

Boundary County Fair Board Members

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Boundary County Fair Board
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Boundary County Fair
August 11-15, 2026
Fair Hours 9:00 AM- 9 PM
Commercial Food Booth Application

Business/Organization: _____

Name of Contact Person: _____

Mailing Address: _____

Phone #: _____ Cell #: _____

Email: _____

Space Requirements: (15' x 20' is provided. If other size is needed please specify) _____

Space Requested: (returning vendors have until Mar 15 to request previous spot) _____

*NOTE: Food Vendor Booths are no longer permitted on the Pavilion

***Please attach the following and initial if attached and/or agree to:**

1. _____ Copy of Certificate of Insurance.
2. _____ Copy of Health Permit. (Food Handlers Permit # _____ exp __ / __ / __)
3. _____ Menu and Pricing list
4. _____ Unit size and dimensions
5. _____ Trailer opening side (*if applicable*):
 Passenger Driver Rear
6. _____ Tax Registration Confirmation (*see attached form*)
7. _____ Electrical Needs (limited on a first-paid basis):
 120V – \$30 240V – \$60
8. _____ Phot of booth setup (*if available*)
9. _____ Agreement to pay 4% commission of gross sales.

(*Due in Fair Office by 12:00 p.m., Sunday, August 16th, 2026, See attached worksheet*)

Included with the application is the **Booth Fee of \$288.00 + Sales Tax; \$20.16 + Refundable Cleaning Deposit \$75.00 + Electricity \$ _____ + Internet \$ _____ (\$25 week) + \$20 Late Booking Fee (if after July 22) \$ _____** for a **TOTAL** of \$ _____ (if paying by debit/cc add 3.5% to total)

I further agree to comply with all the rules and regulations governing food vendor space.

I agree to pay the total fee of \$ _____ plus 4% of total gross sales for the week. I realize that if I do not comply, I will not be considered as a food vendor in the future. Booth space is NOT reserved until payment in FULL is received. Make check payable to Boundary County Fair Board.

I have read and agree to the contract and attached regulations:

Signature _____

Date _____

DATE	AMOUNT	CK#/CASH	RECEIPT	TAX FORM	INSURANCE	HEALTH PERMIT

For Office Use Only:

Deposit Refund \$ _____

Date: _____

Check #: _____

version: 1.01.2026

PLEASE READ ALL RULES OF THE APPLICATION

1. **Vendor space is NOT reserved** until the completed application, full payment, proof of insurance (if applicable), and required tax forms are received by the Fair Office. **Applications and payments must be submitted together** and will not be accepted separately.
Returning vendors may reserve their previous year's booth **only if** the full booth fee and all required paperwork are received by **March 15**. After this date, booth spaces will be available to all vendors and assigned on a **first come, first paid** basis.
2. Vendors selling or distributing food items must comply with **Panhandle Health** requirements. Failure to comply, or cancellation after **July 23**, will result in forfeiture of payment and/or cancellation of vendor space.
3. Vendor fees are waived for **schools, 4-H/FFA, Public Health, and Fire/Law Enforcement agencies**; however, an application is still required.
4. **Set-Up Times – Outside Grounds Only:**
 - **Monday, August 10:** 8:00 AM – 8:00 PM
 - **Tuesday, August 11:** 7:00 AM – 12:00 PM*(Sunday set-up requests must be arranged in advance with the Fair Office.)*
5. Vehicles are permitted in most booth areas for loading and unloading only. For pedestrian safety, **all vehicles must be removed at least 30 minutes prior to the opening of each fair day** and are **not allowed back on the grounds until the following morning**. This rule will be strictly enforced. Wagons are typically available at the Fair Office to assist with transporting items.
6. **Take-Down:**
 - Saturday evening after **7:30 PM**
 - Sunday until **12:00 PM****NO EARLY TAKE-DOWN.** Early removal will result in forfeiture of the **\$50 deposit** and may affect eligibility to participate in future fairs.
Initials: _____
7. After-hours security watchmen are provided; however, each vendor is responsible for securing their own booth and removing valuables overnight. Memorial Hall, Exhibit Hall, and the Pavilion are locked each evening. The Boundary County Fair Board is **not responsible for loss or damage** to vendor items.
8. All fair rules and regulations must be followed. Selling products, raffle tickets, drawings, or distributing materials is permitted **only within your assigned booth space**. The Boundary County Fair Board reserves the right to reject any product or material deemed detrimental to the fair and may inspect vendor spaces at any time. Failure to comply may result in removal from the fair and forfeiture of fees. Refer to the Fair Book for additional rules and regulations.
9. The **Display Booth Decorating Contest**, using the fair theme “There’s Magic in the Fair” is open to both commercial and nonprofit vendors. Judging will take place on **Wednesday, August 12**. See the Fair Book for contest rules and details. The winning booth will receive a **free 2026 fair booth space** of equal or lesser value.
10. **Meal Tickets:**
Meal tickets are valid for up to **\$12**; any amount over \$12 must be paid by the guest. Meal tickets must be **fully completed** to be eligible for payment. Incomplete tickets will not be paid. The attached meal ticket sheet must be submitted for payouts to be mailed the week following the fair. A **4% commission** is required; payouts will be withheld until the commission is received.
11. **Food Vendors:**
Vendors serving breakfast items are encouraged to open earlier in the morning to accommodate **4-H and FFA families** who arrive early to care for their animals.

