

# CONCESSIONAIRES

## HANDBOOK



WESTERN IDAHO  
**FAIR**  
*Go Wild*

**AUGUST 19-28**  
**2011**

**208-287-5650**  
**IDAHOFAIR.COM**

# *Western Idaho Fair*

## *August 19 - August 28, 2011*

5610 GLENWOOD • BOISE, IDAHO 83714  
OFFICE (208) 287-5653 • FAX (208) 375-9972  
[WWW.IDAHOFAIR.COM](http://WWW.IDAHOFAIR.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](http://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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# 2011 Western Idaho Fair

## *Important Deadlines*

### **Friday MAY 13, 2011**

- BOTH SIGNED AND NOTARIZED CONTRACTS (NOTARIES ARE AVAILABLE IN THE FAIR OFFICE)
- NON-REFUNDABLE DEPOSIT FOR SPACE
- 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 JULY 1, 2011**

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

### **Thursday JULY 7, 2011**

- + ORIENTATION MEETING 7:00 P.M., 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 Orientation meeting

### **Friday AUGUST 12, 2011**

- + CONCESSIONAIRE'S MAY BEGIN SETTING UP AT THEIR APPROVED SCHEDULED APPOINTMENT TIMES.

### **Friday AUGUST 19, 2011**

- + CONCESSION STANDS MUST BE SET-UP AND READY FOR BUSINESS BY 11:00 A.M.
- + FAIR OPENS AT 12 P.M.

### **Sunday AUGUST 28, 2011**

- + FAIR CLOSSES AT 9 P.M.

### **Monday AUGUST 29, 2011**

- + SALES REPORTS FOR THE FINAL DAY OF FAIR ARE DUE IN THE CONCESSION AUDIT OFFICE BY NOON

### **Wednesday August 31, 2011**

- + ALL BOOTHS MUST BE REMOVED FROM THE FAIRGROUNDS BY 5:00 P.M.

### **Friday SEPTEMBER 2, 2011**

- + FINAL DAY TO SETTLE ACCOUNT WITH WIF ACCOUNTING OFFICE (9 A.M. - 4 P.M. **CHECKS ONLY PLEASE!**)

## **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!)
- “X” reading (if over rings are reported, X reading must be submitted with the report)
- 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 clearly marked with that number. Additionally, any tapes removed from a register for audit or sales reporting purposes need 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. The using of any other method to keep cash or make change is strictly prohibited.
- *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 amount 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 time-saving) 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 days sales. After this 24 hours period has passed over ring slips will not be accepted and **NO** adjustments will be made.

Whether you own your registers or you 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.***

Direct POS (formerly RVP Business Machines) provides rental of registers. They can also train cashiers and program your registers. This service is strongly recommended.

## **LATE FEES**

The Concessionaire Important Deadline sheet details the requirements and corresponding due dates as per the Concessionaire contract. Below are the fees that will arise if Concessionaire fails to meet those requirements by the due date.

<b>CONTRACT &amp; NON-REFUNDABLE DEPOSIT.....CONTRACT WILL BE CANCELLED</b>	
<b>MAY 13 ST-124 TAX FORM .....</b>	<b>\$25.00 LATE FEE</b>
<b>JULY 1 TICKET ORDER FORM &amp; PAYMENT.....</b>	<b>\$25.00 LATE FEE</b>
<b>JULY 1 UTILITIES ORDER FORM &amp; PAYMENT.....</b>	<b>\$25.00 LATE FEE</b>
<b>MAY 13 LIABILITY INSURANCE.....</b>	<b>\$25.00 LATE FEE.</b>
<b>CONCESSIONAIRE WILL BE ADDED TO WIF'S INSURANCE, AND WILL BE CHARGED \$110.00.</b>	
<b>MAY 13 WORKERS COMPENSATION FORM/LETTER</b>	<b>\$25.00 LATE FEE.</b>
<b>CONCESSIONAIRE <i>MUST</i> HAVE PROOF OF WC OR A LETTER OF EXEMPTION ON FILE WITH THE WIF OFFICE.</b>	

## **GENERAL REQUIREMENTS**

### **STATE SALES TAX**

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, 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. The Idaho State Tax Commission requires that your signs indicate that "Sales Tax is Included" if that is the case. 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, call the Health Department at 208-375-5211.

### **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'.

## 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. (Specific electrical requirements on next page).

110 volt 20 amp per plug .....	\$ 45.00
208 volt 30 amp, 3 wire receptacle .....	\$115.00
208 volt 50 amp, 4 wire receptacle .....	\$205.00
208 volt 100 amp, 4 wire receptacle .....	\$320.00
Electrical Inspection .....	\$ 10.00
<i>Electrician if needed \$50.00/ hour</i>	

## 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.
- ⚡ 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 nonconductive 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.
- ⚡ 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 @ 208-334-2183.*

## **WATER, SEWER AND GREASE DISPOSAL**

A basic fee of \$30.00 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 AND 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 his 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.

