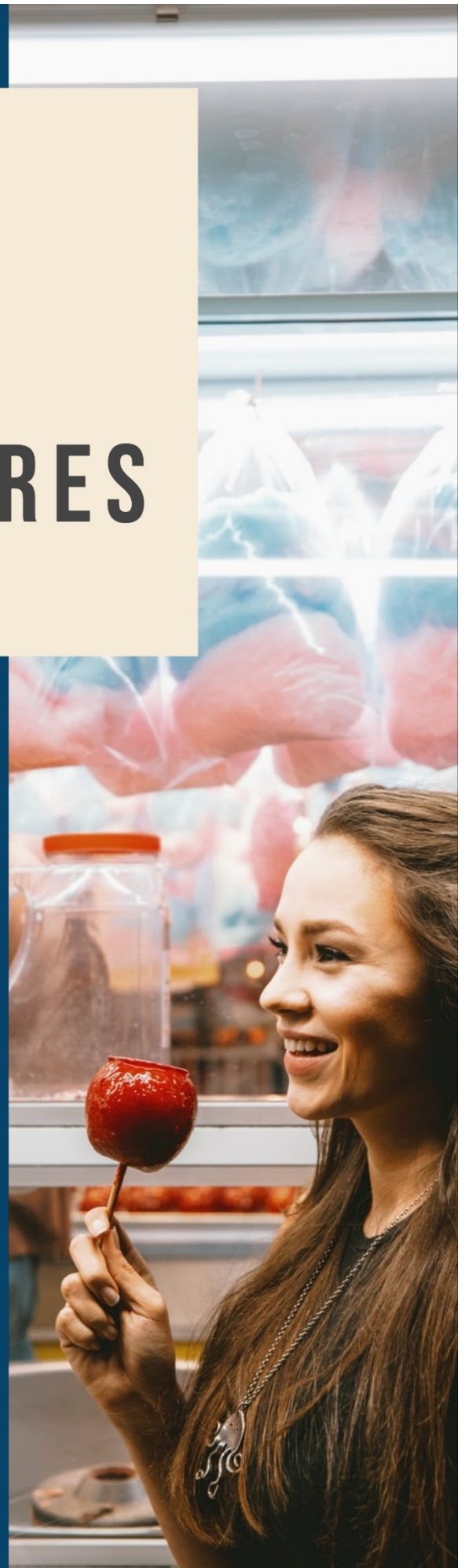




CONCESSIONAIRES HANDBOOK

AUGUST 20-29, 2021

4056 N GOVERNMENT WAY
COEUR D'ALENE, ID 8315



Welcome to the North Idaho State Fair. We would like to thank you for being a part of a momentous event and what is sure to be a wonderful 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 North Idaho State Fair, or her designee, shall be final. A copy of these rules and regulations are available in the Fair Office or online at www.nisfair.fun

Any privilege granted a Concessionaire to sell products on the grounds of the North Idaho State 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 North Idaho State Fair Rules and Regulations. The North Idaho State Fair or our designee, shall have the right to inspect premises at any time.

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2021 North Idaho State Fair

Important Deadlines

Friday, February 26

- BOTH SIGNED CONTRACTS
- NON-REFUNDABLE DEPOSIT FOR SPACE
- ELECTRICAL NEEDS FORM AND FEES DUE
- PLANNING FORM DUE

Friday, June 18

- TICKET ORDER FORM & PAYMENT
- GOLF CART USE REQUEST FORMS DUE
- CAMPING FORM
- PROOF OF INSURANCES: GENERAL LIABILITY, EMPLOYERS' LIABILITY, WORKERS' COMPENSATION (OR LETTER CLAIMING EXEMPTION) AND BUSINESS AUTOMOTIVE LIABILITY (FOR GOLF CART OR OTHER VEHICLE USED ON THE GROUNDS)

August 2-19

- CONCESSIONAIRE PACKETS ARE AVAILABLE FOR PICKUP IN OFFICE (PACKETS WILL NOT BE RELEASED UNTIL ALL REQUIREMENTS HAVE BEEN FULFILLED)
- ST-124 TAX FORM (TO BE COMPLETED WHEN PACKET IS PICKED UP)

Monday, August 16

- CONCESSIONAIRES MAY BEGIN SETTING UP AT THERE SCHEDULED TIME. YOU ARE REQUIRED TO CONTACT THE OFFICE TO SCHEDULE YOUR MOVE IN TIME.

