

Boundary County Fair Board Members

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Boundary County Fair Board
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Boundary County Fair
August 5-9, 2025
Fair Hours 8:30 AM- 9 PM
Non-Profit Food Booth Application

Business/Organization: _____

Name of Contact Person: _____

Mailing Address: _____

Phone #: _____ Cell #: _____

Email: _____

Utilities Needed: _____

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

NOTE: 2025 booth prices did NOT increase, but please be aware of added fees - see below

***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. **Copy of menu and prices:** _____
4. **Copy of 501c3 or other non-profit verification:** _____
5. **Size of unit, dimensions:** _____
6. **If a trailer, what side does it open on? Passenger** ___ **Driver Side** ___ **Back** ___
7. **Tax Form Registration confirmation (See Attached).** _____
8. **Electrical Needs:** ___ **120v \$30** ___ **240v \$60** (limited on a first-paid basis)
9. **Please include a photo of your set up if possible.**
10. **Must pay 4% commission of total sales.** _____ (Due in Fair Office by 11:00 a.m., Sunday, August 10th, 2025)

Included with the application is the Booth Fee of \$173.00 + \$12.11 tax + \$50.00 refundable cleaning deposit + 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:

version 11.19.24

Deposit Refund \$ _____ Date: _____ Check #: _____

PLEASE READ ALL RULES OF THE APPLICATION

- 1. Vendor space is NOT reserved until the application, payment, proof of insurance (if applicable) and tax forms are received in the Fair Office. Returning Vendors will be given the opportunity to reserve their same booth from the previous year as long as the full booth fee and required paperwork are received in the Fair Office on or before **MARCH 15**. After that date, booth selections will open up to anyone, and will be assigned on a first come-first served basis.**
- 2. If selling/distributing any food items, please check with Panhandle Health for 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 but an application must be submitted.**
- 4. Set-up time for**
EXHIBIT HALL ONLY: SUN. AUG 4th, 6-9 PM, & MON. AUG 5th, 8 AM–8 PM.
PAVILION ONLY: MON. AUG 5th, 1 PM-8 PM & TUE. AUG 6th 7:00 AM – Noon.
OUTSIDE GROUNDS ONLY: MON. AUG 5th, 8 AM–8 PM & TUE. AUG 6th 7 AM–Noon
NO EXCEPTIONS TO SET UP TIMES. The Exhibit Hall will be locked at 11:30 AM on Tuesday for judging with no further admittance until conclusion of Opening Ceremonies. There is NO exception to this rule.
- 5. Vehicles are allowed access to most booth spaces for loading and unloading of supplies, but for pedestrian safety, vehicles must be REMOVED 30 min. prior to the opening of each fair day, and are NOT allowed back on the grounds until 30 min. after closing.**
- 6. Take-down is Saturday evening after 7:30 PM and Sunday until 12 PM. NO EARLY TAKE-DOWN as this will result in forfeiture of the \$25 deposit and possibly not invited back the following year.**
- 7. After-hours security watchmen are provided, however each vendor is responsible for securing their vendor space by removing valuables at night. Memorial and Exhibit Halls and the Pavilion are locked each night. The Boundary County Fair Board is not responsible for loss or damage of vendor items.**
- 8. All fair rules and regulations must be followed.** Selling of products, raffle tickets, drawings, distribution of any materials, etc. is permitted **only within** your vendor space. The Boundary County Fair Board has the right to: reject any product, item or material to be sold or given away if deemed detrimental to the fair and can inspect premises at any time. Failure to comply can result in being asked to vacate and forfeiture of fees. Refer to the fair book for additional rules and regulations.
- 9. The Display Booth Decorating Contest, using the fair theme, (to be determined) is open to both commercial and non-profit and will be judged Wednesday, August 7th.** See games and contest rules in the fair book for additional details. The winning booth will receive 2024 fair booth space of equal or lesser value.
- 10. Meal Ticket pay-outs will be made as early as 7:30 PM on Saturday. However, the 3% fee must be paid PRIOR to, or at the same time that the fair cuts you a check for the meal-tickets. They can both be done in the office Saturday night or Sunday from 9:00-11:00 AM.**

NO DOGS ALLOWED ANYTIME ON THE FAIRGROUNDS OR BUILDINGS DURING THE FAIR, AUGUST 5th-10th. YOU WILL BE ASKED TO REMOVE THEM.

Thank you for participating in the 2024 Boundary County Fair

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: 425787392

Start Date: August 04, 2025

End Date: August 09, 2025

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.