

# COMMERCIAL VENDORS



WESTERN IDAHO  
**FAIR**  
*Go Wild*

**AUGUST 19-28**

**SPECTRAPRODUCTIONS.COM**  
**208-939-6426**



**HANDBOOK**

# 2011 WESTERN IDAHO FAIR EXHIBITOR HANDBOOK

Welcome to the Western Idaho Fair. We would like to thank you for being a part of this great event. The information covered in this handbook is crucial to your experience at the 2011 event.

It is the responsibility of each Exhibitor to familiarize themselves and their employees with the information contained in this handbook. If any questions arise while reading the contents of this handbook, it is the responsibility of the exhibitor to clarify any and all questions prior to occupying their space at the 2011 event.

We are looking forward to a great Fair in 2011 and certainly are eager to make your experience a welcome one.

## 2011 FAIR HOURS

The Fair operates each day from 12pm-11pm. Exceptions are as follows:

**INSIDE EXHIBITORS:** Fridays & Saturdays: 12pm-11pm, Sunday-Thursdays: 12pm-10pm

**OUTSIDE EXHIBITORS:** Carnival will remain open until midnight. You can choose to stay open, or close your display at 11pm.

Closing time for the final day August 29th is 9pm.

## 2011 DEADLINES TO REMEMBER

### APRIL 15, 2011

Contracts from 2010 Western Idaho Fair Vendors due with booth payment in full.

### JULY 15, 2011

All order forms due.

- Admission Pass/Vendor ID Badge Form\*
- Insurance paperwork\*
- Electrical and Rentals Forms\*
- Drawing Form (If needed)
- Amplification Form (If needed)

\*Payment for these services is due in full with order form

State TAX ID Number needs to be submitted to the Spectra office

**IMPORTANT:** Failure to have all forms completed and returned to the Spectra office by July 15 could result in being withdrawn from participating in the Fair.

### AUGUST 17 & 18, 2011

Fairgrounds open for set-up from 9:00am to 7:00pm.

There will be no set up Friday. The first day you may access the Fair to re-stock will be Saturday August 20.

### AUGUST 19, 2011

OPENING DAY!

### AUGUST 28, 2011

FINAL DAY OF ANOTHER GREAT FAIR!!!

### AUGUST 31, 2011

All displays must be removed by 5:00pm or you will be assessed a fee of \$100.00 per day for each additional day your display remains at Expo Idaho.

## TABLE OF CONTENTS

ACCESS, AFTER HOURS	1	EXHIBITOR RESPONSIBILITIES	3	RIGHTS AND PRIVILEGES	3
ACCESS, MORNING	1	FOOD SALES/SAMPLES	4	SECURITY	4
ACCESS, VEHICLE	1	FORKLIFT	6	SET UP	1
ADMISSION TICKET	2	GAS AND FIRE	4	SHUTTLE SERVICE, EXHIBITOR	1
ALCOHOL	5	HELIUM	5	SIGHTLINE	4
AMPLIFICATION	4	HOURS	1	SHOW OFFICE	6
ANIMALS	5	ILLEGAL ACTIVITIES	5	STICKERS	3
CAMPING	6	INSPECTIONS	4	TAX FORMS	5
CANCELLATION POLICY	3	INSURANCE	8	TEAR DOWN	2
CHECK IN	1	MERCHANDISE EXCLUSIVES	3	TELEPHONE SERVICES	6
CONTACT INFORMATION	9	OVERNIGHT ACCOMMODATIONS	9	TEMP LABOR	6
DELIVERIES	6	PARKING	1	TENTS	5
DELIVERY ASSISTANCE	1	RECYCLING	5	TICKETS SALES, ADVANCE	2
DIRECTIONS	9	RENTALS	6	TICKET DISTRIBUTION	2
DRAWINGS	4	RESTRICTIONS, PERSONNEL	3	TICKET/BADGE ORDER FORM	2
ELECTRICAL	6	RESTRICTIONS, SALES	3	TRASH	5
EXHIBITOR IDENTIFICATION	1			VENDOR ID BADGE	2

# EXHIBITOR ACCESS INFORMATION

## CHECK IN

Upon arrival at Expo Idaho for set up, please report to the Spectra Show Office located in the upstairs portion of the Center Expo building to verify your space location and to obtain your credentials along with other exhibitor information. Please do not attempt to locate your display first.