## **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-up times will be available the night of the orientation meeting on July 7, 2011. After the Concessionaire meeting, you may contact Mike Oster at (208) 287-5653 to schedule you move in time. Appointment times begin the Friday prior to the Fair opening. The Fairgrounds will remain open for booth set-up until 9 p.m. daily. All booths must be in place and ready for business by 11:00 a.m. opening day of the Fair. Booths must remain in place until the carnival closes and security has authorized move out on the final Sunday of the Fair.

Concession facilities must be freshly painted and attractively decorated. ***Hand written 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 so as 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.

## **STORAGE SPACE**

No vehicles or trailers will be allowed to remain parked behind concession stands. A concession storage area is available at various areas dependant 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 office prior to Friday July 1, 2011. **Any vehicles parked in this area without prior approval from the Fair will be towed at the owners' expense.** 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.

## **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 concession stand.

## **MENUS AND PRICING**

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

## **CANS AND BOTTLES**

The selling of products in cans or glass bottles is strictly prohibited. Products packaged in cans or glass bottles must be poured into plastic containers before dispensing to the customer. Concessionaires found dispensing products to customers in cans or bottles will be immediately prohibited from selling those products in any form for the duration of the Fair.

## **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. The County contracts with other vendors for the sale of alcoholic drinks.

## **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.**

## **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 1, 2011. 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 anytime.
- ❖ Use of such device without prior approval can result in cancellation of concessionaire contract.

## **PARKING**

All parking is **FREE** at the WIF and is on a first-come, first served basis for the public, concessionaires and exhibitor's alike.

Parking on Fairgrounds' property will be allowed only in designated areas. Any vehicles parked in Fire Lanes 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.

## **CAMPING**

**Overnight camping or parking is not permitted** on any portion of the Western Idaho Fairgrounds. See listing at end of Handbook for listing of local campground and facilities.

## **UPS DELIVERIES**

Monday - Friday from 9:00 a.m. until 10:00 a.m. at the service gate (**PICKUP ONLY**).

- 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 from the Fairgrounds, 116 E. 42<sup>nd</sup> Street, just off Chinden Blvd.

## **POSTAL SERVICES**

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. ((208) 323-8271).

## **OPERATING HOURS**

All concessionaires must have booths ready to open for business no later than 11:00 a.m. the beginning Friday of the Fair and must be open for business no later than **12 noon**, all 10 days of the Fair. All gates and the outside area will be open to the public from 12 a.m. to 11 p.m. with the exception of the final Sunday night of the Fair, Fair closes at 9 p.m. All booths & concessions must be manned and remain open during these times. The Carnival may remain open until midnight (final Sunday exception applies) therefore booths may stay open until that time if desired.

## **CONCESSIONAIRE ADMISSION PASSES**

With each contract Agreement, you receive a ***ticket order form that must be completed and returned to the Fair, with payment, by the deadline date noted.*** This process is for those with a contract, therefore, concessionaires will not be able to receive their tickets and passes until all contract obligations have been met. *If you fail to get your ticket order in by the due date, you will have to rely on purchasing them from a ticket outlet, online, or at the gate. Because you are given a reduced price for employee tickets, it is in your best interest to get the order in by the due date noted.*

*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.*

*The following are your options for Admission Passes:*

### **Photo ID's**

Each Concessionaire contract is allowed **two photo ID badges**. The badges allow admittance onto the Fairgrounds from 7:00 a.m. 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.

- The first photo ID is validated at no charge if from previous Fair or \$5.00 if a new badge is made.
- The second photo ID is \$25.00 whether validated or new.

### **Tickets**

The Concessionaire Employee Tickets are available at \$4.00 each when ordered via the ticket order & payment pass received with your contract. The order must be returned by the due date, with payment.

## **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 or personal tickets, those may be purchased online or at any of the ticket outlets. The Box Office at Expo Idaho/ WIF Office (through Gate B) sells advance tickets beginning one month prior to Fair through the day before Fair opening.

July 18, 2011	Advanced Daily Ticket \$5.00	Senior Daily Ticket \$3.00
August 19, 2011	Adult Admission \$7.00	Senior (62+) Admission \$5.00
	Child (6-11) Admission \$4.00	Child (5 & under) Admission Free

## **DELIVERIES AND REPAIRMEN**

Deliveries need to be scheduled *before* 11 a.m. during the Fair.

- Vehicles will be allowed on the grounds between 7 a.m. and 11 a.m. only for deliveries and re-stocking. All vehicles must enter through the grandstand gate; each individual inside 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 between 7:00 a.m. and 11:00 a.m. Any **additional persons in the vehicle will need to have a daily pass.**
- All VEHICLES on the grounds after 11:00 a.m. WILL BE TOWED.
- Any deliveries after 11:00 a.m. must be hand trucked from the service gate.
- If you need a **repairman**, you will need to go to the Service Gate to make arrangements. The repairman will then be admitted onto the grounds through the Service Gate.

