



VENDOR APPLICATION PACKET

2023 Beltane Fantasy Festival



Please read through all documents, then sign, and initial agreement, then fill out all additional documents. It is best if you email the packet in total to vendors@idahorenfaire.org when finished. All Applications are due April 1st, and fees are due 30 days prior to the event.

JANUARY 1, 2023

IDAHO RENAISSANCE FAIRE INC
PO Box 61, Meridian, ID 83680
vendors@idahorenfaire.org

May 6-7, 2023



Idaho Renaissance Faire Inc

Presents

Beltane Fantasy Festival



At The Expo Idaho

Vendor Agreement

Site Information and Rules

- **All booths are requested to be decorated in a Fantasy theme, and all people working in the booth are requested to be dressed in themed attire while fair is open.** We encourage creativity and booth designs that compliment your business or endeavor.
____ (initial)
- Idaho Renaissance Faire Inc seeks to provide a fun event that allows for an escape from the modern worries and troubles of the world. As such **No Modern Politics, Political Platforms, Political Party Affiliations, Political Activism or Any Form Thereof Shall be Permitted.** Any vendor found to be in violation of this clause will be considered in violation of the event atmosphere and will not be asked back. This includes petitions, merchandise, voting information, displays of partisanship, or any other form of political affiliation.
____ (initial)
- **Vendor booths must be closed and locked when not attended.** Idaho Renaissance Faire INC is not responsible for lost, stolen or damaged goods.
____ (initial)
- **Booths and all decorations must be secured and stable to avoid blow-away in the event of wind. 8" stakes are recommended, but weights attached to the pole of your booth are also acceptable.** IRFI has experienced a history of high winds especially in the evening. Securing and weighting booth coverings is necessary to prevent damage to vendors' booths and product, and damage to neighboring booths. IRFI is not responsible for any damage to a vendor's booth or inventory.
____ (initial)
- **Vendor booths shall be open and ready to operate one hour before opening.** In order to provide a smooth-running Event, we require that all vendors are onsite and ready to go before the Event opens. By planning ahead and arriving early you can get to know your neighbors, visit their booths and be ready for patrons to come to your booth when they arrive.
____ (initial)
- **Vendor booths must remain open until the end of day.** If you are uncomfortable with the After Dark portion of the event, you may leave at 7:00 PM, when we close the normal hours of the event.
____ (initial)

Booth name:

- **Vendors must provide their own electricity if needed.** Idaho Renaissance Faire Inc cannot guarantee that electricity will be available onsite. If a generator is needed, please bring one sufficient to supply your own booth.
_____ (initial)
- We adhere to a ‘good neighbor policy’ and request that all merchants take care to avoid excessively loud or inappropriate noise and behavior. Hawking wares to patrons IS encouraged! No merchant or entertainer may ‘heckle’ another merchant if patrons are in the shop. Any vendor found to be in violation of the Good Neighbor clause will be considered in violation of the event atmosphere and will not be asked back. Any such action taken against the Event itself before, during, or after the event will also be considered a violation of this clause.
_____ (initial)
- **All Merchants must have their Idaho State Tax information displayed in their booth while they are doing business (ST-124 or Idaho State Sellers Permit).**
_____ (initial)
- Booths must be dismantled after the close of the event, and vendors must leave their area clean of all materials and trash. **Vendors, including Food Vendors, must bag their own trash and dispose of it appropriately. Do not put your trash in the trash barrels on the Fairgrounds. Do not dump any excess oils or material other than clean water, on the field.** Any vendor found to be in violation of the cleanup clause will be considered in violation of the event atmosphere and will not be asked back.
_____ (initial)
- **No pets will be allowed onsite unless as service animals.** Certificates for service animal training must be turned in with the application.
_____ (initial)
- **Children must be attended to at all times.** There will be a security booth at the entrance to the event where you can take a picture of your child with a character, it is your responsibility to know where your children are at all times. IRFI is not responsible should your child go outside the event boundaries or enter a dangerous area.
_____ (initial)
- **Minors must be off the premises by 7:00 PM.** This event will have an “After Dark” portion where anyone under the age of 18 will be required to leave.
_____ (initial)
- **No smoking will be allowed within the boundaries of the event.** This includes vaping and other non-traditional forms of smoking.
_____ (initial)
- **Vendors will not be permitted to drink alcohol during the daytime operating hours of the event.** From open of day through 7:00 PM Beltane Fantasy Festival is a family friendly environment, and vendors will be held to the same standards as the Event Staff. After 7:00 PM until the beer garden closes, we ask vendors to not be drunk and still act professionally. Any vendor found to be in violation of the Alcohol Clause will be considered in violation of the event atmosphere and will not be asked back.
_____ (initial)
- **There will be a professional photographer onsite.** Any pictures taken will be used for publicity purposes and can be used as evidence to enforce the above rules as needed.
_____ (initial)

Booth Name:

May 6-7, 2023

The above statements are included in the Idaho Renaissance Faire Inc Hold Harmless Agreement. By Initialing Above and Signing Below, I Agree to Hold Idaho Renaissance Faire Inc and its Board Members, Volunteers, Employees and Those Associated with the Event Harmless for Loss, Theft, Damage or Personal Injury. I Also Agree to Abide by the Rules Listed Above. Your application will not be permitted without this document. I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ THIS RELEASE AND I UNDERSTAND ALL OF IT'S TERMS. I AGREE TO IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF IT'S MEANING AND SIGNIFICANCE. **IF THIS DOCUMENT IS NOT SIGNED AND ABOVE CLAUSES ARE NOT INITIALLED YOU WILL NOT BE ACCEPTED AT THIS EVENT.** ALL FEES ARE NON-REFUNDABLE.

