



August 21-30, 2020

# Commercial Vendor Forms



[SPECTRAPRODUCTIONS.COM](http://SPECTRAPRODUCTIONS.COM)

208-939-6426

# Admission Ticket/Vendor Badge Order Form



Form deadline: July 15

(208) 939-6426 | www.spectraproductions.com

**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

## ADMISSION TICKET

Please remember that all persons working your booth will need a valid Western Idaho Fair admission ticket. You will also need a Vendor ID Badge in order to access the fairgrounds and the Exposition Building prior to noon each day. 20 admission tickets are included with your booth fee. **This form must be submitted by July 15th in order to fulfill your requests; prices shown are pre-sale discounts not available after July 15th.**

Admission Ticket: Good for one fair entry only. Forfeited at the entrance gate.

Vendor ID Badge: Will not gain you entry into the fair without an admission ticket.

<u>Pass Type</u>	<u>Quantity</u>	X	<u>Price</u>	=	<u>Total</u>
Admission Ticket Adult:	_____	X	<u>7.00</u>	=	_____
Admission Ticket Senior:	_____	X	<u>5.00</u>	=	_____

Total Tickets Purchase: \_\_\_\_\_

Vendor ID Badge; Quantity Needed (no cost): \_\_\_\_\_

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Electrical Order Forms

Form deadline: July 15

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Vendor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

The exhibitor shall pay all fees for electrical service or electrical inspections (when required). **Your electrical order form must be submitted with payment by July 15th.** Electricity will be provided per your request, when possible. The electrical representatives of The Western Idaho Fair are the only authorized persons to work on, or add to, the Fairgrounds electrical services. Any electrical work done by outside electricians must be on the Exhibitor's equipment only. For further clarification or questions on Electrical Codes, call the State Electrical Inspector: (208) 334-2183.

This form is for 110 volt orders only. If you need 208 volt service please call your Spectra representative directly.

Yes, I will need electrical service (please check)

No, I will not need electrical service (please check)

**The charge for each 10 amp outlet ordered is \$25.00**

**(If you do not pre-order, 10 amp outlets are \$35.00)**

Bring a 50' extension cord, to insure access to electricity. Where accessible to the public, cords shall be covered with non-conductive material (this would include mats, or exhibitor must bury cord underneath the grass if this is an outside booth) to prevent a tripping hazard. Your electrical charge is for *ONE OUTLET*. IMPORTANT: There will be additional charges if more than one outlet is used. If you need more than one outlet please indicate.

Amps: \_\_\_\_\_ Equipment: \_\_\_\_\_

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Booth Furnishings Order Form

Form deadline: July 15

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Vendor: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Use this form to order items for your display. Prices include sales tax, delivery, and pick up. This form must be submitted by July 15th\* in order to fulfill your requests. \*Prices reflect orders placed prior to July 15th. Add 5.00 per table for orders placed after that date.

<u>Item Description</u>	<u>Price Ea.</u>	<u>Quantity</u>	<u>Total</u>	<u>Item Description</u>	<u>Price Ea.</u>	<u>Quantity</u>	<u>Total</u>
Long Table, Decorated*:	\$50.00	_____	_____	Carpet, 9x10:	\$50.00	_____	_____
Long Table, Plain*:	\$30.00	_____	_____	Carpet, 9x20:	\$80.00	_____	_____
Counter Height L. Tbl, Dcrted*:	\$60.00	_____	_____	High Stool:	\$25.00	_____	_____
Counter Height L Tbl, Plain*:	\$40.00	_____	_____	Wastebasket:	\$5.00	_____	_____
Round Table, Decorated♦:	\$40.00	_____	_____	Folding Chair:	\$5.00	_____	_____
Round Table, Plain♦:	\$25.00	_____	_____	Easel:	\$10.00	_____	_____
		<b>Total:</b>	_____			<b>Total:</b>	_____

\*Decorated includes skirt. Please indicate 4', 6' or 8' length. 6' & 8' tables are 30" deep. 4' tables are 24" deep.

♦Decorated includes skirt. All tables are 42" high, 36" diameter.

Total Furnishings Rental: \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

# Fair Insurance Order Form

Form deadline: July 15

(208) 939-6426 | [www.spectraproductions.com](http://www.spectraproductions.com)



**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

As a vendor at the Western Idaho Fair, you are required to have insurance in the amounts outlined in the Exhibitor Handbook. If you cannot provide this insurance on your own you can order coverage through the Western Idaho Fair.

The cost of ordering insurance coverage through the Western Idaho Fair is \$110.00.

If you wish to order insurance coverage in this manner please check the box below, sign at the bottom and send back to the Spectra office by **July 15th**.

**Yes, I will need to order insurance coverage through the Western Idaho Fair**

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Workman's Compensation Form

Form deadline: July 15

(208) 939-6426 | [www.spectraproductions.com](http://www.spectraproductions.com)



**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

As a vendor at the Fair, you are required to have either a worker's compensation certificate, or this form declaring you are exempt from worker's compensation in a manner consistent with the Worker's Compensation laws of the state of Idaho. (Labor Code Section 3350 et seq.) **This form is due by July 15th.**

## Worker's Compensation Exemption Statement:

I do not employ anyone in a manner subject to the Worker's Compensation laws of the state of Idaho. The display for the business noted above will be staffed by owners, partners, family members, or independent contractors. No employees will be hired to work in any capacity for the business listed above for purposes that directly relate to its display upon Fair property during the Western Idaho Fair .

