

Boundary County Fair Board Members

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Boundary County Fair Board
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Boundary County Fair
August 8-12, 2023
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: (10' x 20' is provided space if different please state) _____

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

1. **Copy of Certificate of Insurance.** _____
2. **Copy of Health Permit.** _____
3. **Copy of menu and prices:** _____
4. **Size of unit, dimensions:** _____
5. **If a Trailer, what side does it open on? Passenger** ____ **Driver Side** ____ **Back** ____
6. **Electrical Needs:** _____
7. **Tax Form Registration confirmation (See Attached).** _____
8. **Contract signed and dated.** _____
9. **Fee of \$208.38 enclosed (includes \$10.38 tax & a \$25.00 refundable deposit).** _____
10. **Please include a photo of your set up if possible.**
11. **Must pay 3% commission of total sales.** _____

Due by 11:00 a.m., Sunday, August 13th, 2023. Please pay to Fair Office.

I further agree to comply with all the rules and regulations governing food vendor space. I agree to pay the fee of \$208.38 **plus 3% of total sales** for the week. **I realize that if I do not comply, I will not be considered as a food vendor in the future at the Boundary County Fair.**

Make check payable to **Boundary County Fair Board**

I have read and agree to contract/regulations:

Signature

Date

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

For Office Use Only:

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

PLEASE READ ALL RULES AND REQUIREMENTS

- 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 space from the previous year. **Pre-Booking reservations** can be made by submitting the Pre-Booking Application, and the \$25 Rental Security Deposit as soon as the previous year's fair is over. An email with the updated pricing will be sent in mid-February, at which point, as long as the full booth fee and required paperwork are received in the Fair Office on or before **MARCH 15**, the returning vendors previous years vendor space will be reserved. After that date, booth selections will open up to anyone, and will be assigned on a first come-first served basis.**
- 2. Please provide a full menu with prices. Each menu will be reviewed to avoid duplication of food items.** Please check with Panhandle Health for food handling requirements. Failure to comply or cancellation after July 23 will result in forfeiture of payment and vendor space. Food vendors must guarantee and provide a \$1,000,000 Certificate of Insurance wherein Boundary County Fair Board and its agents are additional named insured on a broad form comprehensive general liability endorsement or commercial general liability.
- 3. Set-up time is Sunday, AUG 6th from 8 AM-8 PM, and Monday, AUG 7th, 7 AM-9 PM.** Cargo trailers will be permitted on grounds during set-up but must be removed to designated parking area on the west side of the fairgrounds (near the mill) during the fair. Fair closes at 9 PM daily. **Take-down is Saturday, August 12th after 8:00 PM and Sunday, August 13th until 12:00 PM. NO EARLY TAKE-DOWN as this will result in forfeiture of the \$25 deposit and not invited back the following year.**
- 4. Meal Tickets MUST be turned in by Sunday, August 13th at 12:00 PM or vendor will not be reimbursed. Reimbursement will be issued with deposit refund at the September board meeting.**
- 5. After-hours security watchmen are provided; however, each vendor is responsible for securing their vendor space by removing valuables at night. The Boundary County Fair Board is not responsible for loss or damage of vendor items.**
- 6. 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 inspect premises at any time to ensure proper food handling practices. Failure to comply can result in being asked to vacate and forfeiture of fees. Panhandle Health may inspect vendor areas on any given day during the fair.**
- 7. Some internet will be available in limited areas for a fee.**

NO DOGS ALLOWED ANYTIME ON THE FAIRGROUNDS OR BUILDINGS DURING THE FAIR, AUGUST 6th – 13th. YOU WILL BE ASKED TO REMOVE THEM.

Thank you for participating in the 2023 Boundary County Fair