



## Food Vendor Rules & Regulations

1/2019



### NOTICE TO ALL VENDORS:

By signing the 2019 Bonner County Fair Food Vendor's Contract, you are hereby acknowledging that you have read and agree to all stated rules and regulations of the Bonner County Fair. Violation or non-compliance of these rules will result in the Fair Board's decision to request your immediate removal from the fairgrounds. Such removal may result in your inability to return in future years. Please read all contents of this rules & regulations form. We have made changes to the Rules & Regulations from last year. Please take time to update yourself on the rules. You will be held accountable for all rules listed below.

Fair Director – Darcey C. Smith      Fair Office Manager – Shelli Cowell  
 Mailing Address – Bonner County Fair Association – P.O. Box 47, Ponderay, ID 83852  
 Fair Location – 4203 N Boyer Road, Sandpoint, ID 83864  
 Telephone: 208-263-8414      Email: [fairgrounds@bonnercountyid.gov](mailto:fairgrounds@bonnercountyid.gov)  
 Website: [www.bonnercountyfair.com](http://www.bonnercountyfair.com)

1. Your food booth needs to be open during the fair operating hours each day (Weds, 8/21/2019 - Saturday, 8/24/2019). Please see schedule below for specific days/times – and you are welcome to open up earlier or stay open later if you'd like each day!

### **Food Vendor Schedule During Fair Week 2019**

**Tuesday, 8/20 – Food Vendor Setup (11:30am – 7:30pm)**

**Wednesday, 8/21 – 12pm Noon – 8pm**

**Thursday, 8/22 – 10am – 9pm (\*Evening Event)**

**Friday, 8/23 – 10am – 9pm (\*Evening Event)**

**Saturday, 8/24 – 10am – 9pm (\*Evening Event)**

**Sunday, 8/25 – Food Vendor Check-Out (Fair Office) – 8am – 12pm Noon**

*\*On evenings with events, we encourage our Food Vendors to stay open until 10:00PM.*

*This is encouraged for our food vendors, but not required.\**

2. All vendors must stay intact until 9:00pm on Saturday, August 24<sup>th</sup>. Any vendor taking down their booth before 9:00pm will be in default per contract agreement.

3. All food vendor applicants MUST complete a Fair Food Vendor Application, giving us the dimensions of your unit, and checking what utilities/electrical is needed. Along with the application, the Fair Office must receive a photo of the unit, a copy of your 2019 Fair Food Menu and Prices, a copy of your Health Permit, Certificate of Insurance, and your Food Vendor Booth Payment.
4. Application must be made through the Fair Office and Fair Board and renewed each year. Independent facilities must be on the grounds and serving at least Wednesday, Thursday, Friday, and Saturday of the Fair.
5. Applications must be submitted with all necessary paperwork to the Fair Office by Tuesday, July 16<sup>th</sup>, 2019. If not accepted, fees will be returned. If accepted, a confirmation letter and map will be mailed out to you.
6. All Food Vendor spaces will be assigned on a first-come, first-serve basis, upon discretion of the Fair Board. Selection of vendors is based on non-duplicity, appearance, availability of space, type of booth, etc.
7. All food vendors must have a menu or listing of food items to be sold and pricing sent with their application. NO items maybe added without permission from the Fair Office & Fair Board.
8. Food Vendors will receive one complimentary Parking Pass for Fair Week for your vehicle. Additional passes may be purchased at the Fair Office for \$10/weekly and \$3/daily. Storage trailers/trucks are required to park in assigned parking spaces. Check with the Fair Office prior to parking any storage units or vendor vehicles.
9. **Food Voucher Tickets.** We give Food Voucher Tickets to our Superintendents, Judges, and Volunteers to use during Fair Week. Please collect these Food Voucher Coupons, and during check-out at the end of Fair Week, the Fair Office will give you a check for the amount of Vouchers collected.
10. All facilities must be open for business starting on the opening Wednesday of the Fair, August 21st, by 12 Noon. Please check in at the Fair Office upon arrival for setup instruction.
11. Ice is available for vendor's convenience during Fair Week. Ice is \$3.00/bag. You can get this from the Fair Office, and you can either pay for each bag as you go or run a 'tab' with the Fair Office to pay at the end of Fair Week when you check out.
12. Food handlers need to have clean clothes/shoes. **No sandals or open-toed shoes please.** Hair must be pulled back and out of prepared food area with whatever means Food Booth Manager chooses.
13. Sanitation gloves must be worn. Please dress appropriately and have some sort of uniform/hat. All kitchen workers and food servers must wash their hands when entering workstations.
14. Kitchen areas must have shields over their lights. "Gray Water" shall be self-contained (holding tank) and can be deposited only in specific designated areas (we have a dump station at the front of the fairgrounds- inquire with the Fair Office upon arrival). Any vendor draining 'gray water' on the ground will be in default of their contract agreement.
15. Food facility tenants (in the 4-H Food Building) need to assist in keeping delivery lane open for deliveries. No parking in this area, as this is an evacuation hazard.
16. All food vendors must comply with state and local health regulations. A copy of your Current Health Certificate must be on file with the Fair Office and an additional copy must be displayed in your food booth. Place Panhandle Health District 1 Food Service requirements in each facility. Use health stickers in the appropriate places.



