



promoter handbook



www.kcfairgrounds.com



Jacklin Building



Event Building 1



Event Building 2



Arenas & Green Spaces



Event Building 3



Stampede Room

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QUICK FIND GUIDE

Contact Info

KOOTENAI COUNTY FAIRGROUNDS

4056 North Government Way
Coeur d'Alene, ID 83815
Make checks payable to: North Idaho State Fair
Phone: (208) 765-4969
Fax: (208) 765-3168
Email: fair@northidahotatfair.com
Website: www.kcfairgrounds.com

GENERAL MANAGER

Alexcia Jordan

EVENT BOOKING COORDINATOR

Deirdre Rushing
Phone: (208) 765-4969
Email: deirdre@northidahostatefair.com

MAINTENANCE ON CALL

Allan Dykstra
Mobile: (208) 446-4678

EVENTS SETUP COORDINATOR

Laura Burrow
Phone: (208) 449-3832



Deadline Summary

Items in red are mandatory for all locations; for complete information on these items and if they are applicable to your event, read this manual.

Deposit \$250 + 20% due at signing of contract
2nd payment due. 60 days prior to event
Final payment due 30 days prior to event
Event worksheet 30 days prior to event
Electrical plan 30 days prior to event
Floor plan 30 days prior to event
Marketing plan 30 days prior to event
Caterer submission 30 days prior to event
Commercial food app 30 days prior to event
Complaint procedure 14 days prior to event
Raffle license filed 14 days prior to event
Int. Events Drawing B, Pt 1 . . . 14 days prior to event
Phone service ordered. 10 days prior to event
Banners due for hanging 10 days prior to event

Timeframes

Rental opens 7am
Outdoors, music ends 10pm
Indoors guests exit, music, alcohol ends 11pm
Renters exit. 12am

CONTRACTUAL RIGHTS

The rules and regulations in this handbook are incorporated and made part of the Interim Events Contract. This handbook contains the general policies and procedures adopted by the North Idaho Fair Board and Kootenai County Fairgrounds, hereinafter referred to as “FAIRGROUNDS,” governing interim events presented on the grounds by Renters. Renters include any organization or person. Interim events include any commercial enterprises, displays, entertainment or recreational activities on any part of the Fairgrounds. Renters must refer to the duly-executed Interim Events Contract to determine the specific contractual rights and responsibilities of each of the parties.

Interim events may occur in conjunction with other events. Fairgrounds facilities are MIXED USE, and available to all publics. Please be aware that you may not be the only event occurring.

PROMOTER/RENTER

Hereafter, Promoter and Renter are to be understood as the same. When you promote a show or hold an event on Kootenai County Fairgrounds, it is your responsibility to be familiar with—and make sure that your exhibitors are familiar with—the rules and regulations outlined in this handbook.

POLICY

The Fairgrounds reserves the right to modify or change these policies or rental rates at any time at its sole discretion. Reasonable effort will be made to notify Renter of any such modifications or changes.

No organization or person may use any portion of Kootenai County Fairgrounds without having first signed an Interim Events Contract. Contracts must contain the names and signatures of those authorized by Renter, to sign for other incidentals which will be charged to Renter. The Interim Events Contract will contain a description of Renter’s event, and all of the details which are involved with it. An Interim Events Contract must also be signed by authorized representatives of Fairgrounds management prior to Renter beginning any activities on said grounds. Renter accepts the grounds and building facilities as they exist.

Should Renter review an area and feel that it is unsafe, Renter should report the condition immediately to management.

INSURANCE

All events are REQUIRED to have a General Liability Insurance Policy that names North Idaho State Fair, Kootenai County Fairgrounds, North Idaho Fair Board and its Employees, and Kootenai County as additional insured. Expect specific coverages as well as event listing for insurance coverage. A sample certificate will accompany your Interim Events Contract.

ATM

Kootenai County Fairgrounds provides ATM services on the grounds through an exclusive partner agreement with Cypress ATM. For additional services, please contact the event coordinator.

CAMPING

Overnight camping or parking is permitted on assigned space at the Fairgrounds. You will need a permit as well as direction to parking areas. Please see the office for information and fees.

SMOKING

Idaho Code 39-5501, et. Seq., prohibits smoking inside all buildings. Smoking is allowed in designated smoking areas only. Ashtrays are located outside in smoking areas.

