

RATHDRUM DAYS 2009

FRIDAY JULY 17TH & SATURDAY JULY 18TH

VENDOR INFORMATION SHEET

The Rathdrum Area Chamber of Commerce invites you to participate in the activities of Rathdrum Days 2009. Please read the rules and requirements. Then submit your completed application with proof of insurance, health permit (if needed), and payment to the Rathdrum Area Chamber of Commerce.

All vendors participating in Rathdrum Days 2009 will be responsible for making certain they meet all applicable state and county requirements for the operation of their booth. All permits as well as the collection and payment of Idaho sales tax are the sole responsibility of the vendor. Vendors may have tax questions answered by contacting the Idaho State Tax Commission at (208) 769-1500, 1910 N Northwest Blvd, suite 100, Coeur d'Alene, Idaho 83814

HOURS: Booths will be open: **Friday, July 17 from 12:00-9:00pm**

Saturday, July 18 from 10:00-7:00pm

All Booths must be manned during these hours.

FOOD VENDORS: Food vendors must comply with all Idaho requirements for operation of a booth including obtaining proper Health Department permits. For information call 208-415-5100, or mail questions to the Panhandle Health District at 8500 N Atlas Hayden, Idaho 83835. A Health Department official will be on site to make inspections the day of the event. No booth may sell food items unless they have proper health permits and meet all Panhandle Health District requirements. In addition, any booth serving food items must provide proof of liability insurance. Proof of liability insurance and health permit must accompany the application.

OTHER VENDORS AND NON-PROFITS: All craft and other vendors must comply with all requirements of participation in the event. Only approved items will be allowed for sale and only "give aways" approved by the vendor committee will be allowed. (Non-profits and business promotional vendors will be required to pay the booth fees unless their booth is educational (no sales) or they choose to operate an approved game or entertainment act. Please contact vendor coordinator for more information.

INSURANCE: Insurance remains the responsibility of the vendor. The Rathdrum Area Chamber of Commerce, Lakeland School District, nor the City of Rathdrum has any

responsibility for injury to the vendor or vendor's employees or guests. Any losses or damages to the vendor's vehicle, booths, merchandise, equipment and supplies are also not the responsibility of the Rathdrum Area Chamber of Commerce, Lakeland School District, or the City of Rathdrum. It is the vendor's responsibility to be certain all vehicles, booths, merchandise, equipment and supplies are secured.

SECURITY: Security will be provided Thursday and Friday night. Again, we are not responsible for any losses or damages.

BOOTH SIZE: The standard booth size for this event is 10' x 10'; this includes any hitch or awnings. Spaces will be marked. Booths exceeding 10x10 will require payments for a second space.

FEES: The cost of a 10x10 space is \$35.00, \$80.00 for food vendors. Electrical power is limited and will be available to Food Vendors only at an additional charge of \$25.00.

POWER: Availability of electrical hookups is limited to food vendors. Because of noise and fume issues, the use of generators for power will not be allowed.

BOOTH LOCATION: All vendors will operate on the grounds of Lakeland High School. Booth location at the site is solely at the discretion of the vendor committee. Size and type of booth and power requirements are considered when placement is determined so it is important for vendors to provide accurate information regarding their needs. Most booths will have other booths behind them and on each side. Please do not call ahead of time requesting a specific location, as the final vendor area layout will be dependent on number of vendors, other activities, and the committee's plan to make the day success for all involved. Booth locations will be marked on the grass by number. You will be notified of your booth number and location before the event.

EQUIPMENT: All tables, chairs, tents, extension cords, water containers, garbage cans, and other equipment needed in the operation of the booth are the responsibility of the vendor. It is strongly recommended that all booths be covered by a canopy or awning. There is very little shade in the area set aside for vendors and the day can be very HOT. Food operations MUST be in a covered booth and MUST provide a garbage can for their customers.

SET UP: Set up will begin on Thursday, July 10 at 5:00 pm, and will continue on Friday morning. Vendors with trailers should plan to set up early because it may not be possible to maneuver into your spot if your neighbors have already setup. (If your spot is inaccessible because you are not ready to set up before your neighbors, it may not be possible to find another spot for you and you may not be able to participate.) Be aware there is an underground sprinkler system in the lawn. Please drive slowly and carefully. All vehicles must be moved from the vendor area by 12:00 pm.

TEAR DOWN: Tear down time starts Saturday, July 18 at 7:00pm. Vendors must remain open the entire scheduled hours – no early pull outs.

PARKING: Free parking will be provided in the High School parking lot. **Vendor vehicles will not be allowed in the event area during the event.**

SMOKING: There will be absolutely no smoking on the school grounds!

PETS: No Dogs allowed.

The submission of a completed application does not guarantee participation in Rathdrum Days 2009. You must be very specific about the products you will be selling or demonstrating and all products and demonstrations are subject to approval by the Rathdrum Days 2009 Committee. Vendor applications that are not accepted will be returned with an explanation and your check. **Your signature on the application will indicate you have read and agree to abide by all rules established by the vendor committee regarding operation of a booth at Rathdrum Days 2009.**

Thank you for your interest and we look forward to working with you!

The Rathdrum Days 2009 Committee

For additional questions please contact:

Rathdrum Area Chamber of Commerce
(208) 687-2866 office@rathdrumchamberofcommerce.com

Vendor Coordinator, Michelle Kimberling
(208) 687-5117 michellekimberling@yahoo.com

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VENDOR APPLICATION

Group Name: _____

Contact Person: _____ Telephone: _____

Mailing Address: _____

Please provide E-mail: _____

List of what you are selling, demonstrating or handing out: _____

Rathdrum Days is a family event and inappropriate merchandise, hand-outs or demonstrations will NOT BE ALLOWED.

<u>Description</u>	<u>Amount</u>	<u>Quantity</u>
10 x 10 Booth Booths exceeding a 10x10 space will be charged for a second space.	\$35.00 each	_____
Food Vendor	\$80.00 each	_____
Electrical Hook up Available for Food Vendors Only	\$25.00 each	_____

TOTAL AMOUNT DUE \$ _____

Make checks payable to:
Rathdrum Area Chamber of Commerce
8184 W. Main Street, Rathdrum, ID 83858

I understand my signature on this application acknowledges my agreement to abide by all rules and requirements established by the Rathdrum Area Chamber of Commerce and the Rathdrum Days Committee for participation as a vendor at Rathdrum Days. I also understand that acceptance for participation is not guaranteed by the submission of this application

Signature: _____ Date: _____