Printed Name: _____ Business/Booth: _____

Signature: _____ Date: _____

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Vendor Timeline

Friday May 5

- 8:00 AM - 8:00 PM Vendors Set up
 - We will be assigning time slots according to location on the field. These timeslots are for you to drive onto the grass and unload our vehicle, your vehicle needs to be off the grass by the time your section is finished. You may continue setting up your canopy, tent, booth etc... after the vehicle is off the grass and take as long as you need. Should you be unable to make the time listed you may come after section 4 is finished with their field time and unload your vehicle then, driving on grass will not be available after 4:00 PM so you will need to unload and pack your equipment onto the site by hand.
 - If you need a different time than your assigned section, please text Josh Danes (on the contact information page) with details.
- 8:00 AM – 10:00 AM
 - Section 1
- 10:00 – 12:00 PM
 - Section 2
- 12:00 PM – 2:00 PM
 - Section 3
- 2:00 PM – 4:00 PM
 - Section 4
- 4:00 PM – 8:00 PM
 - Remaining set up, No driving on grass.

May 6-7, 2023

Saturday May 6

9:00 AM

- Be Ready for Customers

10:00 AM

- Faire Opens

7:00 PM

- Faire Closes
- After Dark Begins

10:00 PM

- After Dark Closes (Clean up Trash)

Sunday May 7

9:00 AM

- Be Ready for Customers

10:00 AM

- Faire Opens

7:00 PM

- Faire Closes

7:00 PM – 10:00 PM

- Vendor Cleanup and Load Out.

Park Must Be Clear of All Vendors, Booths, Merchandise and Trash by the end of Day
Monday May 8

May 6-7, 2023



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Additional vendor disclaimers

Vendors shall be accepted on a first come first served basis. At the discretion of the Vendor Coordinator there may be more than one vendor of the same type vending at the same event.

Political Activist Groups, Campaigns, platforms, and other forms of modern politics will not be allowed. Idaho Renaissance Faire Inc does not support any political party or movement. If your group in any way represents modern political structures or programs, you will be denied a booth. Organizations who help people directly are allowed so long as they do not bring modern politics to the table. Vendors who sell modern political merchandise or bring modern political platforms as a part of their booth will be denied a booth.

Vendors will be granted 2 tickets for the initial 10X10 booth, each size up will grant you one additional ticket (10X20: 3 tickets; 20X20: 4 tickets) These tickets are for those who are working the booth, and they MUST be 14 years or older.

Additional tickets for family or workers over the amount granted for your booth size will be available at \$5.00 apiece. Children who are attached to a booth must have one of these additional tickets to attend.

Just because you turn in an application DOES NOT mean you will be accepted. Please wait for your invoice to come in before you pay us.

No refunds will be given at any point. Once you have paid your invoice your space is secured. Payment is required 30 days prior to the event. If your payment is not received by this time, you will be charged a 25% late fee.



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Food Vendor Information

- Food Vendors must fill out an Expo Idaho Food vendor request form and be approved by Expo Idaho.
- Concessions Food vendors are required to pay a 20% fee (minus sales tax) to Expo Idaho for operating on their grounds at the completion of the event.
 - The Expo Idaho Food Vendor Request Form will help determine who Expo Idaho deems a concessions food vendor and who is not.
- Concessions Food vendors are required to have an Idaho State Food Handlers license.
- Concessions Food Vendors are required to have a food sellers permit, or a temporary event permit from Central District Health.
- Cottage Food Vendors are required to have a Cottage food determination from Central District Health.
- Food Vendors are required to have \$1 Million dollars insurance required naming Ada County, Garden City, Expo Idaho, and Idaho Renaissance Faire Inc as additional insured.
- Food vendors are required to provide their own generator if one is needed.
- Food Vendors are required to clean up their areas, even if the trash cannot be attributed directly to them.
- Food vendors are not allowed to dump: Oils, Coals, Food Waste of any sort, or anything else other than water on the fairgrounds.



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Vendor Pricing Sheet

Merchant Vendors: These vendors are those who are not selling concessions. This includes the cottage food vendors, information booths, Authors, Artists, Crafters, and Retailers.