Friday, August 20

- CONCESSION STANDS MUST BE SET-UP AND READY FOR BUSINESS BY 2:00 P.M.
- FAIR OPENS AT 3:00 P.M.

Sunday, August 29

- FAIR CLOSES AT 7:00 P.M. Carnival & Demolition Derby do not close this early.

Monday, August 30

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

Wednesday, September 1

- ALL BOOTHS MUST BE REMOVED FROM THE FAIRGROUNDS BY 4:00 P.M.

Friday, September 3

- FINAL DAY TO SETTLE ACCOUNT WITH NORTH IDAHO STATE FAIR 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- 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 register tape needs to be clearly marked with that register number.

Additionally, any tapes removed from a register for audit or sales reporting purposes need numbered accordingly. **All tills are combined for one total for the *Daily Settlement Sheet*.**

- 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.
- Cash Registers must have separate key for electronic transactions.
- 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 overring 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 number 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 must be turned in **DAILY** with ***Daily Settlement Sheet***. 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 day’s sales. After this 24 hours period has passed over ring slips will not be accepted, and **NO** adjustments will be made. Additional ***Daily Settlement Sheets*** are available at the Fair office.

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.***

SMART PHONE/TABLET TRANSACTIONS

Smart phone/tablet credit card transactions are allowed. Concessionaires must inform Fair Office that they are using these devices prior to the opening of the Fair. These transactions must be entered in the cash register on a credit key. A print out from the company for these transactions must be submitted with the daily audit to the concession manager or emailed to alexcia@nisfair.fun.

FOOD SCRIP

A limited amount of food scrip will be issued to VIP’s, and Fairgrounds Staff. Food scrip is also for sale for vendors to provide meals for their staff or volunteers. **THIS SCRIP WILL BE ACCOUNTED FOR AS CASH. NO CHANGE WILL BE GIVEN. DOLLAR VALUE WILL BE NOTED ON THE BACK OF EVERY SCRIP. All food scrip shall be turned in daily with your settlement sheet to the Fairgrounds Office.** Redeemed scrip shall be accounted for by day and given as a one-time credit during final settlement.

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.

CANCELLATION

Concessionaire has the right to terminate or cancel the agreement, but in such event, the following shall apply.

- Written notice of cancellation or termination must be delivered to the Fair Manager and is effective upon the date received.
- If such notice is received on or before July 1, concessionaire forfeits 25% of their deposit, and all other amounts paid.
- If such notice is received after July 1, concessionaire forfeits all amounts paid and is fully liable for all other amounts otherwise due under the signed agreement.

GENERAL REQUIREMENTS

STATE SALES TAX - YOU MUST HAVE PERMIT IN YOUR BOOTH.

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 signage indicate that "Sales Tax is Included" if that is the case. Please contact the local State Tax Commission office to obtain a permit at (208) 334-7660 or toll free at (800) 972-7660.

PANHANDLE HEALTH DISTRICT

The approval of a temporary permit from Panhandle Health District is required before operating. For further information, please call the Health Department at 208-415-5220 or visit www.panhandlehealthdistrict.org.

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'.

REFUSE DISPOSAL

A basic fee of \$200.00 will be charged for each concession booth for refuse fees. 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.

WATER, SEWER AND GREASE DISPOSAL

All gray water must be disposed into the sewer or designated gray water dump site. If a sewer line is not available in 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, WILL FORFEIT ALL MONIES PAID AND WILL REMAIN LIABLE FOR ALL OTHER AMOUNTS DUE BY CONTRACT.**

ELECTRICAL RATES

The Fair shall provide standard electricity if already available on the premises. Additional electrical needs must be approved by the Fair Management and are the sole responsibility of the Exhibitor. Most booth locations have electrical power. To advise us of your electrical needs, a form provided by the Fair Office must be completed and returned to the Fair office one month prior to the Fair. We can provide one 20-amp outlet to most booth locations at no cost. If you need alternative amperage or additional electrical power, please include that request on the form provided by the Fair Office along with the appropriate payment. If your request cannot be accomplished, we will attempt to let you know by Labor Day. If you request alternative / additional electrical services, the Fair's contracted electrician will bill you for providing the service.

