**2026 Nez Perce County Fair**

**September 24-27, 2026**

**“Red, White & Blue, We’re 82!”**

# Food Concession Handbook

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The items contained within this Concessionaire Handbook are a part of the Nez Perce County Fair Board Food Vendor (Concessionaire) Contracts. Signature on your contract certifies you have read and understand this document. Any violation of these rules may result in your booth being removed and/or jeopardizing the chance of being awarded space at future fairs.

**APPLICATIONS AND PAYMENTS**

It is requested that all applications be completed online. Limited applications will be available in our office. A credit card will be required when completing your online application. However, it will not be charged at that time. If your application is approved, you will receive an email that you have been approved along with a date that your card will be charged.

**REMINDER**--A deposit of $300 will be due at the time the application is approved. This deposit will be applied to your total amount due at the conclusion of fair. All food vendors will be charged 20% of their after-tax sales (total sales – sales tax = commissionable amount). We will not charge additional fees for power, etc., the 20% commission will cover all of those fees.

**CASH REGISTERS/POINT OF SALE SYSTEM**

All Food Booths must have a cash register or point of sale system (ie Square, Clover, etc) and report all sales to the Concessions Auditor on a daily basis. The below guidelines must be followed:

**CASH REGISTERS/POINT OF SALE SYSTEM**

**All sales-including cash, credit and script - must be rang through the register or POS system.** Failure to comply with this requirement may result in cancellation of the contract and the vendor not being permitted to open for the remainder of the Fair. **All food concessionaires MUST accept credit cards as payment.** Each food stand must have a cash register(s) **or** Point of Sale system, which comply with *all* of the following.

- □ Provides a readable tape (Cash Register Only). **ALL CASH REGISTERS MUST HAVE A JOURNAL THAT STAYS IN THE MACHINE (IN ADDITION TO THE CUSTOMER RECEIPT)**
- □ Provides display (picot display suggested) that Customer can easily see
- □ Provides a Continuous Grand Total (Cash Register Only)
- □ Cumulative "Z" counter (tapes will be collected *before sales* are made- Zero beginning!) (Cash Register Only)
- □ "X" reading (if over rings are reported, X reading must be submitted with the report) (Cash Register Only)
- □ 30-day back up battery
- □ Consecutive transaction number
- □ Price Look Up (PLU) or preset keys

If a booth has more than 1 register/system, each register tape needs to be clearly marked with that register number. Additionally, any tapes removed from a register for audit or sales reporting purposes need numbered accordingly. **All tills are combined for one total for the *Daily Settlement Sheet.***

- □ Cash register/POS System must be placed in a position so that customers can read their total bill from in front of or on either side of the stand.
- □ Appropriate cash registers or systems must be used. The using of any other method to keep cash or make change is strictly prohibited. All registers/systems MUST have a drawer that is automatically opened upon tender. You may not use a cash box, etc.
- □ Cash Registers/POS System must have separate key for electronic transactions.
- □ *Each person waiting on the public must ring up each sale, make change, and then close the cash drawer. No sales are to be made from open drawers or under the counter.*
- □ If a cashier makes an error *after* the sale is finalized on the register, it must be recorded on the over ring report and circled on the cash register tape. The correct sale amount must be re-rung in the cash register or point of sale system.
- □ Any breakdown of cash register or point of sale system must be reported immediately to the Concessions

Auditor.

It is recommended that employees receive training on registers to avoid over ring mistakes. Review register manual to see if a sale can be backed out before the sale is totaled out. If this is an option, all cash handlers should be trained to do this. We are confident that good training for Concessionaires and their employees will greatly reduce the number of mistakes. It is crucial that anyone operating the registers is well-trained and understands that ***ringing the sale up correctly is more important (and time-saving) than ringing it up quickly.***

Over ring and void forms must be reported on the ***Daily Settlement Sheet***. Concessionaires are required to complete and submit a ***Daily Settlement Report*** for every day of the Fair. ***Each daily report is due to the Concession Auditor in the Office no later than 10:00 am on the following day.*** All Concessionaires will be assigned a time on Sunday afternoon for final settlement. Sunday's sheet will be turned in at that time. Additional Settlement Reports are available in the office. Reports from point-of-sale systems may be emailed to fairfoodaudit@gmail.com. Payment for final settlement may be made via cash or credit card (a convenience fee will apply).