## SET UP

Booths may set up between the hours of 9am and 7pm Wednesday August 17 & Thursday August 18. All booths must be in place by 7pm Thursday. Due to the hectic nature of opening day, there is absolutely no move in Friday morning August 19.

## HOURS OF OPERATION

The 2011 Western Idaho Fair gates will be open to the public from 12pm to 11pm each day of the Fair. The Expo Buildings will close at 11pm Fridays & Saturdays, 10pm Sunday through Thursday. The Carnival does not close until midnight, therefore Outside booths may wish to stay open until that time, though are only required to be open until 11pm. **All booths must be staffed during these hours.** The closing time for the entire Fair on the final day is 9pm.

## AFTER HOURS ACCESS

There will be no re-stocking after closing time. The Expo building will be secured each night of the Fair. The Fair assumes no responsibility for materials left in booths. If you have anything in your display of value that could be carried away, it is suggested that you take it with you each night when you leave Expo Idaho. There will be 24 hour security starting Wednesday, August 17, continuing through Sunday, August 28. Security is provided as a deterrent, and Exhibitor understands the Fair cannot be responsible for any loss or damage.

## MORNING ACCESS

Exhibitors may enter the Center Expo building through back and front doors between 10am and 12pm for re-stocking. There will be a security guard at both the front and back doors. Security will check Vendor ID Badges of all those who enter the building prior to the 12pm opening.

## VEHICLE ACCESS

Exhibitors with appropriate passes displayed for their vehicles will be allowed on the grounds between 10am and 11am for deliveries or unloading only. Vehicles must enter through the grandstand gate or the service gate. Each individual inside the vehicle must have an admission pass. All vehicles must be off the grounds by 11am. Your vehicle will be towed if it is not off the grounds by 11am.

## DELIVERY ASSISTANCE

Since vehicles will not be allowed on the grounds after 11am, the Fair supplies golf cart shuttle delivery assistance from the Service Gate. Any exhibitor wishing to take advantage of this service should inquire at the Service Gate. Exhibitors must have an employee ready to receive and unload merchandise when delivered. Extremely heavy items cannot be transported by this shuttle. Exhibitors expecting such items must make their own arrangements for delivery during the Vehicle Access period each morning.

## EXHIBITOR SHUTTLE SERVICE

Shuttle service will be running for exhibitors from the main and west parking lots with one stop for outside exhibitors and another stop behind the Center Expo building for inside exhibitors. The tram will run from 10am to 12pm every morning.

## EXHIBITOR IDENTIFICATION

Each individual expecting to gain access to the Fair must have an Admission Ticket and Vendor ID Badge. In order to eliminate confusion among those you expect to have access to the Fair, please familiarize yourself with the Admission Ticket and Vendor ID Badge information on the following page.

## PARKING

All Exhibitors should park in the West Parking Lot and enter through the Service Gate during the Fair.

# EXHIBITOR ACCESS INFORMATION, CONT.

## TRAILER / TRUCK PARKING

**Trailer Parking:** All trailers that need to be parked for the event will have their own parking area and must have a Parking Sticker to identify it as a vendor trailer. Trailers cannot be parked in the general public parking lots.

**Truck Parking:** All company service vehicles and panel vans that are larger than a normal passenger car have their own parking area and cannot be parked in the general public parking lots.

## TEAR DOWN

**Inside Exhibitors:** At closing time on Sunday August 28, all Fair patrons will be cleared from the Expo Building. Vendors may then begin hand-carting display materials from the Expo Building. You must be wearing your Vendor ID Badge for re-admission to the Expo Building during tear-down and move-out. Only those individuals with Vendor ID Badges will be allowed entry to the Expo Building to continue with move-out. The Center Expo building will be open for move-out Sunday from 10pm - 2am.

**Outside Exhibitors:** At closing time on Sunday August 28, you may then begin hand-carting display materials from your display. Grounds will be open for move-out Sunday from 10pm - 2am.

**Vehicle Access:** Vehicles can access the fairgrounds Sunday night as soon as Fair Security feels the general public has cleared the grounds. Do not expect this to happen prior to midnight.

**Additional Move out time:** August 29th, 30th, and 31st, from 8am until 5pm.

# EXHIBITOR TICKET / BADGE INFORMATION

## ADMISSION TICKETS

Please remember that each person working your booth will need a valid Western Idaho Fair Admission Ticket for each day they need to enter the Fair. Once you enter the Fair you can get a hand stamp to re-enter that day only. You will receive 20 single daily tickets with your booth fee.

