and effectively confine their hair in nets or caps while on duty.

**USE GLOVES AT ALL TIMES!**

## **INDEMINIFICATION/HOLD HARMESS**

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

## **INSURANCE REQUIREMENTS**

**All Food Vendors** as well as vendors who have been requested to do so are required to provide a certificate evidencing Comprehensive General Liability insurance to Nez Perce County, Nez Perce County Fair Board, their officers, directors, agents and employees and add as an Additional Insured. Lessee shall provide requested **Certificate of Insurance and Additional Insured endorsement ten (10) days prior to the scheduled event.** Such insurance shall cover bodily injury, property damage and personal injury in the following limits: \$2,000,000 General Aggregate, \$2,000,000 Products-Completed Operations Aggregate, \$1,000,000 Personal & Advertising Injury, \$1,000,000 Each Occurrence, \$100,000 Damage to Renter Premises and \$5,000 Medical Expense.