



# MADISON COUNTY FAIR



## AUGUST 14-17, 2019

### FOOD VENDOR BOOTH SPACE RESERVATION FORM

Business Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**BOOTH FEES** (Per food truck or similar setup):

\*\$100 refundable deposit. This is due at time of application to reserve space.

**No space will be guaranteed until deposit is received.**

\*10% of gross sales with a \$300 cap.

\*Mail deposit to: PO Box 389, Rexburg, ID 83440

\*Credit Cards Accepted at: [www.madisonfairgrounds.com](http://www.madisonfairgrounds.com)

**BOOTH DESCRIPTION** (Please detail the items you plan to sell):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IMPORTANT INFORMATION

**Before applying:** You will need to submit proof that you are licensed/exempt by the public health department. Acceptable documents include:

- \*Temporary food license or approval letter
- \*Signed cottage/food license exemption form
- \* Regular food license

A temporary food license must be applied for 2 weeks before the event date. Proof of food safety certification is also required by Eastern Idaho Public Health for a temporary food license before an approval letter will be delivered.

The temporary food license application & cottage/food license exemption form can be found on Eastern Idaho Public Health's website <https://eiph.idaho.gov/EH/Food/foodprogramresources.html> If you have any questions, please call Eastern Idaho Public Health in Rexburg at 208-356-3239 or in Idaho Falls at 208-523-5382. Se habla español.

**Location:** Once you are assigned a space, you will be required to stay in that location. Switching booth spaces will not be allowed.

**Electricity:** Provided. You may bring a generator. Please let us know ahead of time if you have 220 needs.

**Questions:** Call Shannon Lewis at (208)201-9005 & (208)356-3139 or email [slewis@co.madison.id.us](mailto:slewis@co.madison.id.us)

#### SCHEDULE OF EVENTS

**Set up booth:** Tuesday, August 13 from 3-8 PM. Vendors not set up by 8 PM August 13 will forfeit their space without deposit refund, unless previous arrangements have been made.

**Occupy booth:** Vendors must be in their booths from 9 AM to close of the fair each day from August 14- August 17. Vendors who do not follow this, may be excluded from future fairs.

**Take down booth:** Do not remove your booth until 9 PM on August 17 or until directed. Leaving early will result in the loss of deposit.

**OFFICE USE:**

Date of Application: \_\_\_\_\_ Deposit Received: \_\_\_\_\_ Health Dept: \_\_\_\_\_ Deposit Refunded: \_\_\_\_\_