## VENDOR ID BADGE

**A Vendor ID Badge will not gain you entry into the fair.** The specific purpose of the Vendor ID Badge is to access the Center Expo building prior to 11am each morning. Any vendor, regardless of whether their booth is located inside the Center Expo building or located outside will need a Vendor ID Badge to access the Center Expo building prior to 11am. You will be provided as many Vendor ID Badges as you request.

## TICKET / BADGE ORDER FORM

You will need to fill out the **ADMISSION TICKET/VENDOR ID BADGE** form and return it with payment no later than July 15. This form is where you will order all of your admission tickets and your Vendor ID Badges.

## TICKET / BADGE DISTRIBUTION

You have two options for picking up your tickets, badges and all other pre-fair materials. **1.** All vendor Fair packets will be available for pick-up the following dates from the Spectra office; August 8 - 12, from 10am-4pm. Our offices are located at 172 S. Academy, Suite #120 in Eagle. If you need directions don't hesitate to call your Spectra sales representative. **2.** Fair packets will also be available for pick-up when you arrive to set-up your display. Please make sure you have enough time to distribute your tickets and badges. There will not be a will-call window during the fair, so distribution time prior to the fair will be crucial.

## ADVANCE TICKET SALES

You can purchase additional discounted tickets for family and friends that are not ordered by the July 15th deadline. The box office is open at Expo Idaho Monday through Friday, 10am - 5pm from July 18 - August 18; or online at: [www.idahofair.com](http://www.idahofair.com). Tickets bought prior to August 19 will be sold at a discount. Please expect to pay full price after August 18.

# BOOTH REQUIREMENTS

## CANCELLATION POLICY

If exhibitor desires to cancel his contract at least 60 days prior to the Fair, the deposit minus a \$100 cancellation fee will be refunded. If an exhibitor desires to cancel his contract after 60 days prior to the Fair, but before 30 days to the Fair, exhibitor will be liable for 50% of the contract amount. If an exhibitor cancels his contract within 30 days before the Fair, the full amount of the contract will be due and the exhibitor agrees to pay same to the management, unless the Fair is sold out, in which case deposit money will be refunded to the exhibitor. Notice of cancellation must be in writing and is effective the date received.

## EXHIBITOR RESPONSIBILITIES

Exhibitors must operate in a legitimate and courteous manner and keep their area clean, as well as keep all aisles clear at all times. All of exhibitor's operations must be in accordance with all applicable federal, state and local statutes, regulations and requirements. Exhibitor agrees to indemnify and defend Ada County for any loss, expense or damage as a result of the Exhibitor's violation of these guarantees.

## RIGHTS AND PRIVILEGES

Any right or privilege of Exhibitor to sell any products on the grounds of the Western Idaho Fair may be immediately revoked, without refund, if the Exhibitor fails or refuses to comply with the terms of the Exhibitor Agreements, as well as the Western Idaho Fair Rules and Regulations. If any questions arise while reading the contents of this handbook, it is the responsibility of the exhibitor to clarify any and all questions prior to occupying their space at the 2011 event.

## PERSONNEL RESTRICTIONS

All personnel involved in the exhibitor's activities must keep all exhibitor activities confined to the area within the allotted booth space. Any distribution of materials must also be confined to the area within the allotted booth space. The tacking or posting of any advertisement on the grounds, other than inside the booth space, will not, under any circumstances, be permitted. If personnel are involved in the exhibitor's activities outside the confines of the area of the allotted booth space they may be expelled from the Fair and fees may be forfeited. Any violations will be noted and the representative at the booth will be reminded of the policy. Exhibitors receiving violations run the risk of not being permitted back to the Western Idaho Fair.

## SALES RESTRICTIONS

It is expressly understood that exhibitors are prohibited from selling any articles or products or rendering any services, except those specifically listed on their Space Application/Contract. The Fair reserves the right to require immediate removal of any objects which are not listed on your contract, or are in the opinion of management deemed to be offensive, hazardous or might adversely affect the Fair's image. The Fair Management will determine whether an item is considered offensive or in poor taste, and can prohibit the sale/display of any such items.