NO DOGS ALLOWED ANYTIME ON THE FAIRGROUNDS OR BUILDINGS DURING THE FAIR, AUGUST 11th-15th. YOU WILL BE ASKED TO REMOVE THEM.

Thank you for participating in the 2026 Boundary County Fair

INITIAL _____

ATTENTION:

ALL Vendors – regardless of whether you are selling merchandise or not, regardless of if you are profit or non-profit, and regardless of if you already have an Idaho State Business & Sales Tax License, **MUST REGISTER FOR OUR EVENT** with the State of Idaho.

REMEMBER: State tax is 6% AND City of Bonners Ferry tax is 1%

INSTRUCTIONS:

Event ID: 433127424

Start Date: August 10, 2026

End Date: August 15, 2026

Location: 6567 RECREATION PARK RD

STE 1

BONNERS FERRY, ID 83805-0000

Have ALL your event PARTICIPANTS do the following:

1. Go to tax.idaho.gov/GoToTAP and under “Sellers and Promoters” click “Register as a Temporary Seller or Promoter.”
2. Choose “Seller WITH Event ID” > “Next”
3. Choose “I am going to an event” > “Next”
4. Enter the Event ID > “Next”
5. Enter your Seller Information > “Next”
6. Choose Purpose: “I am not making taxable sales,” “I have a regular permit” or “I need a temporary permit.” > “Next”
7. Review your entry > “Submit”
8. Check your email account for further instructions or attached Temporary Sellers Permit (if applicable).

YES, all participants need to register but NO, Regular Sales & Use Tax holders do NOT need a Temp Permit. More information is available on our website at tax.idaho.gov/pse1.

If you have any technical difficulties, contact us at sas@tax.idaho.gov.

If you have questions about sales tax or being an event promoter, email taxrep@tax.idaho.gov or call (208) 334-7660 in the Boise area or toll-free at (800) 972-7660. Hearing-impaired callers, use the Idaho Relay Service at (800) 377-3529.

Boundary County Fair 2026

Food Vendor Sales Reporting Form & Requirements

Due Date: No later than 12:00 p.m. (noon) on Sunday, August 16, 2026 Location: Boundary County Fairgrounds Office (or dropbox outside the office if unattended)

Vendor Requirements

All 2026 Boundary County Fair food vendors are required to submit the following before leaving the fairgrounds:

1. 4% Gross Sales Payment

- Vendors must pay 4% of their total gross sales.
- Payment must be submitted before pulling off fairground's property.
- If the required 4% is not received by Sunday at noon, your deposit will be forfeited.
- If the office is closed, vendors may leave their paperwork and payment in the secure mailbox located outside the fair office.

2. Meal Ticket Submission (If Applicable)

- All meal tickets must be turned in with this form.
- Each meal ticket must clearly show a dollar amount. Tickets without a dollar amount will not be counted.
- Per meal ticket guidelines, no meal ticket may exceed \$12.00.
- Meal ticket reimbursements will be mailed the week following the fair.
- No meal ticket reimbursements will be issued until the vendor's 4% gross sales payment is received.

2026 Food Vendor Sales Report Form

Vendor Information

- Business Name: _____
- Contact Person: _____
- Phone Number: _____

Gross Sales Calculation

- Total Gross Sales: \$ _____
- 4% of Gross Sales (Total Gross Sales \times 0.04): \$ _____

Meal Ticket Summary (If Applicable)

- Total Value of Meal Tickets Submitted: \$ _____
- Notes: _____

Final Amount Due to Fairgrounds

(Fairgrounds will issue meal ticket reimbursement after receiving the 4%)

- 4% Payment Submitted: \$ _____
- Payment Method: Cash Check Card Other: _____

Vendor Certification

I certify that the information provided above is complete and accurate, and that all meal tickets submitted comply with the 2026 meal ticket guidelines.

Vendor Signature: _____ Date: _____

Office Use Only

- 4% Received: Yes / No
- Deposit Forfeited: Yes / No
- Meal Tickets Counted & Logged: Yes / No
- Reimbursement Issued: Date Mailed _____

If you have any questions, please contact the Fair Office at 208.267.7041.

Thank you for being a part of the 2026 Boundary County Fair!