



1229 BURRELL AVE ● LEWISTON, IDAHO 83501 ● (208)743-3302  
FAX (208)746-9796 ● E-MAIL: [countyfair@npcfair.org](mailto:countyfair@npcfair.org) ● WEB: [www.npcfair.org](http://www.npcfair.org)

## 2019 Nez Perce County Fair September 19 through September 22, 2019

### FOOD VENDOR SPACE APPLICATION PACKET

Please carefully review the instructions below as the application and fees can change from year to year.

*INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED, AND MAY NOT BE RETURNED FOR COMPLETION AS WE APPROACH THE DEADLINE.* No incomplete applications will be evaluated if received or postmarked after March 1, 2019. Please take a moment to familiarize yourself with this **application packet**.

### INSTRUCTIONS FOR COMPLETING APPLICATION

Please initial by each statement

\_\_\_\_\_ \* **\$200.00 Deposit (payable to the Nez Perce County Fair Board)** is now due at time of application and will be applied to space fee. If application is not accepted, deposit will be returned. Cancellations after July 6<sup>th</sup> will forfeit this deposit. Read Rules & Regulations attached to contract, if awarded, for further information regarding cancellation policies, etc.

\_\_\_\_\_ **Food Vendor Applications are due March 1, 2019** in order to be presented to selection committee at their meeting in March 2019.

\_\_\_\_\_ This application is neither an offer nor a guarantee of space.

\_\_\_\_\_ \* The application is two sided. All questions on both sides of the form must be answered completely. If you have any questions about the form, please call the fair office at (208)743-3302.

\_\_\_\_\_ Be sure the information you give is accurate, as it will be the sole representation of your business to the Selection Committee. Additional information received after your application has been received by the Fair Office will not be accepted.

\_\_\_\_\_ \* The list of products/items you are requesting to sell must be specific. If a contract is issued, it will be assigned on the basis of this list only, so please be thorough. Requests for changes will be accepted in writing until June 1, 2019 and need to be addressed to the Nez Perce County Fair Board. A written notice of the decision will be mailed by June 30, 2019.

\_\_\_\_\_ \* Provide a sketch of layout on sheet provided. Also a photo of your food stand in operational form is required with each application.

\_\_\_\_\_ If a contract is issued, the location of your stand will be determined by management.

\_\_\_\_\_ **MAKE SURE YOU SIGN APPLICATION WHERE INDICATED.**

\_\_\_\_\_ **Enclose the following:** \*This Page / \*Completed Application / \*Deposit Payment / \*All Other Requested Documents

**\*\*NOTE:** *Applicant completing & signing application also needs to be the one reading and initializing instructions. By doing so the applicant is certifying they have read & understand the instructions above.*



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# 2019 APPLICATION FOOD VENDOR SPACE

“ IT’S A DIAMOND JUBILEE - 75 YEARS OF TRADITION ”

**SEPTEMBER 19<sup>TH</sup> – 22<sup>ND</sup>, 2019**

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 previously participated at the Nez Perce County Fair)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

### **PRODUCTS TO BE SOLD**

**Complete** menu list that 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, 2019 to Nez Perce County Fair Management. A written notice of the decision will be mailed by June 30, 2019. 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, Awning, 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:**  30 Amp/110 V  50 Amp/220 V  Other
- **WATER NEEDS:** \_\_\_\_\_ YES \_\_\_\_\_ NO (Note: Water hose not provided)

**FOOD BOOTH SPACE & RATE'S**

<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>\$600.00*</u>
ADDITIONAL OUTSIDE SPACE .....\$1.35 SQ. FT.			
*ELECTRICAL SURCHARGE WILL APPLY			

**(Above rates are effective January 1, 2019 thru December 31, 2019)**

- ❖ **EXHIBITOR / VENDOR SELECTION:** On or before the 15<sup>th</sup> of January, 2019 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. **Food Vendor Applications are due by March 1, 2019.** 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. Only complete application will be accepted.
- ❖ **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 (RVD)** will be added to all contracts 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, 2019, 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.
- ❖ **CONTRACT, & BOOTH FEE(INCLUDES RVD)** If space is awarded, contracts will be issued approximately the first part of April. Contract and Booth Fee (Less \$200 Application Deposit) will be due on or before August 1, 2019. Cancellations after July 6, 2019 will forfeit application deposit. After August 31, 2019 will forfeit all funds paid if not able to re-sale space.
- ❖ **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 August 1, 2019 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 or \$200.00 application deposit not received, will not be reviewed.**
- ❖ **RV SPACE NEEDED?:** An application for RV space must 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**  
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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!**

## **INSURANCE REQUIREMENTS FOR FOOD VENDORS**

### **INDEMINIFICATION/HOLD HARMLESS**

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.