Products and services that are not allowed to be sold by vendors or brought into the Western Idaho Fair include: knives (cookware exhibitors are prohibited from distributing knives of any kind); ear piercing; permanent tattooing; concealed weapons not allowed; firearms; lasers; stun guns; switchblades; brass knuckles; high-powered water guns; helium balloons; pornographic or drug-related items; noise-makers (i.e. pop bangs, pull pops, firecrackers); fireworks of any nature, including stink bombs.

## STICKER DISTRIBUTION

Distribution of stickers from your display must be approved and requires pre-payment of a non-refundable cleaning deposit. You will need to fill out the **STICKER APPROVAL** form and return it with payment in full.

## MERCHANDISE EXCLUSIVES

For the mutual benefit of our Exhibitors and the public, we do make every attempt to diversify products by not over-booking similar lines of merchandise. Specific product exclusivity can be negotiated in the form of a Fair Sponsorship. For more information please ask your Spectra representative for details.

# BOOTH REQUIREMENTS, CONT.

## FOOD SALES / SAMPLES

Sales and sampling of food items must be approved prior to the Fair by submitting the Food Sampling/Sales Form. Non-food vendors are only allowed to give away free individually wrapped single pieces of candy and 4 oz. cups of water. Additionally any vendor wanting to sell or sample food at the Fair must also gain a permit from the Central District Health Department; contact them at (208) 327-8535.

## INSPECTIONS

Each Exhibitor agrees that the Western Idaho Fair shall have the right to inspect their display at any time.

## DRAWINGS

If you plan to hold a drawing it must be approved prior to the Fair by submitting the Drawing/Giveaway Form. Exhibitors will also receive a "Drawing Winners Information" form in their packet that will need to be returned to the Spectra Office no later than September 1, 2011.

## SECURITY

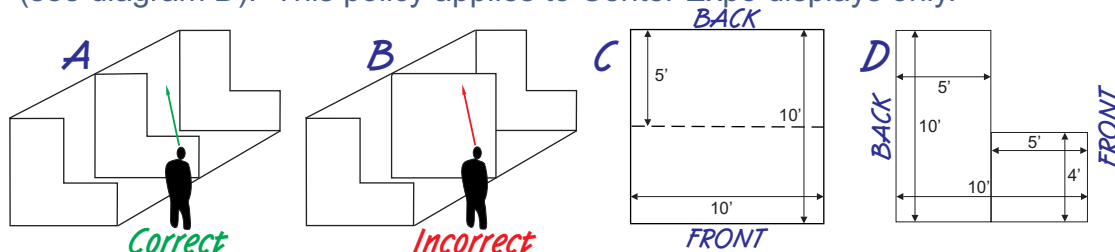
The Expo buildings will be secured at each night of the Fair. All light refuse must be swept into the aisles each night prior to closing to be picked up by the night maintenance crew. The Fair assumes no responsibility for materials left in booths. If you have anything in your display of value that could be carried away, it is suggested that you take it with you each night when you leave the building. There will be 24 hour grounds security starting Wednesday August 17, continuing through Sunday August 28. Security is provided as a deterrent, and Exhibitor understands the Fair cannot be responsible for any loss or damage.

## AMPLIFICATION / SOUND

Sound transmissions such as radios, television sets, loudspeaker, voice amplification systems and piano/organ demonstrations are subject to approval of Fair management, and if used, they must be controlled as to not interfere with other exhibitors. **THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.** Exhibitors intending to use voice amplification systems must complete the Amplification Approval Form.

## SIGHT LINE

Each exhibitor is entitled to a reasonable sight line from the aisle, regardless of booth size (see diagrams A & B). All exhibitors should be able to use as much of their booth space as possible, as long as they don't interfere with the sight lines of other displays. Example: One 10' x 10' - you may build your display to a height of 8' in the back 5' of your booth (see diagram C). In the front 5' of your booth, keep your display height below 4' (see diagram D). This policy applies to Center Expo displays only.



## GAS AND FIRE

In accordance with NFPA 101 Life Safety code, section 32.2.3, any exhibitors using open flame devices must obtain an inspection and approval from the North Ada County Fire and Rescue, (208) 375-0906. Their approval must be in writing for installation and use of such a device. All open flame devices must be permanently mounted, such as on a table or bench, and be in depth no less than 36" from any combustible materials. Candles must be out of reach to avoid accidental tipping, and must be placed on a non-combustible surface (i.e. foil covered).

