

# Elmore County Fair and Rodeo Board

PO Box 205  
855 E 1<sup>st</sup> Av  
Glenns Ferry, ID 83623  
208-366-2964

Tim Corder  
Chairman

Julie Lisle  
Fair Manager

Ryan Kuntz  
Vice Chairman

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## Vendor Booth Information July 17<sup>th</sup>-20<sup>th</sup> 2024

**OUTDOOR VENDOR BOOTHS** are available in sizes of 10 feet x 10 feet, 10 feet x 20 feet and 10 feet x 30 feet with some allowances given for variances. Outdoor vendor booths range from \$50 for the 10-foot x 10 foot, to \$150. Larger spaces can be made available but **MUST** be set up **BEFORE** the application is sent in.

- If you need to cancel after **July 1<sup>th</sup>, 2024**, you forfeit ALL MONIES SUBMITTED to Elmore County Fair and Rodeo. If you cancel prior to this date, the FULL amount of your deposit will be returned to you.

**APPLICATION APPROVAL:** All vendor applications will be **reviewed and approved** by a committee to ensure all booths promote a successful venue. Any booth not approved will receive any deposit or fees sent with their application back in full.

**BOOTH ASSIGNMENT:** When practical, space will be allotted on a first come, first served basis. The Fair reserves the right to move booth locations at their discretion when in its judgment such action would be in the better interest of the Fair. Exhibitors will be placed in a manner that the management considers conducive to a successful Fair for both exhibitors and patrons. All vendors will receive a map of their location upon check in at Fairgrounds fair office.

**SET-UP:** Vendors may begin setting up on **Wednesday July 17<sup>th</sup>** from 8 a.m. to 1 p.m. To avoid confusion ALL BOOTHS must be in place (whether open for business or not) no later than **1p.m. on Wednesday July 17<sup>th</sup>**. Special arrangements may be made if early set-up is necessary or requested. **Vendor Passes are picked up at the office of the Fair Grounds at time of check in!! If you are NOT on premises by 1 pm on Wednesday July 17<sup>th</sup>, the gate personnel will require payment for entry as there is no way to know you are a vendor.**

*(There are campers and youth groups on the premises from as early as Monday July 15<sup>th</sup>. You may request to set up on those days. This MUST be pre-arranged.)*

**HOURS OF OPERATION:** Vendor discretion is allowed for hours of operation due to the summer weather, The first entertainment is set to open on Wednesday July the 17<sup>th</sup> at 4 pm. Booths are not required to be opened on Wednesday July 17<sup>th</sup> before 4 pm but vendors may use their discretion as to whether to open or not. **Fair Hours Wednesday July 17<sup>th</sup> 4pm – 10pm, Thursday July 18<sup>th</sup> Noon – 11pm, Friday July 19<sup>th</sup> Noon – 1am, Saturday 10am-1am.** Booths not set up on Wednesday July the 17<sup>th</sup> by 1 pm could result in a forfeiture of their space and no refund will be given.

### **ELECTRICITY**

**Please Initial** ELECTRICITY CAN NOT BE ISSUED THE DAY OF SET UP AS ELECTRICITY IS ASSIGNED ON A FIRST COME FIRST SERVE BASIS. **NO REFUND WILL BE GIVEN FOR NOT UNDERSTANDING THAT ELECTRICITY IS A RESERVED ITEM. FAIR MANAGEMENT WILL NOT ASSUME RESPONSIBILITY FOR A VENDOR NOT READING THE APPLICATION FORM.**

**Please Initial** Electrical hook-up is available for an additional fee of \$60 and is issued on a first come first served basis. We need to know how many **AMPS** you need; you **MUST bring RV grade electrical cords.** There can be NO EXCEPTIONS made regarding electrical availability. Generators can be used but must run quietly.

