



HAYDEN DAYS VENDOR APPLICATION FORM

(FOOD VENDOR – BUSINESS/CORPORATION – CRAFT/MIXED GOODS - NON-PROFIT)

EVENT: HAYDEN DAYS 2022

LOCATION: McIntire Family Park, 8930 North Government Way, Hayden, Idaho

DATES: July 22-23, 2022

- **EARLY APPLICATION DEADLINE FOR RETURNING VENDORS: Friday, March 18, 2022**
- **APPLICATION DEADLINE FOR ALL OTHER VENDORS: Friday, July 1, 2022**
(Late applications, if accepted, will be charged a \$15.00 late fee)

FEE STRUCTURE IS BASED ON A BOOTH SIZE OF 10' X 10'

FEE: \$115.00 FOOD VENDORS (Enclose a detailed menu & price list with this application)

FEE: \$85.00 - BUSINESS/CORPORATION

FEE: \$75.00 - CRAFTS AND MIXED GOODS

FEE: \$50.00 - NON-PROFIT AGENCY/ORGANIZATION – SELLING A PRODUCT

FEE: \$30.00 - NON-PROFIT AGENCY/ORGANIZATION – NO SALES, INFORMATION ONLY

FEE: \$35.00 - ELECTRICITY (per 110 outlet)-TO BE PAID BY ALL VENDORS WHO ACCESS ELECTRICITY

NOTE: VENDORS' FEES ARE NONREFUNDABLE. ALL PARTICIPANTS ARE REQUIRED TO COMPLETE IDAHO SALES TAX FORM ST-124 THAT WILL BE PROVIDED TO YOU UPON YOUR ARRIVAL AND CHECK-IN AT THE EVENT. THIS IS A STATE REQUIREMENT.

Applicant Information

Name of Group or Organization:

Federal ID No. or Sales Tax No:

Contact Name:

Phone Number:

Email Address:

Address:

SIZE and DESCRIPTION of Booth/Display (include picture or diagram):

Items Sold or Displayed or Attach Menu:

Size of Booth or Display Area is 10' x 10' - **If dimensions are more than 10' x 10'**, please indicate how much booth space you will need: _____

Example for Food Vendor - 10' x 15' = 1.5 booth spaces x \$115, which would be \$172.50

What is Needed? (*If items below are needed, vendor needs to bring extension cords, hoses etc. Thank you.*)

Electricity: ☐ Yes* ☐ No *If yes, please add \$35 per outlet to payment. Make payable to City of Hayden

Water: ☐ Yes* ☐ No

Other (Overnight parking with power, etc.): _____

RELEASE: VENDOR, by signing this application, releases and discharges the City of Hayden from any liability of any nature for any property damage or personal injury/illness suffered by the undersigned on the City of Hayden premises, including personal injury/illness and the theft, loss, injury, or destruction of property of any kind from any cause. As well, VENDOR will adhere to all guidelines, mandates, and orders established by the Governor, CDC, City, and Panhandle Health District regarding Covid. The term VENDOR shall include food vendors, business/corporation vendors, craft/mixed goods booths, non-profit agencies and exhibitors and their associates.

INDEMNIFICATION: VENDOR agrees to indemnify, defend, and hold harmless the City of Hayden and its officers, agents and employees from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of VENDOR, VENDOR's agents, employees, or representatives under this Agreement.

SALES TAX FORM: All participants are required to complete Idaho Sales Tax Declaration Form ST-124. This is a State of Idaho requirement.

FOOD VENDORS ONLY:

- **LIABILITY INSURANCE.** VENDOR agrees to provide \$500,000.00 in liability insurance and shall provide a certificate of liability insurance naming the City of Hayden as an additional insured.
- **HEALTH CERTIFICATE.** VENDORS operating a food concession shall obtain a food service license from Panhandle Health District and post the certificate at the booth site.
- **MENU.** To preclude redundancy in the sale of food items, please enclose a menu list with the application.

ALL VENDORS:

- To preclude redundancy in the sale of items, please enclose a list of merchandise being sold with your application.
- If you need electricity or water, please bring the extension cords and hoses needed for your booth/area.

NONDISCRIMINATION: No person shall be discriminated against in the providing of the services herein under and the VENDOR shall not refuse to serve or hire any person because of such person's race, creed, sex, color, or national origin. Also, the VENDOR will in no manner discriminate against any person because of such person's race, creed, sex, color, or national origin in the performance of this Agreement. Any such discrimination shall be deemed a violation of this Agreement and shall render this Agreement subject to forfeiture.

SAFETY AND HOUSEKEEPING: VENDOR agrees to provide a tent/pop-up structure for their booth and insures that all structures erected for the exhibition will be substantial in structure and neat in appearance. VENDOR further agrees to provide appropriate chemical type fire extinguisher(s), if required by the Fire Marshal, and to comply with all reasonable orders of said Fire Marshal. All decorations must be fireproof. VENDOR agrees to keep the concession area clean and attractive at all times and return it to CITY in a good and clean condition. Please note metal stakes are **not** allowed due to irrigation lines.

WORKER'S COMPENSATION: VENDOR shall maintain in full force and effect worker's compensation for VENDOR and any agents, employees, and staff that the VENDOR may employ, and provide proof to The City of Hayden of such coverage or that such worker's compensation insurance is not required under the circumstances.

FEE CALCULATION

VENDOR FEE \$ _____ x # OF BOOTH SPACES NEEDED _____ = \$ _____
ELECTRICITY FEE \$ _____ (If necessary, \$35.00 **per 110 outlet**)
LATE FEE \$ _____ (If necessary, \$15.00)
TOTAL DUE \$ _____ (**please make check payable to the "City of Hayden"**)

Signed: _____ Date: _____
Vendor or Vendor's Representative

SET-UP HOURS:

- **By Appointment Only** - Thursday, July 21 between 5:00-8:00 p.m. Call 208-209-1080 before 5:00 p.m. to set up an appointment.
- **Overnight Parking** – Please make prior arrangements with City staff if overnight trailer parking is needed in the Public Works parking lot.
- **Before Setting Up** – Please check in with a City staff member at the Gazebo.
- **Friday, 7:00 a.m.-12:00 p.m.** (ready for business at 2:00 p.m.)
Please note: If vendors don't check in or call 208-209-1080 by noon if running late, it will be considered a no-show, and their spot will be forfeited.

OPERATION HOURS:

- Friday, 2:00-9:00 p.m.
- Saturday, 10:00 a.m.-9:00 p.m.

TEAR-DOWN:

- Booths must be removed from McIntire Family Park by 3:00 p.m. on Sunday, July 24.
- Booths **cannot** remain hooked to water or electricity overnight through power boxes. If refrigeration or electricity is needed overnight, arrangements with the City must be made ahead of time.
- There **is** security Thursday night, Friday night and Saturday night.

In order to provide a quality event, all vendors are expected to operate their booths for the **ENTIRE** event. ***If business is slow,** vendors **may tear down** their booths **around 7:00-7:30 p.m.** on Saturday, July 23. **NOTE:** *Vendors may carry items/merchandise to their cars if necessary but cannot drive cars to booths. Driving cars through the park creates a big liability issue for the City and is very unsafe while people are still in the park. Thank you for your cooperation.*

PLEASE MAKE CHECK PAYABLE TO "CITY OF HAYDEN" & MAIL ENTRY W/CHECK TO:

HAYDEN RECREATION & COMMUNITY EVENTS DEPARTMENT

ATTENTION: VENDOR COORDINATOR, 8930 NORTH GOVERNMENT WAY, HAYDEN, ID 83835