The public must be adequately protected from any operations utilizing open flame to ensure they are not struck by hot solder or bits of glass. Large devices, such as cutting torches or welding rigs, are not allowed unless specifically approved by the Fire Marshall. Exhibitor must supply and have readily accessible at least one (1) fully charged and operational UL-rated, class K, wet-chemical fire extinguisher of at least 2 ½ lbs. net capacity in each booth or space cooking food or using open flame.

# BOOTH REQUIREMENTS, CONT.

## ILLEGAL ACTIVITIES

The Fair management will exercise every precaution to guard against any illegal activities, including, but not limited to: gambling, pirating, extortion, raffles, and any form of misrepresentation. Determination of any illegal activity could result in expulsion from the grounds and forfeiture of all monies paid.

## HELIUM

Helium is not allowed on any part of Expo Idaho property during the Western Idaho Fair.

## ANIMALS

Animals will not be permitted on the grounds during the Fair, with the exception of disability-related service dogs and animals entered in livestock and 4-H shows. Disability-related service dogs must be on a leash.

## TENTS

**IMPORTANT:** The Western Idaho Fair management is requesting that all vendors adhere to new guidelines in regard to tents or canopies covering outside displays. All tents or canopies must be of a professional design specifically designated for trade shows, fairs, and festivals. Canopies that are designated for backyards, beach or picnic use, or “makeshift/homemade” structures made from tarps, PVC pipe, etc., will no longer be allowed. If you are unsure if your current canopy will be allowed please send photos with your application/contract. If you need, professional canopies are available for rental; set up and take down included. Just ask your Spectra representative for the details.

Tents and canopies must be placed within your allotted space. Please be sure you have enough space to allow for the tie-down of your tent or awning, as some tie-downs do not extend straight down. Any stock supplies or boxes must be within the allotted space and areas must be kept clean and attractive.

## ALCOHOL

No beer, wine, intoxicating liquor or controlled substance of any kind shall be kept, sold or consumed by the exhibitor or exhibitors employees within their allotted space.

## TRASH

Exhibitors must dispose of refuse in the dumpsters provided (inside) behind the building, (outside) in various locations. Fair cleaning staff is not responsible for disposing of or the hauling of waste or debris used in the daily function of running your booth. Refuse cans and boxes set in front of booths are intended for use by Fair patrons only. Please do not fill them up with your daily refuse.

## RECYCLING

There are recycling containers available for cardboard and plastic. Please place all applicable materials in these receptacles. Please be sure to break down all cardboard boxes prior to placing them in the cardboard recycling bin.

## TAX FORMS

As is dictated by Idaho Tax Code, Title 63-3620C, each exhibitor must complete form ST-124, stating whether or not they have taxable items, and if they do, what their sellers permit number is. Spectra is held accountable for ST-124 forms, and can be held liable for a \$25.00 fine for each exhibitor who has not completed and returned the form by July 15, and/or lost the form. This fee will be passed on to the exhibitor! You can also call your Spectra representative with your current Idaho State Tax ID number in lieu of filling out the ST-124 form.

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a sellers permit from the State Tax Commission. Retailers are required to collect the six percent (6%) Idaho sales tax on each sale that is not exempt from tax. This tax immediately becomes property of the State held in trust by the retailer. Each exhibitor should display their sellers permit so that State Tax Commission representatives can see it, without having to interrupt the exhibitor. Except for unusual circumstances, there is no charge for an Idaho sellers permit. Contact the Idaho State Tax Commission office to obtain a permit at (208) 334-7660 or toll free at (800) 972-7660.

# AVAILABLE SERVICES

## TEMP LABOR

If you need to hire any workers to help work in your booth you can call A.E.S., our temporary agency, at (208) 887-7740.

## FORKLIFT

Any exhibitor may request a forklift at the Spectra Show Office. Forklift service will be available for a fee of \$45/hr. with a ½ hour minimum from 8:00 a.m. - 5:00 p.m. and \$70.00/hr. before 7:00 a.m. and after 5:00 p.m. on set-up days. You may provide your own forklift as long as 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 your Spectra Representative. Look for the Furnishings Order Form in your packet. Prices reflect sales tax, delivery, and pick-up.