MODIFICATIONS

Any amendments, additions or deletions made to the Interim Events Contract, including the Event Worksheet, must be executed in writing by Renter and Fairgrounds, prior to any scheduled event, unless any such amendment, addition or deletion is a result of the adoption or implementation of a Fairgrounds policy, rule or regulation.

COMPETITION CLAUSE

Kootenai County Fairgrounds will not book competing events 30 days prior or 30 after a similar event. This rule can be modified if consent is given by the promoter of the original event. Kootenai County Fairgrounds has the final say in what constitutes a competing event.

FOOD & BEVERAGE

Kootenai County Fairgrounds approves all on-site concessions and catering. Any commercial food intended to be sold or given away at Kootenai County Fairgrounds, MUST have prior approval from Kootenai County Fairgrounds management.

Upon consent by management, an approval in writing will be given to the Promoter. **NO OUTSIDE FOOD OR BEVERAGES ARE ALLOWED IN THE FAIRGROUNDS BUILDING OR ON THE PROPERTY DURING EVENT HOURS.**

Promoters may wish to bring in concessionaires. These must be approved by the event booking coordinator 30 days prior to the event. Determination will be on an event by event basis. Concessionaires must pay 17% of gross sales (minus sales tax) to Kootenai County Fairgrounds at the completion of the event.

ALCOHOL

Promoters are not permitted to sell, serve, or bring alcohol on any part of Kootenai County Fairgrounds. Renter/promoter must use the exclusive alcohol service as noted by Kootenai County Fairgrounds management.

GAMES OF CHANCE

The Fairgrounds prohibits all forms of gambling and games of chance during any and all events on the grounds, unless such games are specifically permitted under Idaho Law and Renter has obtained advance approval from Fairgrounds.

Raffles may not be conducted by Renter, unless Renter is a qualified charitable organization and has obtained a license from the Idaho State Lottery Commission in accordance with Idaho law, and has filed a copy of the license with the Event Coordinator 14 days prior to the event. A charitable or nonprofit organization conducting a raffle shall not be required to obtain a license if the gross annual raffle sales are less than \$10,000 and/or if the maximum aggregate value of merchandise does not exceed \$1,000.00

Drawings must not require the contestant to submit more than the information needed to run the contest, (name, phone, address, age) nor can drawings require a purchase or obligation of any kind. This information can be solicited on a voluntary basis only and must be handwritten on forms. You cannot swipe credit cards, or use checking account data to obtain information. The completed drawing cards must also be secure from theft, tampering, wind and rain at all times. All patrons should be eligible to participate in drawings unless age is a reasonable qualification. Any age stipulations on a drawing must be discussed with management prior to the drawing.

The personal information obtained by holding a drawing can only be used by the exhibitor who conducted the drawing. There can be no sale or transfer of mailing lists among exhibitors or any other outside agents.

You will also be required to post at least one sign, at least 3'x3', with a font size of 1" minimum height. This sign shall be adjacent to the drawing entry box. It must give an exact description of the prize to be given away, including verifiable retail value, when the drawing will be held, if the participant must be present to win, and the full name of the company involved, including street address and phone number. Failure to comply shall result in denial of any future drawings by the Renter. If you have any questions regarding the legality of your drawing, check with the Idaho Better Business Bureau.

FACILITY RENTAL LOGISTICS

All renters must sign a contract of agreement in order to rent a Kootenai County Fairgrounds facility. The Event Coordinator will provide you with the contract and all renting details, including this handbook. This paperwork is also available online at kcfairgrounds.com.

The **first payment of \$250.00 plus 20% of your rental** is required upon signing of contract. Renter is required to submit a signed contract **within 30 days of holding the date (a "request hold")**. When additional payments are warranted, please see fee schedule on page 3.

Dates that are on request hold with no deposit are subject to a **DATE CHALLENGE**. Upon receiving a signed letter challenging a date, Fairgrounds will notify the holding party by letter of the Date Challenge. The holding party will have 48 hours from receipt of letter to sign a contract at the established rate and post a standard deposit. Failing this, the challenger may have the date assuming a standard rate contract is signed and a full deposit posted within 48 hours of notification. This policy is in effect to prevent too many request holds by Promoters who are simply scouting dates without valid deposits. **The Promoter/Renter, and/or their designated agent, shall be present on the grounds at all times during the event**, including setup and teardown. No vendors/exhibitors are allowed in the building until Promoter is moved in.