**OUTDOOR EXHIBITORS TEAR-DOWN:** On **Sunday July 21st, 2024**, exhibitors may begin leaving the grounds. No vehicles will be allowed midway until patrons have been cleared from the fairgrounds. Appropriate identification (vendor passes) should be visible to security personnel during tear down and move-out.

**INSURANCE:** Vendors and volunteers must carry a minimum of \$500,000.00 liability with *Elmore County Fair and Rodeo Board, Elmore County, the City of Glens Ferry, their officers, directors, agents, and employees* as additional insured. Proof of insurance must accompany application for space to be reserved.

**ADMISSION:** Each vendor will receive Vendor passes good for the 4 days. Vendor passes are NON-TRANSFERABLE.

*Please Initial* ECFRB gate personnel are VERY STRICT on this and WILL NOT let you in without a pass or paying the parking fee. SO PLEASE CARRY YOUR VENDOR PASS AT ALL TIMES!!

**PRODUCT LIST:**

*Please Initial* You must submit a COMPLETE list of products you are selling or displaying. **ALL ITEMS IN YOUR BOOTH ARE SUBJECT TO APPROVAL FROM THE FAIR MANAGEMENT. IF YOU ARE ASKED TO REMOVE IT FROM SALE THEN IT MUST BE REMOVED. IT IS IMPERITIVE THAT YOU SUBMIT A COMPLETE LIST OF PRODUCTS TO AVOID COMPETITION AND AVOID SPENDING MONEY ON PRODUCT THAT YOU WILL NOT BE ABLE TO SELL!!** Items not allowed include knives, swords, Chinese throwing stars, nun chucks, lasers, firecrackers, pop-bangs, etc. Absolutely no weapons!

**TABLES, CHAIRS AND COVER/SHADE:** These items are not provided. Please plan to bring any necessary equipment for your booth.

**FOOD BOOTHS:** All food booths will require a health department permit.

*Please contact Central District Health Dept for health permit requirements, application, and permit. A copy of your permit must be submitted before you can open for business.*

**CENTRAL DISTRICT HEALTH DEPARTMENT**

520 E. 8<sup>th</sup> N

Mountain Home, ID 83647

**Rachel Groat** | Office Services Supervisor Community & Environmental Health  
**P. 208-580-6001 | M. 208-789-6494 | F. 208-587-3521** [RGroat@cdh.idaho.gov](mailto:RGroat@cdh.idaho.gov)

**No merchandise or printed material** can be distributed or sold upon Fairground property without first purchasing booth space from the Elmore County Fair and Rodeo Board

# Elmore County Fair and Rodeo Board

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## VENDOR BOOTH APPLICATION

### July 17<sup>th</sup>-20<sup>th</sup> 2024

Application must be received by July 1<sup>st</sup>, 2024

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

Seller's Permit No: \_\_\_\_\_

Have you ever participated in the Elmore County Fair? Yes No

**Booth fees include exhibitor passes good for all 4 days. Passes are picked up at the Fair Grounds office!! If you are NOT on the premises by 1 pm on Wednesday July 17th, the gate personnel will require payment for entry as there is no way to know you are a vendor.**

Electricity: Electrical hook-ups are available on a first come first served basis for an additional fee of \$60 and must be included WITH your application. **We need to know how many AMPS need. If electricity is not available for you, you will be notified, and you may request a full refund.**

Applications submitted with a \$50.00 deposit will reserve a space. **Applications sent without a deposit of at least \$50.00 will be reserved on a contingent basis only and are subject to cancellation without notice.** (This deposit does not include \$60 for your electric. If you need electricity, submit at least \$110 for your initial deposit. This amount is deducted from your final amount due i.e. if you rent a \$150 booth, and submit \$50 deposit and \$60 electric deposit, you will only owe \$40 more)

#### **GENERAL RULES – PLEASE READ THE VENDOR BOOTH INFORMATION SHEET FOR COMPLETE RULES!!!**

Each exhibitor must provide the Fair with proof of general liability insurance of no less than \$500,000. Product liability of no less than \$500,000 is required for food vendors. Proof of insurance naming Elmore County Fair and Rodeo Board, Elmore County, the City of Glens Ferry, their officers, directors, agents and employees as additional insured will be required.