Whether you own your registers, or you rent them, ***you must make sure that the keys have PLU (price look-up) or Pre-Set Key functions, and that they are programmed for your menu.***

If you have any questions, please feel free to reach out to the office (prior to fair) or the food auditor (during the fair). We are here to help.

**FOOD SCRIP**

A limited amount of food scrip will be issued to VIP's and Fairgrounds Staff. **THIS SCRIP WILL BE ACCOUNTED FOR AS CASH. Each Scrip will have a dollar value listed on it (ie $1, $5, $10.) Treat this as cash and give change if needed. A sample voucher will be included in your check in packet. All vouchers shall be turned in daily with your settlement sheet to the Fairgrounds Office.** Redeemed scrip shall be accounted for by day and given as a one-time credit during final settlement.

**CANCELLATION**

Concessionaire has the right to terminate or cancel the agreement, but in such event, the following shall apply.

- Written notice of cancellation or termination must be delivered to the Fair Manager and is effective upon the date received.
- If such notice is received more than 30 days prior to opening day of fair, 100% refund will be given.
- If such notice is received 14-30 days prior to opening day of fair, 50% refund will be given.
- If such notice is received less than 14 days prior to opening day of fair, no refund will be given.

The Nez Perce County Fair Board reserves the right to cancel the contract for any cause whatsoever at any time before or after Lessee has commenced operations under this contract and return all payments. Lessee reserves the right to cancel this contract for any cause up to the commencement of operations under the contract and agrees to forfeit all payments made to that point in time. If for any reason, the Nez Perce County Fair Board is unable to continue its operation for the time state herein, the Nez Perce County Fair Board shall not be liable to the Lessee for any claims, demands, or damage except to refund the Lessee a pro-rata share of the amount of this contract as set forth herein based on the number of days of operation before the said operation discontinues.

## GENERAL REQUIREMENTS

### STATE SALES TAX - *YOU MUST HAVE PERMIT IN YOUR BOOTH.*

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a seller's permit from the State Tax Commission. As is dictated by Idaho Tax Code, Title 63-3620C, retailers are required to collect the six percent (6%) sales tax on each sale that is not exempt from tax. Each Concessionaire is required to provide their sales tax permit number on their contract. The Idaho State Tax Commission requires that your signage indicate that "Sales Tax is Included" if that is the case. The permit can be obtained online via the following instructions:

**Event ID:**
**Start Date:**
**End Date:**
**Location:** 1229 Burrell Ave
Lewiston, ID 83501-0000

1. Go to tax.idaho.gov/GoToTAP and under "Sellers and Promoters" click "Register as a Temporary Seller or Promoter."
2. Choose "Seller WITH Event ID" > "Next"
3. Choose "I am going to an event" > "Next"
4. Enter the Event ID > "Next"
5. Enter your Seller Information > "Next"
6. Choose Purpose: "I am not making taxable sales," "I have a regular permit" or "I need a temporary permit." > "Next"
7. Review your entry > "Submit"
8. Check your email account for further instructions or attached Temporary Sellers Permit (if applicable).

### HOLD HARMLESS & INSURANCE REQUIREMENTS

Concessionaire agrees to Indemnify and Hold Harmless Nez Perce County, Nez Perce County Fair Board, their officers, directors, agents, and employees (Lessor) from any liability for injury, property damage or personal injury however caused arising out of the use of the premises

All concessionaires are required to provide a certificate evidencing Comprehensive General Liability insurance to Nez Perce County, Nez Perce County Fair Board, their officers, directors, agents, and employees and add as an Additional Insured. Lessee shall provide requested Certificate of Insurance and Additional Insured endorsement ten (10) days before the scheduled event. Such insurance shall cover bodily injury, property damage, and personal injury in the following limits: $2,000,000 General Aggregate, $2,000,000 Products-Completed Operations Aggregate, $1,000,000 Personal & Advertising Injury, $1,000,000 Each Occurrence, $100,000 Damage to Renter Premises and $5,000 Medical Expense.

