

Vendor Agreement

August 25, 2018

Portneuf Wellness Complex & Bannock County Fairgrounds



Vendor Name \_\_\_\_\_

Party Responsible \_\_\_\_\_

Terms & Conditions:

1. By signing this agreement, exhibitor agrees to all terms outlined herein and to release Idaho State Journal, Portneuf Wellness Complex, Bannock County Fairgrounds, Bannock County and all sponsors from the liability for any personal injuries, theft, damage, or loss of property (damages) that might occur as a result of exhibitor's participation, or to remove any participant from the event for failure to abide by these conditions.
2. Booth rental is for Saturday, August 25, 2018, at the Portneuf Wellness Complex and Bannock County Fairgrounds, Pocatello from 11am to 5pm.
3. Set-up will begin at 9:00am and must be completed no later than 10:30am. Please, let us know as soon as possible if your display requires you to start set-up before 9:00am. Vehicles are not allowed on the grass area of the event.
4. Participants will set-up and break down their own booth. Break down of booths will not begin before 5pm. Participants are responsible for maintenance and clean-up of their booth area. You are required to dispose of your own trash. Please provide a refuse container at your booth to control litter around the complex & fair grounds.
5. If you are using a canopy, each leg must be weighted down to ensure it won't be blown over in the event of high winds.
6. Exhibitors are responsible for any local, state or federal laws applicable to their business. Exhibitors agree to collect and remit all sales taxes, pay any business fee, and/or government fines as legally required.
7. Exhibitors are required to provide a copy of public liability insurance coverage, naming Bannock County as an additional insured.
8. Exhibitors are required to provide a copy of proof of the necessary permits from the Southeast Idaho Public Health Department for food beverage preparations.
9. All necessary paperwork must be provided to Idaho State Journal no later than August 17, 2018
10. Participants are responsible for bringing their own table, canopy and supplies for their booth for the event. If you are a non-profit organization you are required to provide paperwork to show non-profit status.

**Booth size:**

- Single 10x10 \$225
- Double 20x10 \$325
- Non-Profit Exhibitor booths \$100\*(501 © documentation required)
- Electricity

Type of equipment needing electricity: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

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

**Category of Booth Activity:**

- Food
- Sales Information
- Activity
- Physical Activity

Activity Planned: \_\_\_\_\_

Food & Beverage Served: \_\_\_\_\_

Exhibitor Signature / Date: \_\_\_\_\_