A Kootenai County Fairgrounds **FACILITY RENTAL PROVIDES** only the basic building/facility. The rental includes:

- a) General floor space or designated areas and the non-exclusive right to use the common areas of the grounds to provide access, ingress and egress.
- b) Building attendant services for each day the facility is rented.
- c) Normal utilities in those facilities where available. (Does not include electrical needs beyond building lighting and heat/air; for more information on those charges, please see Equipment Rental Services and Electrical Rates sheets.)
- d) Restroom facilities provided during setup, actual event, and teardown only. Overtime charges of \$50/hr may apply to Promoter should restroom use extend beyond this time period.

INSURANCE

Insurance coverage must be in effect at all times, including setup and teardown, decorating, event days, etc. Because insurance is complex, please see your contract for explicit details and work with the Event Coordinator for questions.

FEES

At minimum one person (who is a designated agent of Promoter authorized on the contract) shall be authorized to sign for building times, costs and incidental charges, and equipment rental. Promoter is responsible for any damages, rental costs or any other costs incurred by all vendors or sub-contractors associated with the event. To control **HEATING AND COOLING COSTS**, please keep exterior doors closed as much as possible. These systems will remain on unoccupied settings until all doors are closed after load in.

The renter agrees to comply with all applicable federal, state and local ordinances and statutes, and to assume full responsibility for payment of all state sales taxes and electrical inspection fees.

IDAHO SALES TAX

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a seller's permit from the State Tax Commission. Retailers are also required to collect 6% Idaho sales tax on each retail sale that is not exempt from tax. This tax immediately becomes property of the State held in trust by the retailer.

Promoters having exhibitors at their event should contact the State Tax Commission for information and guidance on ST124 forms. Each exhibitor needs to complete one—contact the State Tax Commission for more information and forms. All renters will be charged sales tax on taxable goods rented from Fairgrounds. Exempt buyers must have the ST101 form on file with management to claim exempt. If you need an ST101, please contact the Event Coordinator.

State Tax Commission
Phone: (208) 334-7660 or (800) 972-7660

EVENT CHECKLIST FORM

Mailed to you with your contract, the event checklist form is a road map to your event. Please fill in all portions of the worksheet as accurately as possible. State the dates and times necessary for full setup of your event. List the hours of the event, including hours on event days that you or your staff will need access to the building. List the hours required for teardown. (See **FACILITY SETUP & TEARDOWN**.) List the quantity and sizes of items you will need to rent from Fairgrounds, and locate these items on a Fairgrounds-provided floor plan where you want those items placed. The renter must complete and return the Event Worksheet **30 days prior to the event**.

FLOOR PLAN

An event layout including booth placement, electrical requirements, table placement or archways, exit ways and aisles shall be submitted for approval **30 days prior to event**. Kootenai County Fairgrounds reserves the right to determine concession locations inside the venue.

Please refer to maps provided by the Event Coordinator for the locations of handicap doors, columns, fire extinguishers and fire pulls. These need consideration when creating your layout.

The layout showing **ELECTRICAL SERVICE** requirements and placement must be submitted **30 days prior to your event**. Promoter will risk paying late charges on electrical costs, and the show may not start on time, if this deadline is not met. Complete the Electrical Rates Section on the Event Checklist Form for your event.

We encourage Kootenai County Fairgrounds Renters to contact the Kootenai County Fire Marshall if you are not sure your floor plan meets fire code. The Fire Marshall has the ultimate authority to close down any show if at any time he finds it noncompliant with any municipal ordinance.

Kootenai County Fairgrounds requires all exhibits to be in place when a show opens to the public. No packing debris or assembly of exhibits will be permitted in the aisles after opening. Renter is required to keep the aisles, corridors and fire exits clear of obstructions during event day hours. Please see FLOOR PLAN under Event Worksheet for required aisle width. For the safety of patrons, management may refuse to unlock doors for an event opening if Fire Safety Codes (including vehicles parked in fire lanes or loading zones) are not met.

At Kootenai County Fairgrounds, main aisles are considered those that extend through the building.

- a) North and South: At the exit door location -- considered a constant location; minimum 10'w.
- b) Spacing for cross aisles should be placed to evenly divide the building as close as possible and are not required to meet directly in front of an exit door.

FIRE SAFETY

In accordance with NFPA 101, Life Safety Code, Section 31.2.3, any exhibitors using open flame devices must be inspected and approved by the Fire Marshal prior to use. The approval must be for the installation and use of such devices.