### IDAHO NORTH CENTRAL HEALTH DISTRICT

The approval of a temporary permit from Panhandle Health District is required before operating. For further information, please call the Health Department at 208-799-3100or visit www.idahopublichealth.org.

**REFUSE DISPOSAL**

**All Concessionaires** are responsible for the cleanliness of the area within ten (10) feet of their booth. Disposal of all garbage, or other waste, on the ground is specifically prohibited. Garbage, both wet and dry, must be kept in tightly covered containers. Vendors must dispose of all waste in the dumpsters provided in a timely manner. **FAIR STAFF IS NOT RESPONSIBLE FOR DISPOSING OF WASTE OR DEBRIS USED IN THE DAILY FUNCTIONS OF YOUR BOOTH.** Garbage cans set in front of concession booths are intended for Fair patrons only. All Cardboard boxes must be broken down and placed in the cardboard recycling dumpsters. A map of the locations of all dumpsters and recycling containers will be included in your packet at check-in. Please do your part to avoid unsightly litter in front of your stand or on other areas of the grounds. Violations may result in a booth space not being issued the following year.

**WATER, SEWER AND GREASE DISPOSAL**

Please note: There are no sewer hook-ups on our grounds. You must have a self-contained gray water holding tank in your booth and you must arrange for it to be emptied prior to the fair opening each day. There is a sewer dump just outside of the grounds and information for pump services can be provided upon request by the Fair Office.

All Food Stands that utilize water hookups must be connected to Potable Water. The Nez Perce County Fairgrounds has both Potable and Not Potable water spigots that are clearly marked. It is the Concessionaire's responsibility to ensure that Potable Water is being used.

All grease must be disposed of in the designated container provided by the Fair. There can be no disposal into sewer lines or onto the ground**. ANY CONCESSIONAIRE FOUND DUMPING GREASE INTO SEWER LINES WILL BE EXPELLED IMMEDIATELY FROM THE FAIR, WILL FORFEIT ALL MONIES PAID AND WILL REMAIN LIABLE FOR ALL OTHER AMOUNTS DUE BY CONTRACT.**

**ELECTRICAL AND FIRE SAFETY REQUIREMENTS**

- □ Concessionaires are responsible for providing their own power cords.
- □ **All awnings or tents used must be of fire-retardant material.**
- □ See Mobile and Booth Food Booth Vendor Packet from the Lewiston Fire Department that is attached to back of this handbook for additional requirements.

**BOOTH SET-UP AND REQUIREMENTS**

Set Up times the weekend prior to and the week of fair are:

| | |
|---|---|
| Saturday & Sunday | 8:00 AM – 8:00 PM |
| Monday, Tuesday & Wednesday | 8:00 AM – 9:00 PM |

All booths must be in place by 9:00 PM on Wednesday and ready for business by 10:00 AM opening day of the Fair. Booths must remain in place until the carnival closes, and Fair Management has authorized move out on the final Sunday of the Fair. **NO VEHICLES WILL BE ALLOWED ON GROUNDS PRIOR TO 3:00 PM ON SUNDAY. NO EXCEPTIONS.**

Concession facilities must be freshly painted and attractively decorated. ***Handwritten signs are strictly prohibited and will be removed***. Flame retardant paper or fabric must be used in all booth decorations. A booth must not block the view of the bordering booth. No part of the concession facility (including awnings) should extend beyond the front line of all booths as marked. All outdoor booths must be designed to withstand 40 M.P.H. winds without creating a danger to the public. Absolutely NO BLUE OR BLACK TARPS ALLOWED (unless they are required by the Health Department and are out of the public view). All electrical, water, sewer, or other cords and hoses must be properly covered so as not to present a danger to Fair patrons. All propane tanks and

location to booth must comply with fire codes. All compressed gas cylinders must be stored in an upright position and secured from damage or tip over. An obstruction or obstacle that is deemed by Fair management to represent a hazard must be immediately corrected. A fire emergency lane must be maintained at all times during the Fair. Concessionaires cannot have any vehicles inside the grounds during Fair hours.