I certify that the information provided on this statement is true and accurate. I understand that upon employing anyone in a manner subject to the Worker's Compensation laws of the state of Idaho I must obtain a Certificate of Worker's Compensation insurance, and understand I must submit that certificate of insurance in order to comply with the rules of participation in the Western Idaho Fair.

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Sound/Amplification Approval Form

Form deadline: July 15

(208) 939-6426 | [www.spectraproductions.com](http://www.spectraproductions.com)



Vendor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

## AMPLIFICATION RULES

The following rules apply to gain the privilege of using an amplification system, television, audio/visual equipment, radio, sound system, or having any product, person, or material thing that produces sound in your booth. Failure to follow these rules will be cause for prohibiting their use. **This form is due July 15th.**

1. The purpose of an amplification system is too allow booth personnel to talk for long periods of time using a low and reserved tone of voice. An amplification system is not to be used to make booth personnel louder in order to gain attention or used as a means of drawing attendees to your display.
3. Any sounds emitted from any source from your booth shall be of a volume that it does not distract vendors from across the aisles and vendors adjacent to the your booth.
4. Failure to comply to these rules will result in one verbal warning. Upon a second violation, a written warning. If there is a third violation, privilege of using sound/amplification shall be revoked for the remainder of the event.

**I have read, understand, and agree with the rules set forth above for the privilege of using sound/amplification as part of my display.**

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Product Demonstration Form

Form deadline: July 15

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**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

## PRODUCT DEMONSTRATION RULES

The following rules apply to gain the privilege of conducting a product demonstration inside of your booth. Failure to follow these rules will be cause for prohibiting the conducting of your product demonstration.

**This form is due July 15th.**

1. All product demonstrations will take place within the confines of your designated booth space.
2. Absolutely no demonstrations, literature distribution, or physical contact will be done in the aisles, walkways, or any other area other than within the confines of your designated booth space.
3. The person signing below agrees that the rules will be made aware to all personnel working in the booth.
4. Failure to comply to these rules will result in one verbal warning. Upon a second violation, a written warning. If there is a third violation, privilege of conducting a product demonstration as part of YOUR display shall be revoked for the remainder of the event.

**I have read, understand, and agree with the rules set forth above for the privilege of conducting a product demonstration as part of my display.**

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**



# Fair Sticker Approval Form

Form deadline: July 15

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**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

As a vendor at the Western Idaho Fair, you may distribute stickers from your booth at the Fair, but must submit this form in order to do so. Due to the nature of stickers (adhesives!) a cleanup fee is a necessary part of the approval to distribute stickers.

The Sticker Distribution/Cleanup Fee is \$100.00 (non-refundable).

If you wish to distribute stickers from your booth please check the box below, sign at the bottom and send back to the Spectra office with payment in full by **July 15th**.

**Yes, I plan on distributing stickers at the Western Idaho Fair**

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Fair Food Sampling/Sales Form

Form deadline: July 15

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**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

Please be specific in describing what you will be sampling including sizes, packaging, serving methods, and any other distinguishing characteristics. Additionally any commercial vendor wanting to sell or sample food at the Western Idaho Fair is required to secure a permit from the Central District Health Department; Contact them at (208) 327-8535. **If you plan to sample or sell food at your display during the Fair you must submit this form by July 15th.**

Food: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Samples? Yes  No

I understand that in order to sample or sell food at the Western Idaho Fair I must also gain a permit from the Central District Health Department. I understand that if this requirement is not met it will be cause to prohibit any sampling or sales of food to the general public until a permit has been secured.

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Entertainment Sales Request Form

Form deadline: July 15

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**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

## Entertainment

All forms of entertainment sales by Commercial Vendors must be pre-approved prior to the start of the Western Idaho Fair. In order to provide a form of entertainment sales, commercial vendors agree to report 20% of gross sales to the Western Idaho Fair. This sales commission is to be paid if the amount is greater than the space rental fees agreed to on the Vendors contract. **This form must be submitted by July 15th in order to obtain sales approval.**

## Description of Services

Entertainment: \_\_\_\_\_

Cost to public: \_\_\_\_\_

Service Type \_\_\_\_\_

Gross Sales X 20% = Total

Entertainment Sales: \_\_\_\_\_ X 20% = \_\_\_\_\_

Total To Be Remitted: \_\_\_\_\_

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Fair Drawing Prize Form

Form deadline: July 15

(208) 939-6426 | [www.spectraproductions.com](http://www.spectraproductions.com)



**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**If you plan to offer a drawing at your display during the Fair you must submit this form by July 15th.** Please be specific in describing your prize, including models, colors, serial numbers, and any other distinguishing characteristics. The "Fair Drawing, Winners Form" is also a part of holding a drawing at the Western Idaho Fair and must be completed and submitted by September 1st.

Prize: \_\_\_\_\_  
\_\_\_\_\_

Value: \_\_\_\_\_

Date Of Drawing: \_\_\_\_\_

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

# Fair Drawing Winners Form

Form deadline: July 15

(208) 939-6426 | [www.spectraproductions.com](http://www.spectraproductions.com)



**Vendor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

Prize: \_\_\_\_\_  
\_\_\_\_\_

Value: \_\_\_\_\_

Date Of Drawing: \_\_\_\_\_

Winners Name: \_\_\_\_\_

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

City/St/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**