Electrical (Spider) Box and power cord rental will be charged to the vendor as needed.

Electrician if needed \$50.00/ hour

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.
- Cords will be continuous, without splices or taps between boxes or fitting.
- Power will be within 50' of your booth space, you must provide your own cord.
- The individual conductors of a power cord shall not be smaller than 120 volt ckt - 12/3 - 8/4.**
 - 20 amp = 12-gauge, 30 amp = 10-gauge, 50 amp = 8 gauge
 - Tags will be provided based upon what was requested on the Utility Order Form and must be on your cords near the plug prior to opening your booth.**
- 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).
- 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 North Idaho State 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 Idaho State Electrical Inspector @ 800-955-3044.

BOOTH SET-UP

Concessionaires are required to schedule a move-in time with the Fair Office. You must phone or email the Fair office weekdays to schedule your move in time. Appointment times begin the Monday prior to the Fair opening.

Concessionaires failing to abide by their appointment time will be subject to a fine. The Fairgrounds will remain open

for booth set-up until 7 p.m. daily. All booths must be in place and ready for business by 2:00 P.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**

BOOTH SET-UP continued

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 or properly covered 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 must be maintained at all times during the Fair. Concessionaires cannot have any vehicles inside the grounds during Fair hours.

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.

ALLOCATION OF SPACE

The North Idaho State Fair Management will determine space allocation based on sizes provided by the concessionaires **Application and/or Planning Form**. The Fair reserves the right to move booth locations at their discretion when, in its judgement, such action would be in the best interest of the Fair. Concessionaires will be chosen and placed in a manner that the Management considers conducive to a successful Fair for both concessionaires and patrons.

EXCLUSIVITY

The Fair does not grant product exclusivity to any concessionaire participating in the Fair. For the mutual benefit of our concessionaires and the public we do make every attempt to diversify products by not over-booking product lines.

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 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 North Idaho State Fair. The **ONLY** sizes that will be allowed are: 16 oz., 24 oz. and 32 oz.

The Idaho State Tax Commission requires that your signage indicate that "Sales Tax is Included" if that is the case.

CANS AND BOTTLES

Pepsi products are the official beverage of the North Idaho State Fair. All beverage and water orders must go through them directly; you can contact Pepsi Co at 509-536-5589 or 800-963-2424. The selling of products in cans or glass bottles is strictly prohibited.

ALCOHOL

No beer, wine, intoxicating liquor or controlled substance of any kind shall be kept, sold or consumed by concessionaires or any employees on Fairgrounds property.

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 by the due date with payment. Golf carts are limited to *one* cart per Concessionaire.
- ❖ **Golf Carts may only be used outside of the hours the fair is open to the public. After 10PM and before 9AM.**
- ❖ Proof of insurances from Concessionaire must have the specific golf cart insurance coverage noted on the certificates provided to Fair Office, 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 any time.
- ❖ Use of such device without prior approval can result in cancellation of concessionaire contract.
- ❖ Golf Carts must keep to designated paths and avoid heavy pedestrian walk ways.
- ❖ Carts can be rented. North Idaho State Fair preferred vendor is Odyssey Sports; 208-772-0222.

UPS DELIVERIES

Monday - Friday from 9:00 a.m. until 10:00 a.m. at the A gate off Government Way.

- You will need to be present to sign for and take possession of your packages, we will not sign for them.

POSTAL SERVICES

The United States Postal Service *does not* deliver to the Fairgrounds during the Fair. The nearest post office is on Honeysuckle Avenue (go North on Government Way, west onto Honeysuckle Avenue, PO is on right).

Concessionaires are encouraged to make any necessary arrangements for any urgent packages or letters.