All product inventories must be stored inside assigned booth space and must be attractively concealed or covered.

**Any storage or office space behind the concession booth must be constructed in a manner so as to appear to be a part of the booth and must be included in the concessionaire's contracted space. Any stock supplies or boxes must be within your allotted space and areas must be kept clean and attractive.** Concessionaire agrees to be a good neighbor by not infringing upon sight lines or pedestrian flow of neighboring booths. Not complying with this rule will result in the contract being terminated and being removed from the Fairgrounds.

**OPERATING HOURS**

Concessionaire will be ***open and operating*** all hours that the Fair is open to the public.

- Thursday, 10:00 AM-9:00 PM
- Friday & Saturday, 10:00 AM- 10:00 PM
- Sunday, 10:00 AM-3:00 PM
  Any additional hours following the official close of the fair are at the Concessionaire's discretion. **Special permission must be received from Fair Management if you'd like to open earlier than the posted hours.**

**ALLOCATION OF SPACE**

The Nez Perce County Fair Management will determine space allocation based on sizes provided by the concessionaire on the application. **IT IS THE CONCESSIONAIRE'S RESPONSIBILITY TO REQUEST THE CORRECT SPACE ON THE APPLICATION. SPACES ARE ALLOCATED BASED ON THAT INFORMATION. THE ENTIRE BOOTH (INCLUDING STORAGE) MUST FIT WITHIN ALLOCATED SPACE.** The Fair reserves the right to move booth locations at their discretion when, in its judgement, such action would be in the best interest of the Fair. Concessionaires will be chosen and placed in a manner that the Management considers conducive to a successful Fair for both concessionaires and patrons.

**EXCLUSIVITY**

The Fair does not grant product exclusivity to any concessionaire participating in the Fair. For the mutual benefit of our concessionaires and the public we do make every attempt to diversify products by not over-booking product lines.

**EQUIPMENT**

- □ All mobile units must be completely skirted with matching or complementary skirting of canvas or metal. ***NO COKE, PEPSI, OR CORRUGATED PAPER SKIRTING IS PERMITTED***.
- □ Beverage tanks and product inventory will not be stored outside of the stand unless it is concealed in a manner approved by the Fair Management.

**MENUS AND PRICING**

Each concessionaire shall post, in an obvious place, a professional sign showing prices of items being sold in that booth. **Hand written signs are strictly prohibited and will be removed.** The sign should be clearly visible from twenty feet. The signs for carbonated soft drink beverages must indicate the size in ounces. All items sold must be listed on concessionaire's application. Any request for a change in menu must be submitted to the Fair Coordinator in writing no later than August 1. A written notice of decision will be mailed or e-mailed.

The Idaho State Tax Commission requires that your signage indicate that "Sales Tax is Included" if that is the case.

Balloons inflated with gas may be sold or permitted as giveaway items ***BUT MUST*** be attached to a stick or weight. Any item whether animate or inanimate, used for or capable of causing harm or bodily injury is not allowed to be sold or given away on the fairgrounds.

**CANS AND BOTTLES**

Pepsi products are the official beverage of the Nez Perce County Fair. All beverage and water orders must go through them directly; the direct contact will be provided to all concessionaires as we get closer to fair. **The selling of products in glass bottles is strictly prohibited.**

**ALCOHOL**

No beer, wine, intoxicating liquor or controlled substance of any kind shall be kept, sold or consumed by concessionaires or any employees on Fairgrounds property.