## TELEPHONE SERVICES

You may order a telephone line by calling Qwest Business Customer Service at (800) 603-6000. Telephone service for outside vendors is limited. Phone service must be requested at least 5 business days prior to set-up. Please let us know that you have requested phone service so that we can assist Qwest with the location of your booth. **IMPORTANT:** Qwest will only activate service to the punchboard in the rear of the South Expo building or to the above ground pedestals outside, unless you request that the line be activated to the nearest jack when ordering the service. Be sure to tell the customer service representative that you want service to the nearest jack. It is the responsibility of the Exhibitor to provide and connect the wire to their booth from the jack or hire an outside contractor to do so. *(Must adhere to all life safety codes. Check with Expo Idaho for life safety code details.)*

## DELIVERIES

UPS (as well as other carriers) will deliver to the Fair Monday - Friday from 9:00 a.m. until 10:00 a.m. at the service gate. You will need to be present to sign for and take possession of your packages. If you need to contact the UPS office the number is: (800) 742-5877. They are located a couple miles from Expo Idaho on 42<sup>nd</sup> Street, just off Chinden Blvd. The United States Postal Service does not deliver to Expo Idaho during the Fair. The nearest post office is on Marigold, just off Glenwood. Exhibitors are encouraged to make any necessary arrangements for any urgent packages or letters. Fair Address: 5610 Glenwood Boise ID 83714.

## CAMPING

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

## SHOW OFFICE

The Show Office for vendor check-in and all other vendor inquiries is located in the Center Expo building, upstairs above the restrooms. The office will be open for the same operating hours as the Center Expo building. You can reach the Show Office during those operating hours at (208) 989-3114.

# ELECTRICAL INFORMATION

The exhibitor shall pay all fees for electrical service or electrical inspections (when required). Your electrical order form must be submitted with payment by July 15. Electricity will be provided per your request, when possible. The electrical representatives of the Western Idaho Fair are the only authorized persons to work on, or add to, Expo Idaho electrical services. Any electrical work done by outside electricians must be on the Exhibitor's equipment only. For further clarification or questions on electrical codes, call the State Electrical Inspector at (208) 334-2183.

**Please adhere to the following electrical requirements on the next page.**

# ELECTRICAL INFORMATION, CONT.

## GENERAL REQUIREMENTS

- 1) All Fair displays requiring electricity will require an electrical permit.
- 2) Expo Idaho staff electrician has the authority on all electrical equipment, electrical cords, lights, appliances used on Expo Idaho property, to determine if compliant with state and national electrical code and Expo Idaho policy.
- 3) All electrical equipment, devices, appliances will be U.L. listed as per the National Electrical Code.
- 4) Idaho State Division of Building Safety, Electrical Bureau and Ada County Risk Management along with the Expo Idaho staff electrician have authority over electrical safety issues and code enforcement for all events and shows. Non-compliance will result in the equipment, device or appliance being removed from the premises.
- 5) All electrical extension cords will be a 3 wire grounding type and U.L. listed.
- 6) Absolutely no tampering or installing of electrical equipment by vendors, promoters or otherwise will be tolerated.
- 7) Expo Idaho reserves the right to determine whether specific equipment, electrical cords, or appliances are allowed.

## INSIDE BOOTHS LOCATIONS

- 1) All electrical extension cords will be a 3 wire grounding type and U.L. approved.
- 2) All light fixtures will be U.L. listed, in good working order and of the 3 wire grounded type. (If clip on lights are used or lights that are only 2 wire style, a GFI Protected Device will be used.)
- 3) All water features (i.e. fountains, waterfalls, hot tubs) will be GFI Protected.
- 4) Electrical cords that run across the aisle ways or through an area considered by Expo Idaho to be pedestrian or vehicle traffic, will be covered by carpet & taped down or approved "Truck Track" to prevent a trip hazard and protection of the cord.
- 5) All electrical cord ends will be secured to cord with no exposed wire and U.L. listed.
- 6) Use of hot plates for anything other than Expo Idaho approved cooking demonstrations are prohibited. If approved, the device will be in good working order and U.L. listed.
- 7) All electrical cords will be supported and secured as not to come in contact with any metal framing of tents, covers, displays, etc.