OPERATING HOURS

Concessionaire will be **open and operating** all hours that the Fair is open to the public.

- Friday Aug 20, 3PM-10PM
- Saturday and Sunday Aug 21 & 22, 10AM- 10PM
- Monday thru Friday Aug 23-27, 11AM-10PM
- Saturday, Aug 28, 10AM-10PM
- Sunday, Aug 29, 10AM-7PM

- Any additional hours are at the Concessionaire's discretion.

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 online, or at the gate at regular price. 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 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 (No will call).

The following are your options for Admission Passes:

Preferred Admittance

The Exhibitor shall furnish the Fair, on a form provided by the Fair Office, a list of personnel who will be working on the premises during the ten (10) days of the Fair. ID badges which allow workers entrance to the Fair for ten (10) days, are available at a cost of \$10.00 each (prior to June 18). Vendor ID badges are limited to a total of 10 per food booth.

Vendor ID badges are not transferable and will be closely checked at the gate. Exhibitors are responsible to return any Vendor ID badges from an employee that is discharged during the Fair. Each vendor will receive one of their ID badges free.

Additional tickets, which allow one worker a single entrance to the Fair, are available at a cost of \$5.00 each (prior to June 18), limited to 50 per booth. Each vendor will receive ten one-day tickets free allowing for the purchase of 50 more. Tickets may be purchased in lots of ten or more only. Only the contact person(s) on file in the Fair Office may purchase one-day worker tickets.

Passes and tickets are intended for people who will be staffing the Exhibitor's space and ARE NOT FOR CUSTOMERS AND FRIENDS. Tickets distributed to Exhibitors are recorded by number and can be traced to specific vendors. Exhibitors and their employees may not sell, reissue, exchange, or barter any pass or ticket to the Fair issued to Exhibitor. Exhibitors found in noncompliance will have their booth immediately dismissed from the Fair. No credentials will be issued, under any circumstances, until all applicable fees are paid in full and the Fair has received an approved certificate of insurance.

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 tickets, can purchase them online or at any of the ticket outlets.

Pre-Sale - \$8/Adult, \$6/Youth and Senior, Children 5 and under are free
Gate Sales - \$10/Adult, \$8/Youth and Senior, Children 5 and under are free

PARKING

Food Concessionaires will receive (2) 10-Day Parking Passes.

All parking is **\$5 per vehicle per day** at the North Idaho State Fair and is on a first-come, first served basis for the public, concessionaires, and exhibitor's alike. Concessionaires will receive (2) 10-day parking passes. Additional parking passes may be purchased at the Fair Office.

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 limited but is permitted and must be preapproved on any portion of the Fairgrounds. See Storage/RV forms for preapproval and fees. See listing at end of Handbook for listing of local campgrounds and facilities.

ANIMALS

Animals (except service or show animals) will not be permitted on the grounds. Permitted dogs must be on a leash.

SMOKING

No smoking.

DELIVERIES AND REPAIRMEN

Deliveries need to be scheduled *before* 9 a.m. during the Fair.

- ❖ Vehicles will be allowed on the grounds between 7 a.m. and 9 a.m. for deliveries and re- stocking only. All vehicles must enter through A gate; each individual inside the vehicle must have a pass or identification badge.
- ❖ Suppliers wishing to deliver goods to concessionaires on the grounds will need to purchase a Delivery Pass at the Fair Office. These passes are **\$10** each. This will allow **the vehicle and driver** on the grounds between 7:00 a.m. and 9:00 a.m. Any **additional persons in the vehicle will need to have a daily pass**.
- ❖ All VEHICLES on the grounds after 10:00 a.m. WILL BE TOWED.
- ❖ Any deliveries after 10:00 a.m. must be hand trucked from the service gate.
- ❖ If you need a **repairman**, you will need to go to the A Gate off Government Way to make arrangements. The repairman will then be admitted onto the grounds through this gate.