**TIP JARS**

**Tip jars must be professional and tasteful.** Handmade signs, reused product jars and other items of that nature are not permitted. If the tip jars do not meet this requirement, management may require that they be removed or changed.

**SOLICITATION**

All solicitations and/or distribution of advertising matter must be confined to the area of the booth. Any solicitations outside the confines of your assigned booth space can result in your expulsion from the Fair and forfeiture of all fees. **The tacking or posting of any advertisement on the grounds, other than inside the booth space, is not permitted.**

**GIVEAWAYS**

Distribution of ***free items must be pre-approved*** by Fair management and included on your contract.

**GOLF CARTS**

Any use of a golf cart must be approved by Fair Management. The Fair will require insurance and other documentation.

**SHIPMENTS**

Packages must be addressed to the business name as it is listed on the fair contract and shipped to 1229 Burrell Avenue, Lewiston, ID 83501. The vendor expecting shipments will be responsible for checking with the office to see if the package has arrived. Please note: the United States Postal Service WILL NOT deliver anything that does not fit in our mailbox. Please use UPS or FED EX for deliveries when available. The Nez Perce County Fair Board will take no responsibility for lost or stolen shipments.

**DELIVERIES AND REPAIRMEN DURING FAIR**

Deliveries need to be scheduled *before* 10 a.m. during the Fair.

- Vehicles will be allowed on the grounds between 6 a.m. and 10 a.m. for deliveries and restocking only. All vehicles must enter through the Orange Gate on Airway Avenue.
- All VEHICLES on the grounds without a valid permit for the area in which they are parked after 10:00 a.m. WILL BE TOWED.
- Any deliveries after 10:00 a.m. must be hand trucked from the orange gate or parking lot.
- If you need a **repairman**, you will need to make arrangements for admission with the Fair Office.

**CONCESSIONAIRE ADMISSION PASSES**

With each contract Agreement, concessionaire will receive 24 one day, single admission passes. **NO PASSES WILL BE MAILED.** Passes will be included in the concessionaire's check in packet and will not be released until all requirements have been met. **ALL ADDITIONAL VENDOR ADMISSION PASSES MUST BE PURCHASED NO LATER THAN 6:00 PM ON WEDNESDAY. THEY WILL NOT BE AVAILABLE FOR PURCHASE DURING THE FAIR.** *Failure to purchase tickets prior to the deadline will require purchasing tickets at full price either online or at the gate. As these passes are offered at a steep discount, concessionaires are strongly encouraged to buy them before the deadline to avoid paying the full price admission.*

All persons entering the Fair will need an admission pass to get in. There are no exceptions. It is the concessionaire's responsibility to assure all workers have their pass to get through the gate. Neither the Fair office nor workers at the entry gates will "hold" tickets for anyone to pick-up, so please arrange to get the tickets to your volunteers nor will workers in advance (No will-call).

**PARKING**

No exhibitor/vendor shall be allowed to park vehicles around or near their rented space or concession area except those who have been issued a parking pass to do so. All vehicles shall be parked in the established parking lot or in designated overnight parking areas. Any vehicle parked in no parking areas may be towed. Stock trailers/trucks must be parked in the designated area along the 14th St. fence line.

THERE WILL BE NO PARKING BEHIND THE ROW OF VENDORS ON THE EAST END. ALL PARKING WILL BE IN THE MAIN PARKING LOT. There is no charge to park, but the fair is offering a limited number of reserved parking spots in the parking lot for $100/each. Please contact the fair office if you are interested.

**CAMPING**

***Overnight camping or parking is limited but is permitted and must be preapproved*** on any portion of the Fairgrounds. If you are in need of a camping space, you may reserve it when you submit your application.

**ANIMALS**

Animals (except service or show animals) will not be permitted on the grounds. Our official Service Animal Policy is available on our website at www.npcfair.org.

**SMOKING**

Smoking is only permitted in designated areas.