## OUTSIDE BOOTH LOCATIONS

- 1) Generator and light tower locations will be pre-approved by the Expo Idaho Operations Manager or staff electrician. All generators will be grounded in accordance with the National Electrical Code and permitted with the State Division of Building Safety, Electrical Bureau. (Exception: Expo Idaho supplies the permit and does ground installation.)
- 2) No ground rods will be driven in asphalted areas anywhere on Expo Idaho grounds. Grass and bed areas will be utilized for ground rods and must be approved by Expo Idaho Operations Manager or staff electrician. Ground rods must be removed after an event.
- 3) All extension cords will be of the hard usage type, and will be rated for a wet location and sunlight resistant as per the National Electrical Code.
- 4) Extension cords will be protected from physical damage or from a tripping hazard in all areas where pedestrian or vehicle traffic intersects. I.E. Buried under the grass or in U.L. approved "Truck Track" over concrete or asphalt etc.
- 5) All electrical cords, devices, equipment and appliances will be U.L. listed and in good working order.
- 6) Extension cords will be sized according to the amperage rating of appliance, equipment, or device being supplied power.
  - 6a. Examples: 50amp – 6gauge wire, 30 amp – 10 gauge wire, 20 amp – 12 gauge wire.
- 7) All waterfalls, water features, or hot tubs and pools will be GFI protected.
- 8) As instructed in the inside requirements all lights will be 3 wire grounded type pr plugged into a GFCI protected device.
- 9) All cord ends will be secured to cord with no exposed wires and U.L. listed.
- 10) All electrical cords will be supported and secured as not to come in contact with any metal framing of tents, covers, displays, etc.
- 11) Hot Tubs : An electrical contractor is required to install and verify all wiring between the electrical outlet and the terminations completed in the control panel for the unit. The contractor will permit the installation and will post a copy of the permit to/in electrical disconnect.
- 12) Vendor supplied power source brought on site will have GFCI on all 110v outlets.
- 13) In grassy areas, connection points of cords or panel/disconnects will have non-conductive material placed under them to hold device off of ground.

# INSURANCE REQUIREMENTS

PLEASE NOTE: THE INDIVIDUAL, PARTNERSHIP OR CORPORATION BOOTH NAMED ON THE CONTRACT MUST BE THE SAME AS THE NAMED INSURED ON THE POLICY CERTIFICATE WITH THE FOLLOWING ADDITIONAL WORDING: ***“THE WESTERN IDAHO FAIR, ADA COUNTY, THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES; SPECTRA PRODUCTIONS, THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES ARE ADDITIONALLY INSURED.”***

- A. Workers' Compensation insurance meeting the statutory requirements of the State of Idaho.
- B. Employers' Liability insurance providing limits of liability in the following amounts: Bodily Injury by Accident: \$100,000 each accident, Bodily Injury by Disease: \$500,000 policy limit, Bodily Injury by Disease: \$100,000 each employee
- C. Commercial General Liability insurance providing limits of liability in the following amounts, with aggregates applying separately on a “per project” basis: 2,000,000.00 General Aggregate / 1,000,000.00 Each Occurrence, General Aggregate: \$2,000,000, Product/Completed Operations Aggregate: \$2,000,000, Personal & Advertising Injury Liability: \$1,000,000, Per Occurrence: \$1,000,000, Fire Legal Liability: \$ 50,000

The Commercial General Liability (“CGL”) insurance policy shall be written on an “Occurrence” form and shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). Ada County and its elected officials, agents, employees, successors and assigns shall be included as Additional Injured under the CGL with the Additional Insured endorsement providing coverage for Completed Operations.

D. Business Automobile Liability insurance providing bodily injury and property damage liability coverage for not less than \$1,000,000 each accident limit. Business Automobile Liability insurance shall be written on a standard ISO policy form, or an equivalent form, providing coverage for liability arising out of owned, hired, or non- owned vehicles in connection with the Exhibitor Privilege Agreement.

E. If the product or service provided by or sold by Exhibitor requires or involves professional services, Exhibitor shall procure Professional Liability insurance with limits of not less than \$10,000,000 per claim and \$10,000,000 aggregate, naming County as an additional named insured. If the insurance required by this section is obtained through a “Claims Made” policy, this coverage or its replacement shall have a retroactive date of not later than the inception of the Agreement. Such insurance or its replacement shall also provide a minimum of five (5) years extended reporting coverage, or the maximum time under the State of Idaho statute of limitations for claims under this coverage, whichever is greater, after the Services are last provided under the Agreement.

F. If Exhibitor does not carry their own required insurance coverage or fails to return proof by July 15th, the County will, through an insurance carrier, provide the coverage at the cost for the insurance coverage of one hundred and ten dollars (\$110.00) and it will be collected as part of the contracted agreement to pay all balances by July 15. Nothing contained herein shall require County to procure any insurance for Exhibitor, and Exhibitor's failure to obtain the required insurance, or pay for the County provided insurance as stated in the contracted agreement shall constitute grounds for termination of the contract and revocation of Exhibitor's right to use Fairground space.