If you cancel after **July 1st, 2024**, you will forfeit ALL MONIES SUBMITTED to Elmore County Fair and Rodeo. If you cancel prior to this date, the FULL amount of your deposit will be returned to you.

**TYPE AND SIZE OF OUTSIDE BOOTH REQUESTED**

**(Please check one)**

\_\_\_\_\_ Food \_\_\_\_\_ Display \_\_\_\_\_ Retail

10x10-\$50.00 \_\_\_\_\_ 10x20 - \$100.00 \_\_\_\_\_ 10x30\_ - \$150.00

\_\_\_\_\_ Electric

- Please note that if you submit your **total booth fee and an electrical**, there is NO \$50 deposit needed!!!

**PLEASE LIST ITEMS TO BE DISPLAYED OR SOLD**

(Please include picture of concession trailer/booth)

List **ALL PRODUCTS** you will be **displaying, selling, or giving away** during the Fair. Attach a list if needed. Application space will be assigned, in part, based on this list. Please submit any samples of brochures or literature you will be distributing to the public or that will illustrate details of your product(s). Violations will mean immediate cancellation of all rental money paid will be forfeited to the Fair. Items not allowed include knives, lasers, firecrackers, stickers, pop-bangs etc. Fair Management reserves the right to forbid items it deems appropriate.

*\_\_\_\_\_ Please Initial ALL ITEMS IN YOUR BOOTH ARE SUBJECT TO APPROVAL FROM THE FAIR MANAGEMENT. IF YOU ARE ASKED TO REMOVE IT FROM SALE THEN IT MUST BE REMOVED. IT IS IMPERITIVE THAT YOU SUBMIT A COMPLETE LIST OF PRODUCTS TO AVOID COMPETITION AND AVOID SPENDING MONEY ON PRODUCT THAT YOU WILL NOT BE ABLE TO SELL!!*

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**PROHIBITED ITEMS**

- County Ordinance prohibits the use of glass containers on the fairgrounds due to public safety. A \$50.00 fine for each offense will be imposed.
- Knives (over 4-inch total length, pocket or open)
- Guns (allowed for display only)
- Nunchucks and Ninja Stars
- Explosive Devices

**Health Permit:**

- Please contact Central District Health Dept for a health permit requirements, application, and permit. A copy of your permit must be submitted before you can open for business.

**CENTRAL DISTRICT HEALTH DEPARTMENT**

520 E. 8<sup>th</sup> N

Mountain Home, ID 83647

Rachel Groat | Office Services Supervisor Community & Environmental Health

P. 208-580-6001 | M. 208-789-6494 | F. 208-587-3521 RGroat@cdh.idaho.gov

**All fees copy of Health Permit (if applicable) and the certificate of Insurance must accompany this application.**

**Please review this form making certain all information requested is available.**

To secure booth space, *applications must be received no later than July 1<sup>st</sup>, 2024.*  
**Make check or money order payable to Elmore County Fair Board and mail to:**

**Elmore County Fair and Rodeo Board  
PO Box 205  
Glenns Ferry, Id 83623**

**Fees included:**

Electrical deposit \_\_\_\_\_ Booth Deposit: \_\_\_\_\_

Complete payment: \_\_\_\_\_ Total Fees Included: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

**VENDOR CHECKLIST FOR SENDING APPLICATION  
TO ELMORE COUNTY FAIR AND RODEO BOARD**

\_\_\_\_\_ Request for Electricity and/or Water \_\_\_\_\_ Type and Size of Booth Needed

\_\_\_\_\_ Proof of Insurance (with ECFRB as Additional Insured) \_\_\_\_\_ Health Permit (food booths only)

\_\_\_\_\_ Seller's Permit No. included on Application \_\_\_\_\_ Applicant's Signature and Date