



HAYDEN DAYS VENDOR APPLICATION FORM

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

EVENT: HAYDEN DAYS 2017

LOCATION: McIntire Family Park (previously known as Hayden City Park)
8930 North Government Way, Hayden, Idaho

DATE(S): July 28-29, 2017

- **EARLY APPLICATION DEADLINE FOR RETURNING VENDORS: March 10, 2017**
- **APPLICATION DEADLINE FOR ALL OTHER VENDORS: July 5, 2017**
(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: \$105.00 FOOD VENDORS

FEE: \$75.00 BUSINESS/CORPORATION

FEE: \$65.00 CRAFTS AND MIXED GOODS

FEE: \$45.00 NON-PROFIT – SELLING A PRODUCT

FEE: \$25.00 NON-PROFIT – NO SALES, INFORMATION ONLY

FEE: \$35.00 ELECTRICITY(110 volt)-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:

Description and **Size** of Booth/Display (please include picture or diagram):

Items Sold or Displayed:

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 \$105, which would be \$157.50

Is Electricity Needed?: Yes ___ No ___ (**Please add \$35 to check & make payable to City of Hayden**)

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 suffered by the undersigned on the City of Hayden premises, including personal injury and the theft, loss, injury or destruction of property of any kind from any cause. The term VENDOR shall include food vendors, business/corporation vendors, craft booths and exhibitors.

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.

NONDISCRIMINATION: No person shall be discriminated against in the providing of the services herein under and the ARTIST shall not refuse to serve or hire any person because of such person's race, creed, sex, color, or national origin. Also, the ARTIST 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 insure 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.

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)			
LATE FEE	\$ _____	(If necessary, \$15.00)			
TOTAL DUE	\$ _____	<i>Please make check Payable to the "City of Hayden"</i>			

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

HOURS:

Friday Setup Time: 8:00 a.m.-1:00 p.m. (ready for business at 2:00 p.m.)

Friday Operation Time: 2:00-9:00 p.m.

Saturday Operation Time: 10:00 a.m.-9:00 p.m.

**Please note: Booths must be removed from McIntire Family Park by 3:00 p.m. on Sunday, July 30.*

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 begin to take down their booths **NO EARLIER** than intermission of the main act on Saturday night. (typically around 7:30 p.m.)

Food Vendors - Please enclose a detailed menu and price list with the application.

MAIL ENTRY ALONG WITH CHECK TO:
HAYDEN COMMUNITY SERVICES DEPARTMENT
ATTENTION: VENDOR COORDINATOR
8930 NORTH GOVERNMENT WAY
HAYDEN, ID 83835