Each exhibitor will be required to have a current certificate of insurance forwarded to the Spectra office in the described amounts on the contract. No booth shall be allowed to open without proper proof of general liability, product liability (if you have products) and workers' compensation in place. Proof of insurance, or payment on a rider (section F above), must be received by July 15, at the Spectra office. Any contracted exhibitor who has not fulfilled all insurance requirements by July 15 will be jeopardizing their standing in the 2010 event and could result in being withdrawn from participating in the Fair.

Each exhibitor is required to provide workers' compensation for any employees. Anyone claiming exemption from providing such must provide a letter to the Fair Office stating the conditions of that exemption (i.e. solely owned and operated, independent contractors, family members living within same household). The Fair is required to have either a letter from you on file, or a workers' compensation certificate. Questions regarding workers' compensation requirements should be directed to the Idaho Industrial Commission at (208) 334-2370.

If you are unable to provide proof of your own insurance, or you wish to purchase a rider on our policy, you may do so for the cost of \$110.00. This provides the necessary bodily injury, product and general liability you are required per contract to have. This does NOT include workers' compensation coverage

**If you do not provide proper and complete proof of your own insurance by the July 15 deadline Fair Insurance will be ordered for you and will reflect the same on your invoice at the \$110.00 cost.**

# DIRECTIONS

## DIRECTIONS TO THE WESTERN IDAHO FAIR

You can get detailed directions to Expo Idaho, home of the Western Idaho Fair from Mapquest. Just access the Internet and go the following link:

[www.mapquest.com/directions](http://www.mapquest.com/directions)

Plug in the following information for "Ending Location";

Address or Intersection: 5610 GLENWOOD ST

City: BOISE State: ID Zip Code: 83714-1338

## LOCAL HOTEL, MOTEL, CAMPING INFORMATION

**OFFICIAL HOTEL: MERIDIAN HOSPITALITY GROUP; (877) 208-5634 TOLL FREE**

Featuring:

**Comfort Suites Boise Airport (208) 472-1222**

**Mr. Sandman Inn & Suites, Meridian (208) 87-2062**

**ASK FOR THE WESTERN IDAHO FAIR RATE!**

### NEAR FAIRGROUNDS / GARDEN CITY

Amerisuites (208) 375-1200

Ameritel Inn (800) 808-4667

Budget Inn (208) 344-8617

Doubletree Inn (800) 222-8733

Econo Lodge (800) 553-2666

Plaza Suite Hotel (800) 376-3608

Seven K Motel (208) 343-7723

Sunliner Motel (208) 344-7647

Residence Inn (208) 385-9000

### NEAR AIRPORT

Best Western Vista (208) 336-8100

Comfort Inn (800) 228-5150

Holiday Inn (800) 465-4329

Inn America (800) 469-4667

Shilo Inn- Airport (208) 343-7662

### RV PARKS

Americana RV Adventure (208) 639-9343

Boise-Meridian RV Resort (208) 887-1022

Hi-Valley RV Park (208) 939-8080

Mountain View RV Park (208) 345-4141

### NEAR DOWNTOWN

Best Western Safari (800) 541-6556

Doubletree Club Hotel (800) 222-8733

Grove Hotel (208) 333-8000

Shilo Inn-Riverside (800) 222-2244

Rodeway Inn (800) 228-2000

Residence Inn (800) 331-3131

### RV PARK NEXT TO EXPO IDAHO

Boise Riverside RV Park (208) 375-7432



## CONTACT INFORMATION

### SPECTRA PRODUCTIONS

Mailing Address: P.O. Box 333, Eagle ID, 83616

Physical Address: 172 S. Academy #120, Eagle ID, 83616

Telephone: (208) 939-6426

Fax: (208) 939-6437

Website: [spectraproductions.com](http://spectraproductions.com)

E-Mail: [dick@spectraproductions.com](mailto:dick@spectraproductions.com)

[kent@spectraproductions.com](mailto:kent@spectraproductions.com)

Western Idaho Fair Website: [idahofair.com](http://idahofair.com)

[carla@spectraproductions.com](mailto:carla@spectraproductions.com)

[david@spectraproductions.com](mailto:david@spectraproductions.com)