DAILY SETTLEMENT REPORTS

As per contract, Concessionaires are required to complete and submit a ***Daily Settlement Report*** for every day of the Fair. ***Each daily report is due to the Fair Office no later than 11:00 am on the following day, fines apply should you not turn in your reports on time daily.*** For the convenience of Concessionaires, the Fair Office will be open the final Sunday night of the Fair until 7 pm and will reopen Monday morning at 9 a.m. **It is *mandatory* that Concessionaires get their final Sunday sales report into the Fair Office no later than 11 a.m. on Monday after the close of the Fair.**

CONCESSIONAIRE BOOTH TEAR-DOWN

The North Idaho State Fair closes at 7 p.m. the final Sunday night of the Fair. After this time, Concessionaires may close and/or begin tear-down of their booth. **All booths** must be **removed** and cleaned of debris by 4 p.m. on the Wednesday following the close of the Fair. Any items remaining on the grounds become the **property of The North Idaho State Fair**. Security will only be on the grounds through Monday morning. It is not recommended to have any property on the grounds after this time.

FINAL ACCOUNT SETTLEMENT WITH NORTH IDAHO STATE FAIR

Once the Sunday sales report is received and checked by auditors in the in the office, Concessionaires may settle between the hours of 9 a.m. and 4 p.m. Monday through Friday in the Fair Office. ***Please pay by check rather than cash! Concessionaires must complete Final settlement with the Fair no later than the Friday August 31st, 2018.***

DETERMINATION TO ALLOW CONCESSIONAIRE TO RETURN

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

- 1) Failure to comply with Fair rules and regulations or abide by Concessionaire's 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 \$5,000 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 \$3,500 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) Failure to turn in daily reports on time and settle by deadline.
- 12) Results of secret shopper's findings.
- 13) 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.

AWARDS

The Fair will be awarding special Food Concessionaires and Commercial Vendors for outstanding performances throughout the Fair. Awards will be presented before the end of the North Idaho State Fair, recognizing the cooperation with management, courteousness to fairgoers and neighbors, booth appearance, excellent attendance, and abiding by all Fair rules and regulations. Additional awards for special programs may also be given.

Awards are also available for Concessionaires that participate in Foodie Friday and the Best Fair Food Contest. (See additional forms or contact the Fair Office to learn more and get involved.)

COVID POLICY

Please refer to the current covid action plan that fairgrounds will provide.

FAIR SERVICES

SECURITY

There will be 24-hour grounds security starting Monday prior to the Fair, continuing through 8:00 a.m. on the Monday following the close of the Fair. The Fair is not responsible for any loss or damage.

ATM SERVICES

ATM's are located at all gates, by the food court building, at building 1 and north end of grandstands as well as throughout the grounds.

LOST CHILD BOOTH

The Lost Child Booth is located in the Park on the south side of the Fairgrounds Office. They provide children with an ID bracelet and ensure 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 lost child booth or take them yourself.

EMERGENCY MEDICAL SERVICES

The EMS is located near the Jacklin Building and is open during all public hours of the Fair.

INFORMATION BOOTH

Located on the main midway 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

North Idaho State Fair Office	(208) 765-4969
Idaho State Tax Commission.....	(800) 972-7660
Panhandle Health District.....	(208) 415-5220
Kootenai County Fire & Rescue.....	(208) 446-1850

RENTAL COMPANIES

Lake City Rental	(208) 666-5951
Design Events.....	(208) 765-2595
Odyssey Sports.....	(208) 415-5220

SUPPLIERS

URM	(509) 465-2620
Food Services of America	(509) 483-4747
Pepsi Co.....	(800) 963-2424
Sysco Foods of Idaho.....	(208) 777-9511

TEMPORARY EMPLOYMENT SERVICE

Express Employment Professionals.....	(208)777-4554
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LODGING

Ask for Fairgrounds rate

Best Western Inn, CDA	(800) 251-7829
Motel 6.....	(208) 664-6600
Comfort Inn & Suites.....	(208) 664-2300

CAMPING

Kootenai County RV Park.....	(208) 765-4969
Alpine RV Park.....	(208) 772-4305
Blackwell Island RV	(208) 665-1300
Tamarack RV Park.....	(208) 664-3087

*The various businesses listed above are provided only as an informational source for your convenience.