



2023 RULES & REGULATIONS FOR FAIR EXHIBITOR BOOTH SPACE August 16-19, 2023

2023 Fair Theme: "Red, White & Bloom"

1. No sale or distribution of merchandise shall be permitted at the Bonner County Fair, including printed or written material, except for properly permitted fair booths with permission from the Fair Board. **Absolutely NO distribution of material is allowed outside of your booth. Violation of this rule may result in revocation of booth space and removal from the Fairgrounds.** Sale of merchandise requires the booth tenant to pay a **commercial fee**. You are also required to file Idaho Sales Tax Declaration Form ST-124, available in the Fair Office. These forms need to be completed and filed at the Fair Office following the last day of the fair.
2. Requests for space can be made at the beginning of the year by calling the Fair Office at 208-263-8414. Applications will be mailed out in February to all of last year's exhibitors. Any empty booths or spaces will be assigned on a first-come, first-serve basis. ***Requested spaces are NOT guaranteed and at the discretion of Fair Staff.**
3. **A SEPARATE rental fee check and refundable deposit check** must be included with the application and returned by July 19th to reserve space. Please write **separate checks payable to the Bonner County Fair**. You will be notified by letter concerning acceptance of application and allocation of space upon approval. If space is unavailable, you may be short listed in case of a late cancellation.
4. No refunds will be made. If space is assigned and a display is not put up, rents are forfeited. When all objects have been removed from walls, floors and the booth has been swept, you make pickup your deposit from the Fair Office, Sunday August 20, 2023 ONLY from 10am - 2pm. If the deposit was not picked up on August 20, 2023, the deposit will be cashed and non refundable. You may call the week after the Fair to verify the status of the deposit.
5. Those that are assigned space and put up a display are required to maintain the exhibit until 9pm on Saturday of the fair. Failure to do so may eliminate your booth from priority consideration at future fairs.

Set-up Hours in 2023

6. The main exhibit building will be open, Monday 8/14, 11am to 6:30pm and Tuesday 8/15, 7:30am to 11am for setting up all INDOOR exhibitors' booths. **Please note – booth setup will be CLOSED promptly at 11am for all indoor booth setup on Tues 8/15, as we will start JUDGING in the Main Exhibit Building. No one will be allowed in the Main Exhibit Building during judging.**

OUTDOOR booths may set up Tuesday 8/15 from 11:30am – 7:30pm. Displays must be in place by 8am on Wednesday 8/16 for the start of Fair. Judging of the booths will be on Wednesday, 8/16.

2023 BOOTH HOURS:
Wednesday – 10 AM to 8 PM
Thursday – 10 AM to 8 PM*
Friday – 10 AM to 9 PM*
Saturday – 9 AM to 9 PM*

Our evening events pull a lot of people to the Outdoor Arena. If you are slow in the evenings on these days and want to close early, please check in with the Fair Office prior to doing so.

7. All displays & booths must be open to the public August 16-19, during the following hours; Wednesday and Thursday 10am to 8pm, Friday 10am to 9pm, and Saturday 9am to 9pm. Do not take down on Saturday evening. Exhibit checkout and booth breakdown takes place Sunday, August 20 from 8am – 2pm.

8. Premiums will be paid on Sunday, August 20 after fair in the Fair Office 8am to 2pm. **WE ARE ONLY DOING PAYOUTS ON ONE DAY.** No premiums will be paid after 2pm on Sunday.

9. Inside display space has 3 walls; side walls are approximately 4' high. There are only 16 spaces that have all walls that are approximately 8' feet tall. Be sure to remove all thumbtacks, staples, pens, etc when the booth is dismantled. Panels may not be painted. Everything must be removed. Your indoor space is only a blank shell – the Bonner County Fair does NOT provide TABLES or CHAIRS, please bring all of your own items.

10. Outside space is space only. Your outside display must be finished. It can be skirted, covered, or painted. Please make your space look professional. You must set-up in your assigned space. ***Please Note:** *We have done our absolute best to thoughtfully accommodate electrical and space requests. We have considered when your applications and payments were submitted. Requested space will be received and considered, but CANNOT be guaranteed.*

11. Be prepared to bring a small ladder or stool to decorate. Please, do not stand on the folding chairs. You need to bring your own tables, panels, lattice panels, decorations, etc.

12. No loudspeakers or PA systems allowed in the booths or outside display spaces. All displays must be in good taste.

13. Balloons may be used inside the Main Exhibit Building only.

14. You must have someone in your booth if you are distributing literature. Do not leave brochures free choice.

15. Please keep the visitors to your booth from impeding the flow of foot traffic.

16. It is fair policy to limit political parties to one booth per political party. No form of campaigning permitted except in the political fair booth.

17. Bonner County Fair does provide security, but will not be held responsible for any losses or damages to items displayed. All booths are entered at the owner's risk.

18. All raffles from your booth **MUST** be written on your application and must be approved by the Fair Board. We need to comply with Idaho State Lottery regulations and must know what you plan to raffle and the value of the items.

19. Keep your area clean during the fair.

20. **Smoking is restricted to designated areas only.**

21. Fair Booth Exhibitors will receive **ONE** Parking Pass for Fair Week per booth in your fair booth packet. **Additional passes may be purchased for \$10 for the week, or \$3 per day.**

23. Animals are not allowed in the Main Exhibit Building, except for certified service animals per ADA regulations.