17. All vendors must furnish Certificates of Insurance for general liability with limits of \$500,000 per occurrence, food vendors shall also have product liability, naming the Bonner County Fair & Rodeo Association (4203 N Boyer Road, Sandpoint ID 83864) as an additional insured. A copy must be received by the Fair Office.
18. To be a food vendor at the fair, a \$350.00 fee is required. This year, we will not be charging the 10% gross sales following the Fair. We will ONLY charge the \$350.00 flat fee prior to fair time. All vendor booth payments must be received BEFORE Fair Week. We do not allow refunds for no-shows or cancellations after July 16th, 2019.
19. You must pick up a tax form from the Fair Office prior to serving during the fair. In 2019, there is a 1% sales tax to the City of Sandpoint and a 6% State Tax. You must return your tax form to the Fair Office before checking out. (Failure to file your form with the Fair Office may result in forfeiting usage in the future)
20. You are sharing space with other Food Vendors, and electrical requests/water requests have been received, but cannot be guaranteed. Decision on your placement will be made with careful consideration by the Fair Board & Fair Staff. There is enough electricity for every food booth that pays for electricity, but outlets may need to be shared. If you request electricity and for any reason are not provided a space with electricity, we will refund you \$50.00 from your full rental fee of \$350.00.
21. All Food Vendors must check-out with the Fair Office after Fair Week and turn in the top copy of your completed State Tax Form and pay for any ice that was put on vendor's tab. This can be done on Sunday 8/25 between 8am - Noon, following Fair Week.
22. The Bonner County Fair shall not be liable for any loss or damage to the property of the vendor or of its employees, agents, patrons, or guests due to fire, smoke, water from any source, theft, criminal mischief, accident of any kind or from any other cause whatsoever and will not be liable for injuries to the vendor, his employees, agents, patrons, or guests for with the use of occupancy of space. The vendor agrees to indemnify and hold harmless, the Bonner County Fair and their employees, against any and all claims of any person whomsoever, arising out of acts or omissions of the vendor, his employees, agents, patrons, or guests.
23. All food vendors are responsible for the clean-up of their booth space each day. Vendors are fully responsible for clean-up of their booth space after check-out on Sunday following the Fair. Any garbage or unwanted materials left behind may result in possible non-admittance to future Bonner County Fairs or a potential fine from Bonner County.
24. The Bonner County Fair & Rodeo Association reserves the right to deny display and/or sale of items, which, in the Fair Management's sole judgement, are inappropriate and also reserves the right to restrict the distribution of materials or sale of any products on the grounds at any place or any time.
25. If the vendor is in default of any section of these Rules & Regulations, or fails to adhere to the standards or supervisory directions established by the Bonner County Fair, the Bonner County Fair may terminate contract agreement, expel vendor from the location, and offer to rent the location to another vendor without any further liability or obligation to vendor.