

# RATHDRUM DAYS 2017

3 Days of Family Fun for everyone!

FRIDAY JULY 14<sup>TH</sup> (Street Dance)

SATURDAY JULY 15<sup>th</sup>

SUNDAY JULY 16<sup>th</sup>

**DEADLINE FOR VENDOR APPLICATIONS; July 11, 2017**

## **VENDOR INFORMATION SHEET**

The Rathdrum Area Chamber of Commerce invites you to participate in the activities of Rathdrum Days 2017. 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 2017 are 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: Saturday, July 15<sup>th</sup> from 10:00 am-7:00 pm**

**Sunday, July 16<sup>th</sup> from 10:00 am - 4:00 pm**

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 Districts 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. **Absolutely no knives or weapons of any kind will be allowed.** 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 Friday and Saturday night. Again, **we are not responsible for any losses or damages.**

**VENDORS:** The standard booth size for this event is 15' x 15'; this includes any hitch or awnings. Spaces will be marked.

**FEES:** The cost of a 15x15 space is \$100.00.

**Booths exceeding 15x15 will require payments for a second space.**

**FOOD VENDORS:** The standard booth size is 15'x 20'; this includes any hitch or awnings.

**FEES:** The cost is \$165.00 this does not include any electrical power.

**Booths exceeding 15'x20' will be subject to an additional fee.**

Power is limited and will **ONLY** be available to Food Vendors at an **additional charge of \$35.00.**

**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. Knives or weapons of any kind are not allowed on school grounds. 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 at the registration table at 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 Friday, July 14<sup>th</sup> from 4:00-7:00 pm, and will continue on Saturday morning 7:00 am to 9 am 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 removed from the vendor area by 9:00 am on Saturday.

**TEAR DOWN:** Tear down time starts **Sunday, July 16th at 4:00pm.** Vendors must remain open the entire scheduled hours – **no early pull outs!** If you pull out early you will not be welcome to come back to our event next year.

**PARKING:** Free parking will be provided in the Lakeland High School Student parking lot. The teacher's parking lot will **only** be available for handicap parking. Vendor vehicles will not be allowed in the event area during the event.

**SMOKING:** There will be absolutely no smoking, tobacco products or e-cigarettes on the school grounds!

**PETS:** All Pets MUST be leashed and you are responsible for cleaning up after your pet.

The submission of a completed application does not guarantee participation in Rathdrum Days 2017. 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 2017 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 2017.**

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

*The Rathdrum Days 2017 Committee*

**For additional questions please contact:**

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

Shanie Rountree:  
Membership and Events Director  
[shanie@rathdrumchamberofcommerce.com](mailto:shanie@rathdrumchamberofcommerce.com)

# RATHDRUM DAYS 2017

Saturday JULY 15<sup>TH</sup> & Sunday JULY 16th

## VENDOR APPLICATION

Company represented or Group Name: \_\_\_\_\_

**Please check here if Company represented limits the number of vendors allowed at an event**

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>
<b>15 x 15 Booth</b>	<b>\$100.00 each</b>	_____
Booths exceeding a 15x15 space will be charged for a second space.		
<b>Food Vendor</b>		
<b>15 x 20 Booth</b>	<b>\$165.00 each</b>	_____
<b>Electrical Hook up</b>	<b>\$35.00 each</b>	_____

**Electrical and water hook up is ONLY available for Food Vendors!**

**Do you need a water hook up?**

**Do you need extra space for your trailer?**

**This is important info when doing a layout of the event.**

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**VENDOR FEE NONREFUNDABLE**

**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: \_\_\_\_\_