- a) All open flame devices must be permanently mounted, such as on a table or bench, and be kept no less than 36" from any combustible materials.
- b) Exhibitors using either open flame devices, or any cook surface, must have present and readily accessible, at least one fully charged and operational UL-rated, wet-chemical fire extinguisher of at least 2-1/2 lbs. Net capacity.
- c) All compressed gas cylinders must be stored in an upright position and secure from damage or tip over.
- d) The public must be adequately protected from operations producing flying bits of hot solder or glass. These restrictions apply to all small flame- devices, such as torches used by glass blowers or jewelry craftsmen, and all cooking surfaces. Larger devices, (i.e. cutting torches or welding units) are not allowed unless approved by the Fire Marshall.

EVENT DAY HOURS

Kootenai County Fairgrounds:

- 7am to 12am indoors and 7am to 10pm outdoors.
- Indoors, alcohol service concludes by 11pm.
- Promoter must vacate facility by 12am.

OVERTIME CHARGES: \$50/HR

FACILITY SETUP & TEARDOWN

DELIVERIES

All delivery services should drop parcels/items at the at the building rented. Kootenai County Fairgrounds will not be responsible for property of Renter, their exhibitors, representatives or the general public. No deliveries will be accepted at a Fairgrounds venue on behalf of the Renter or any exhibitors.

Vendors are required to follow timelines specified on the Event Checklist Form. The Event Coordinator reserves the right to adjust setup or teardown times as necessary.

SETUP/TEARDOWN:

Set up and tear down days at Kootenai County Fairgrounds are booked when contract is signed. Set up rates are considerably less than event day rates. Set up and tear down days are booked only as full days; 7am to midnight. Setup or tear down hours beyond this timeframe are charged \$50/hr.

In the event Renter/Promoter fails to vacate any Kootenai County Fairgrounds facility as required, Fairgrounds may pursue any legal or equitable remedy, and Renter shall pay one full day's rental fee for the given facility for each additional 24-hour period of occupancy or portion thereof.

DECORATING

Renter may hire an outside decoration service or supply its own decorating services, minding the hours aforementioned in **Facility Setup/Teardown**.

Decorations in all Fairgrounds buildings cannot be hung from the drywall or wall material. Only the designated areas in each building may have items fastened. Using attachments such as tape, nails, tacks, staples, glue, hot glue or other adhesives is strictly forbidden for use on facility properties (i.e. walls, glass, floors, doors, shelving, fixtures, etc.).

CHECK WITH EVENT COORDINATOR FOR APPROVED DECORATING MATERIALS LIST. Lightweight cording materials are allowed to tie to facility structures. **All materials must be removed upon teardown. Do not put tape on the floor.**

Equipment Rental Companies:

- Lake City Equipment Rental: (208) 762-1175
- Design Events: (208) 765-2595
- Event Rents: (509) 535-4030

This list is only a sampling of available Coeur d'Alene area services. Kootenai County Fairgrounds in no way guarantees the services of any of these listed businesses.

ADVERTISING YOUR EVENT

When advertising your event, you must use the Kootenai County Fairgrounds logo in your visual promotional campaigns. This logo can be downloaded at www.kcfairgrounds.com/logo. All graphic standards for the use of the logo are listed there. All advertising space on Fairgrounds grounds is the exclusive property of the Fairgrounds.

BRAND NAME

Kootenai County Fairgrounds is the official, copyright name of this property and shall be used as such in all publicity, advertising and promotional materials. Promoter shall not refer to or substitute false names for Kootenai County Fairgrounds. Such false representations might include, and are not limited to: "Fairgrounds; North Idaho State Fairgrounds; North Idaho Fairgrounds; Idaho State Fair; State Fairgrounds."

SIGNAGE

No signs or banners will be permitted on any location of the grounds without prior approval of the Event Coordinator. Fence line signage MUST obey all setback laws or shall be immediately removed. Promoter will be permitted not more than two (2) signs or banners of the following type on the grounds:

Directional Signage: Signs directing the public to the event. This signage may be placed on the day of the event only.

Promotional Signage: Signs advertising the event shall be hung no more than seven (7) days prior to the event and cannot be placed prior to the end of any previous event.

Removal: All signs and banners must be removed immediately following the event. Failure to remove signs and banners will result in Fairgrounds providing such removal at a rate of \$50/hr. Fairgrounds is not responsible for the quality of signs, sign damage, stolen or lost signage.