**SECURITY**

There will be 24-hour grounds security starting Monday prior to the Fair, continuing through 8:00 a.m. on the Monday following the close of the Fair. The Nez Perce County Fair Board shall not be responsible for any loss, damage, or injury of any kind to any property of the exhibitor/vendor/concessionaire, his agents or employees, or for any personal injury suffered by the exhibitor/vendor/concessionaire. Exhibitors/Vendors should cover and secure areas each night to avoid damage or theft.

**CONCESSIONAIRE BOOTH TEAR-DOWN**

The Nez Perce County Fair closes at 3 p.m. on Sunday. After this time, Concessionaires may close and/or begin tear-down of their booth. Booths must remain in place until the carnival closes, and Fair Management has authorized vehicles to drive on grounds. **NO VEHICLES WILL BE ALLOWED ON GROUNDS PRIOR TO 3:00 PM ON SUNDAY. NO EXCEPTIONS.** ***All booths*** must be ***removed*** and cleaned of debris by 4 p.m. on the Tuesday following the close of the Fair. Any items remaining on the grounds become the ***property of Nez Perce County Fair.*** Security will only be on the grounds through Monday morning. It is not recommended to have any property on the grounds after this time.

**RETURNING CONCESSIONAIRES**

There is no guarantee that concessionaires will be offered a spot at next year's fair. All Concessionaires must apply yearly.

The Nez Perce County Fair strives to offer a wide variety of high-quality, family-friendly food options. Because space is limited, not all applications can be accepted. Vendors are selected based on the following considerations:

*__Cuisine Variety & Specialty__ – We look for unique menu items that add diversity to the fair and help create a well-rounded mix of offerings.

__*Quality & Presentation__ – The overall appeal, booth or trailer setup, and attention to cleanliness and customer service are important factors.

__*Experience & References__ – Past experience at the Nez Perce County Fair or other fairs, festivals, or similar events, along with references, that demonstrate a vendor's ability to manage high-volume service, maintain food quality, and keep customer lines moving efficiently.

__*Infrastructure Needs__ – space, power, water, and compatibility with fairground resources

__*Space Availability__ – balancing vendor requests with layout and crowd flow.

__*Local vs non-local__ – local vendors are encouraged to apply and their presence is valued; however, local status will be considered as one factor among many, not the sole or deciding factor.

Management reserves the right to select concessionaires in the best overall interest of the fair, taking into account the full range of factors above.

## FAIR SERVICES

### ATM SERVICES
ATM's are located just outside of the Yellow Ticket Booth (in the parking lot) and inside of the Pavilion.

### LOST CHILD BOOTH AND FIRST AID SERVICES
The Lost Child Booth and First Aid Services are located in the Pavilion just outside of the Administration Office. This booth is open during all public hours of the fair. If a lost child comes to your booth, please get security to take them to the lost child booth or take them yourself.

### INFORMATION BOOTH
Located on the main midway and can assist guests with any questions or comments regarding vendor and food booths, program schedules, stage times, locations, or any other activities during the Fair.

### CONTACT INFORMATION
| | |
|---|---|
| Nez Perce County Fair Office | (208) 743-3302 |
| Idaho State Tax Commission | (800) 972-7660 |
| Idaho North Central Health District | (208) 415-5220 |
| Lewiston Fire Department | (208) 743-3554 |

### RENTAL COMPANIES
| | |
|---|---|
| Hahn's Supply | (208) 743-4246 |
| Design Events | (208) 765-2595 |
| Northwest Event Rentals | (208) 743-0179 |

### SUPPLIERS
| | |
|---|---|
| URM | (208) 743-9489 |
| Pepsi Co | To be posted |

### TEMPORARY EMPLOYMENT SERVICE
| | |
|---|---|
| Express Employment Professionals | (208)743-6507 |

### LODGING
| | |
|---|---|
| Holiday Inn Express | (208) 750-1600 |

***The various businesses listed above are provided only as an informational source for your convenience.**