## **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 Trailer no later than noon on the following day.** For the convenience of Concessionaires, the Concession Trailer will be open the final Sunday night of the Fair from 9 pm until 11 pm and will reopen Monday morning at 8 a.m. **It is mandatory that Concessionaires get their final Sunday sales report into the Concession Trailer no later than noon on Monday after the close of the Fair.**

## **CONCESSIONAIRE BOOTH TEARDOWN**

The WIF closes at 9 p.m. the final Sunday night of the Fair. At this time Concessionaires may close and/or begin teardown of their booths. All booths must be removed and cleaned of debris by 5:00 p.m. on the Wednesday following the close of the Fair. The gates will be open as follows: **Monday 8:00 am- 9:00pm, Tuesday 8:00am-7:00pm, Wednesday 8:00am-5:00pm.** Gate and removal times will be **STRICTLY ENFORCED**. Any items remain on the grounds will become **property of the Western Idaho Fair after 5:00 pm Wednesday**, when the gates are locked. Security will only be on the grounds through Monday morning, and it is advised not to leave your property on the grounds after this time.

## **FINAL ACCOUNT SETTLEMENT WITH WIF**

Once the Sunday sales report is received and checked by auditors in the Concession trailer (no later than Monday at noon), Concessionaires may proceed on to the WIF Accounting Office between the hours of 8 and 4 Monday through Friday to make final settlement to the Fair. ***Please pay by check rather than cash! Concessionaires must complete Final settlement with the Fair no later than the Friday following the Fair.***

## DETERMINATION TO ALLOW CONCESSIONAIRE TO RETURN FOR FUTURE FAIR

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

1. Failure to comply with Fair rules and regulations or abide by Concessionaire's Privilege Agreement.
2. Illegal or fraudulent activities at the Fair.
3. Misrepresentation or misleading communication regarding concessionaire's products and/or services at previous year's Fair.
4. Failure to obtain or maintain proper insurance coverage.
5. Fair patron complaints regarding concessionaire's business practices, products and/or service.
6. Unfavorable reports from any independent agency (i.e. State Health Department, Better Business Bureau, etc.).
7. Failure to keep booth looking like a professional/quality food facility.
8. Failure to meet and maintain food quality and standards.
9. 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 percent from previous year, Fair Management will conduct a fact-finding process to determine potential problems.
10. Food booths with a **single item** menu failing to maintain a level of sales within **80 percent** 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 percent from previous year, Fair Management will conduct a fact-finding process to determine potential problems.
11. 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.

## **FAIR SERVICES**

### **SECURITY**

There will be 24-hour grounds security starting Wednesday prior to the Fair, continuing through 5:00 p.m. on the Monday following the close of the Fair. The Fair is not responsible for any loss or damage.

### **ATM SERVICES**

Located inside gates B and C, outside the main gate, by the garden stage and inside the south expo building.

### **FOUND KIDS BOOTH**

Located inside Gate B, 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 all gates 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.

### **CONTACT INFORMATION**

Expo Idaho Events Coordinator, Mike Oster..... (208) 287-5653 or (208) 866-3679  
Idaho State Tax Commission..... (800) 972-7660  
Central District Health..... (208) 375-5211 or [www.cdhd.idaho.gov](http://www.cdhd.idaho.gov)  
North Ada County Fire..... (208) 375-0906  
QWEST Customer Service..... (800) 603-6000

### **RENTAL COMPANIES**

DIRECT POS (cash register sales and rental)..... (888) 376-8144 or (208) 376-8121  
Rick Bier, Technician. [RickB@directpos.com](mailto:RickB@directpos.com) , [www.Directpos.com](http://www.Directpos.com)

Tates Rents..... (208) 336-5486      Diamond Rental..... (208) 939-2925

**PURVEYORS**

Boise Cold Storage..... (208) 344-8477	Swire Coca Cola..... (208) 888-7420
Eddy's/Wonder Bakery.... (208) 362-9556	Food Services of America..... (208) 884-8400
Grasmick Produce..... ..(208) 376-3981	Idaho Distributing.....(208) 378-0550
United Dairyman.....(208) 327-7050	Pepsi Bottling..... .(208) 475-1250
Nicholas & Company..... (208) 577-0719	Sysco Foods of Idaho..... (208) 345-9500

**TEMPORARY EMPLOYMENT SERVICE**

A.E.S. Temporary Employment Service ..... (208) 887-7740

**LODGING**

**Meridian Hospitality Group, Inc. (Ask for Western Idaho Fair rate):**

**(Toll free: 877-208-5634)**

Comfort Suites, Boise Airport.....	(208) 472-1222
Mr. Sandman Inn & Suites.....	(208) 887-2062
Sleep Inn Nampa.....	(208) 463-6300
Best Western Caldwell Inn .....	(208) 454-7225

**CAMPING**

RV Park at Expo Idaho. ....(208) 287-5650

\*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.