Sign Labor: At Promoter's request, Fairgrounds will hang signage within the above-noted parameters. This shall be for PROMOTER ONLY at no charge. Exhibitors requesting signage to be hung shall be charged \$50/ hr, with a minimum one-half hour labor. All banners hung in any of these situations shall be received at the Kootenai County Fairgrounds Office no later than ten (10) days prior to the event.

MEDIA

If you are using radio station live remotes and/or live television broadcasts please include the station name and expected hours on your Event Worksheet.

KCFG READER BOARDS

Promoters at North Idaho State Fair will be allotted space on the KCFG Reader boards. Refer to the Marketing Worksheet to request text. Fairgrounds reserves the right to modify text.

PROVISIONS

FAIRGROUNDS SECURITY REGULATIONS

The Fairgrounds is not responsible for the loss of Renter's or any exhibitor's goods or displays by theft or any other means, including loss by fire. It is the responsibility of Renter, and each exhibitor, to ensure that their goods or displays are locked and secured against loss by theft at any time the goods or displays are left unattended, including the hours that the event is not open. Renters that feature expensive or vulnerable items need to ensure they have proper security service personnel guarding the event at all times that the Renter is not in attendance.

Security is required for most events. Renter shall coordinate all security with the Event Coordinator and shall bear all costs and liability for loss or personal injury resulting there from.

FEES RELATED TO SECURITY THAT ARE EXPECTED TO ARISE DURING A PRIVATE EVENT SHALL BE PAYABLE PRIOR TO EVENT.

Approved Security Company:

Starplex Corporation: (509) 328-8778

VENDOR BEHAVIOR

Should exhibitors or vendors of Promoter continually disturb the event, show disregard for direction by Promoter or Fairgrounds employees, or harass Fairgrounds employees, volunteers or guests, the Security Director reserves the right to dismiss the offending exhibitor/ vendor indefinitely from the grounds.

No person shall be, or remain in, any building on Fairgrounds during designated locked, closed or secured times except for authorized security personnel conducting extended or overnight security, or for other authorized Fairgrounds personnel.

NOISE ORDINANCE

In accordance with Kootenai County Fairgrounds ordinances, **PROHIBITED ACTS:** Between the hours of 10pm one day and 7am the next day, it shall be unlawful for any person or business to make or cause loud or offensive noise by means of voice, musical instrument, horn, radio, loudspeaker, automobile, machinery, other sound-amplifying equipment, or any other means which disturbs the peace, quiet and comfort of any reasonable person of normal sensitiveness residing in the area. If your event is inside a building, your DJ or band may play until 12am.

PHONE SERVICE

Should the Promoter need indoor phone service, they may use Frontier. Outdoor service is limited (check with Event Coordinator).

Phone service must be ordered at least 10 days prior to event. For Kootenai County Fairgrounds use, Frontier will only activate service to the nearest jack when ordering the service.

When ordering, you will need:

- a) the building or area to be serviced;
- b) to fax your layout, especially with vendors, to Frontier; and
- c) to provide and connect the wire from the jack to the different locations needing service, or hire an outside contractor.

Frontier Communications:

(208) 762-2416, Fax: (208) 762-5032

WIFI

WIFI is available within the Kootenai County Fairgrounds, Signal is not guaranteed. Please consult the Event Coordinator for fees and passwords.

PETS & LIVESTOCK

Pets will not be permitted on the grounds during any scheduled event, with the exception of disability-related service animals. Permitted animals must be identifiable, leashed and/or controlled.

Kootenai County Fairgrounds is not responsible for the livelihood of any animal, its safety, security or welfare. Should any citizen, employee of Kootenai County Fairgrounds or fellow exhibitor witness and thereby report serious harm being done to livestock (including lack of feed or water), Kootenai County Fairgrounds reserves the right to contact the ASPCA immediately.

PARKING & VEHICLES

Parking and vehicle rules will be strictly enforced by Kootenai County Fairgrounds, including ticketing and/or towing vehicles violating any provisions, at the owner's expense.

Renters, please communicate all parking and vehicle regulations to your staff, guests and exhibitors. Together we can reduce problems during events.

PARKING

Parking is regulated by Kootenai County Fairgrounds. It shall be unlawful for any person to park any vehicle on, or own any vehicle found to be parked on, or to otherwise obstruct with such person's property, or own any property found to obstruct or any space reserved for the parking of vehicles of the employees of the Fairgrounds of Kootenai County, and which reserved parking space is located on real property owned by or leased to the Kootenai County Fairgrounds. Violation of this Section shall constitute a misdemeanor. Also, any vehicles so parked may be removed at the expense of the owner thereof.

