

# Pend Oreille County Fair Concession Booth Policy

August 14<sup>th</sup> - 17<sup>th</sup>, 2025

Setup day August 13<sup>th</sup>, 2025

A Booth Placement Committee, made up of Fair Board members, makes the selections for booth spaces. Concession priority is given to non-profit groups and organizations. Returning participants have first opportunity to fill the spaces, which are assigned on a first-come, first-served basis. Additional vendors who compliment the other booth participants are selected by the committee to fill vacant spaces. Processing of 2025 applications begins April 15<sup>th</sup>; all are due by **Aug 1<sup>st</sup>**.

**Cost:** A **\$75 non-refundable fee** must accompany your application. This includes **two** season admission passes which are picked up at the fair office in person. **Passes are non-transferable.** Your concession booth may need a tax number. It is your responsibility to arrange this. **All non-food vendors are required to submit proof of liability insurance with a minimum of \$1 million coverage per incident. Food Vendors are required to have \$3 million liability insurance.**

**Requirements:** Booth must be staffed during fair hours (9:00 AM - 9:00 PM Thursday through Saturday and 9:00 AM - 4:00 PM Sunday). **Booths must remain in place until 4 PM on Sunday.**

**All Vendors** must have all advertising and activities within the boundaries of their space and at no time destroy or deface property of the Pend Oreille County Fair. Vendor agrees to decorate the booth and furnish all booth signs, construction, and material used. Use clean, neat and attractive materials. Booth will be kept in good repair at all times during the fair. Use of the fair grounds fencing is prohibited. Concessionaires and their help will be neat and tidy in dress and fully clothed, including shoes. No use of amplifiers or public address system, including radios, without consent from the manager (Ryan Tellessen). There will be absolutely no threatening or vulgarities towards any of our volunteers, it simply will not be tolerated.

## **Food Vendors**

All food vendors are required to submit proof of liability insurance and have **proper permits**. A person with a food handler's certificate must be supervising in each food booth at all times of operation. **Vehicle deliveries to concession area are allowed between 7:00 a.m. and 9:00 a.m. and after 9:00 p.m. for safety reasons, vehicles will not be allowed beyond to the gate after 9 a.m. and you must arrange to transport your supplies arriving after that time.**

**Please submit menu and prices to be used at the fair with application.**

Vendors will only be moved in emergency situations.

**No pets except those that will be exhibited and service animals.**

Applications for space are due August 1, 2025. Applications will only be accepted after August 1<sup>st</sup> if there is still space available. Please make checks payable to the **Pend Oreille County Fair.**

Mail to:

Pend Oreille County Fair

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