



# MADISON COUNTY FAIR

## AUGUST 17-20, 2022

### 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 non- refundable deposit. This is due at time of application.

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

\*10% of gross sales with a \$300 cap for 10x20 space.

Cap increased in \$50 increments for additional space.

\*Mail deposit to: 610 Airport Rd, Rexburg, ID 83440

\*Credit Cards- Contact Shannon Lewis for payment

**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 or \*Signed cottage/food license exemption form or \* 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.

**Select One:** \_\_\_\_\_ 10x10

\_\_\_\_\_ 10x20

\_\_\_\_\_ Larger (Specify- **up to each additional 10x10 will add \$50 to the cap**)

**Electricity:** Provided. You may bring a generator (must have shield from the ground). **EACH VENDOR IS LIMITED TO 2 OUTLETS.**

**Select One:** \_\_\_\_\_ 110 Power

\_\_\_\_\_ 220 Power

\_\_\_\_\_ No Power

**Questions:** Contact 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 16, 2022. Times will be announced based on location assigned. Vendors not set up by 8 PM August 16, 2022 will forfeit their space without deposit refund, unless previous arrangements have been made.

**Occupy booth:** Vendors must be open and ready to sell by 11 AM to close of the fair each day (10 PM) from August 17- August 20, 2022. Vendors who do not follow this, may be excluded from future fairs.

**Take down booth:** Do not remove your booth until 10 PM on August 20, 2022 or until directed. **ALL ITEMS MUST BE REMOVED THIS NIGHT.**

**OFFICE USE:**

Date of Application: \_\_\_\_\_ Deposit Received: \_\_\_\_\_ Health Dept: \_\_\_\_\_ Picture/Dimensions: \_\_\_\_\_

**Madison County Fairgrounds 2022 Fair Booth Rental Agreement**

QUESTIONS: Please contact Shannon Lewis at (208)201-9005 or (208)356-3139

An agreement made by and between the Madison County Fair Grounds Officials, hereinafter called ORGANIZER, and \_\_\_\_\_, hereinafter called VENDOR.

**ORGANIZER and VENDOR agree to the following:**

1. ORGANIZER will lease to VENDOR all indicated services on the front of this page, including a booth space, electricity (limited to 2 outlets), and any other services chosen by the VENDOR, at the 2022 Madison County Fair, held at the Madison County Fairgrounds from August 17-20, 2022.
2. Space/Location will be assigned by ORGANIZER. VENDOR may request a specific space, but it will not be guaranteed. Tables, chairs, canopy, and garbage receptacles (vendor use) are not included with space. If any of these are required by the VENDOR, they are to supply them. Tables and chairs are available at a variety of local businesses. Setup shall be on Tuesday, August 16, 2022 by 8 PM, the time will be announced closer to the event. No one shall be allowed to setup after the event begins. Vendors who do not set up during the above time frame run the risk of losing their space without refund. Vendors shall have access to their booth space daily at 8 AM and are required to be open and ready to sell by 11 AM until 10 PM each day of the Fair, however may choose to open earlier at 9 AM.
3. VENDOR shall not, without prior written consent of ORGANIZER, assign or sublet any part of this lease/display space. Violation of this item could result in the loss of booth space at the fair.
4. VENDOR may not sell any items that are not listed on their application, nor may they cause contention between or harass any VENDOR, employee, or spectator at the fairgrounds.
5. VENDOR is responsible to remove all their garbage from the fairgrounds nightly. A dumpster will be provided to dispose of these items. The garbage cans are for spectator use and are not to be filled with VENDOR waste or taken for VENDOR use.
6. VENDOR agrees to occupy their designated booth space(s) and not move booth locations for the entire duration of the Fair. It is further agreed that if said VENDOR does not occupy the contracted space or fails to comply in any other respect with the terms of this agreement, the ORGANIZER shall have the right, without notice to the VENDOR, to sell such space or any part thereof. It is also agreed that the VENDOR failing to occupy said space or comply with any of the provisions of this agreement shall pay the entire contract price, and loss and/or damage suffered by ORGANIZER on account of such failure. Notification of cancellation must be made in writing within three days of contract date.
7. VENDOR will abide by the General Rules of the Fair online at [www.madisonfairgrounds.com](http://www.madisonfairgrounds.com) This includes indemnification of the Madison County Organizing Committee, Madison County Fair Board, Madison County and its departments, and/or Rexburg City and its departments from responsibility for any loss or damage by fire, wind, storms, explosions, or any other cause whatsoever, including Acts of God, or other loss by the VENDOR during the duration of the event. VENDOR covenants not to sue ORGANIZER for any and all liability, real or alleged, arising out of or in connection with this lease agreement. VENDOR also agrees to pay all costs of collections, default, breach or enforcement hereunder, including reasonable attorney's fees.
8. Sales tax for sales made by VENDOR shall be the responsibility of the VENDOR.
9. This agreement contains the entire understanding of the parties, and no oral or other representation not contained herein shall be binding upon the parties hereto.
10. All FOOD VENDORS must have and include a copy of a state license; call the Eastern Idaho Public Health District at (208)356-3239 for more information.

BUSINESS NAME: \_\_\_\_\_

RESPONSIBLE REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_