In most cases, **parking credentials** will be issued for exhibitors or guests, and on some occasions, parking fees may apply.

Parking classifications are as such:

RENTER: The Renter (Promoter) of a show will be allocated reserved parking spaces as deemed necessary by management for Kootenai County Fairgrounds. Check with the Event Coordinator for these locations.

PUBLIC: The public is required to park in the main parking areas on the Kootenai County Fairgrounds grounds. See enclosed map. 4,000 vehicle accommodation.

EXHIBITOR: Parking for exhibitors is regulated on an event basis. Check with the Event Coordinator for Exhibitor parking areas. Exhibitors may be required to park in public parking on high-demand event days.

Additionally,

- a) Parking in fire lanes by anyone will result in immediate towing. Parking in 15-minute loading zones will be strictly enforced.
- b) Overnight parking on Fairgrounds property is prohibited. Main gates are locked at the venue times listed in EVENT DAY HOURS and any vehicles left in the parking lot will be locked in for the night.
- c) All trailer parking shall be in the gravel parking lot.

VEHICLES

No vehicles are permitted in Kootenai County Fairgrounds buildings during show hours, except vehicles on display. Operation of vehicles of any kind shall be prohibited inside buildings during show hours and no vehicular movement of any kind is allowed around the perimeter of the buildings one hour before or during show hours.

In consideration of safety requirements and the possibility of personal injury to any attendee, skate boards, skates, roller blades, bicycles, scooters manpowered or motorized, and other similar equipment will NOT be allowed on the grounds or in buildings. Exceptions: Events involving any of the above mentioned equipment. In this case, the equipment used will be restricted to specified areas.

VEHICLES ON DISPLAY

- a) All fuel tank openings must be locked and sealed in an approved manner to prevent vapor escape.
- b) Fuel tanks shall not be more than 3/4 full, nor less than 1/8 full.
- c) At least one battery cable shall be removed from each set of batteries.

- d) Fueling and draining of fuel from vehicles shall be prohibited.
- e) Vehicles shall not be moved during show hours.
- f) All RV or trailer propane tanks shall be empty when inside buildings.

GOLF CARTS

Golf cart users must complete and return a Golf Cart Request Form to be approved by management to operate a golf cart on Kootenai County Fairgrounds property. Cart requests are due **14 days prior to event**. Only drivers 18 years of age or older, with a valid driver's license, will be allowed to operate a golf cart. Golf cart renters must provide a certificate of insurance prior to any golf cart use. The application and insurance forms are available in the Kootenai County Fairgrounds office.

Golf Cart Rental Company:

- Odyssey Sports: (208) 772-0222

CLEANING

Renters will find facilities at Kootenai County Fairgrounds to be thoroughly cleaned prior to occupancy. Fairgrounds staff will provide cleaning of aisles and corridors in the exhibit and public areas during events.

During the event, Fairgrounds will NOT provide cleanup of exhibitors' debris, packing materials, boxes, samples, manure, bedding, etc.

Post-event, renters are responsible for removal of their materials, such as stickers, tape, signs, posters, buttons, banners or balloons.

If Kootenai County Fairgrounds must provide cleaning for the above-listed items, Renter will be charged \$50/hr. Fairgrounds staff will remove old bedding and stall manure at the same rate should stalls not be cleaned.

DUMPSTER

Fairgrounds will be responsible for regular trash collection. Promoters will be charged for any additional trash collection, or for additional dumpsters. Additional dumpsters should be ordered through the Event Worksheet.

“I was so very happy we chose this facility. The customer service was simply outstanding! Thanks to the office staff for an unforgettable experience.”

Michon Rieben - Wedding Organizer

“The Fairgrounds have been a joy to work with and the facilities looked amazing.”

Coeur d'Alene Charter Academy – Rally for Education Fundraiser

“I just want to say how refreshing it was to work with the staff at the Fairgrounds, it was truly a blessing.

I was pleasantly surprised with how smoothly everything went.”

Kayla Thomason - Wedding Reception Organizer

“This is the best facility we have used in Idaho!”

Good Sam Club – Fall Round-Up RV Rally



Physical Address: 4056 N Government Way; Coeur d'Alene, ID 83815

Mailing Address: PO Box 963; Hayden, ID 83835

Phone: (208) 765-4969 | Fax: (208) 765-3168 | www.kcfairgrounds.com



This handbook updated 1/22/2017