Prices Vary by size of Booth

Wandering Vendor (Small Mobile Sales no booth)	\$50.00
10X10 (includes 12X12 pop up tents)	\$100.00
10X20	\$150.00
20X20	\$200.00
Custom Sizes for larger booths and encampments	Add \$50.00 for each additional 10 feet in any direction.
Food Vendors:	\$200.00 plus 20% on all sales for concessions

Workers for each booth must be at least 14 years old. Each booth gets 2 worker passes initially, and one additional worker pass for each size increase above a 10X10. Any workers or attached personnel beyond this limit will be assessed a \$5.00 fee for their pass to the event. Any children under the age of 14 will be assessed a \$5.00 fee for their pass to the event. These additional passes are good for the entirety of the event.

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Vendor Application

Please fill out application in full, and return via Post to: PO Box 61, Meridian Id, 83680, Care of Joshua Danes or email to vendors@idahorenfaire.org.

Vending Name (Name of booth): _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number/Alternate Number: _____

Email: _____

Vendor Fees will be assessed, and an invoice sent via Square once all paperwork has been received. You may pay via card directly through the invoice or send in a check once the invoice is received.

Vendors, please indicate the appropriate type of vendor, size of booth, and # of people attending.

Type of Vendor	Size of Booth	# of people in booth (indicate # of children under 14 if any)
Merchant Vendor	Wandering	
Food Vendor	10X10	
	10X20	
	20X20	
	Custom:	

Booth Fees are non-refundable, discrepancies will be assessed additional fees on site.

Total Booth Cost (may be adjusted by Faire administration): _____

Fees are due 30 days before the event, failure to pay by this time will result in a 25% late fee

Some of our Vendors provide demonstrations of their wares during the event. This is not only acceptable but encouraged. Spots will be assigned on a first come first served basis. The sooner we receive your registration the sooner we can set your spot.

Description of Goods/Services

All Vendors must provide a detailed explanation of the wares they sell. Photos are encouraged. This is to ensure that booth placement will not result in tensions with other vendors, or in a total lack of event atmosphere.

Please provide a brief list of what you will be selling/menu of food items. If an information booth, please provide a description of your purpose and attach an example flyer.

Booth Name: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Notes: Placement requests, ADA Needs, Requirements for shade for wares, Arenas etc....



IDAHO DEPARTMENT OF HEALTH & WELFARE

DIVISION OF PUBLIC HEALTH

IDAHO COTTAGE FOOD FACT SHEET

Cottage food operations are allowed to produce foods that do not require time and/or temperature control for safety. These types of foods are frequently referred to as non-TCS foods. Cottage food operations are allowed to distribute non-TCS food items directly to a consumer within Idaho without any regulatory oversight.

Distribution of any foods (including non-TCS foods) to a third party, including wholesale, consignment, or distribution of any foods outside of Idaho¹ will result in the operation being legally classified as a food establishment and, subject to applicable regulatory requirements.

The Idaho Department of Health and Welfare (DHW) will maintain applicable and updated information related to cottage foods on the Food Protection Program's website (www.foodsafety.idaho.gov) and each of Idaho's Public Health District websites includes links to the information. The list below contains examples of non-Time/Temperature Control for Safety (non-TCS) foods.

DHW may add to or delete food products from this list. Notice of change(s), reason(s) for the change(s), and the nature of the change(s) will be posted on the Food Protection Program's website.

Allowed non-TCS foods (July 1, 2015)

- Baked goods that do not require refrigeration
- Fruit jams and jellies
- Honey
- Fruit pies
- Breads
- Cakes that do not require refrigeration²
- Pastries and cookies that do not require refrigeration
- Candies and confections that do not require refrigeration
- Dried fruits
- Dry herbs
- Seasonings and mixtures
- Cereals
- Trail mixes and granola

¹ Cottage foods may be distributed direct to a consumer through internet sales or mail order sales.

² Foods that have a pH below 4.6 and/or a water activity below 0.85 do not require refrigeration. If you are uncertain about the pH and/or water activity of a food item, please consult your local Public Health District for more information. The product may have to be laboratory tested for pH and/or water activity in order to determine whether it is a non-Time/Temperature Control for Safety (non-TCS) food.

³ Acidified foods such as pickled products do not meet the definition of non-Time/Temperature Control for Safety (non-TCS) foods.

⁴ A medicinal claim is a statement that implies the product can treat or cure a particular ailment.



IDAHO DEPARTMENT OF
HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

**ASSESSMENT FOR IDAHO COTTAGE FOODS, LOW RISK FOOD OPERATIONS,
AND FRATERNAL, BENEVOLENT, OR NON-PROFIT CHARITABLE ORGANIZATIONS**

Business Name: _____ Business Phone #: _____

Business Address or Production Location: _____
(P. O. Box/Street) (City) (State) (Zip)

Name of Owner: _____ Contact Phone #: _____

Owner's Mailing Address: _____
(P. O. Box/Street) (City) (State) (Zip)

Name of Operator/Manager: _____ Email: _____

Type of Business: _____

Dates of Operation(s): _____

**PLEASE PROVIDE A COMPLETE LIST OF MENU ITEMS
(Either below or on a separate page)**

Owner/Agent's Signature: _____ Date: _____

NOTE TO OPERATOR: Examples of cottage foods/low risk foods include, but are not limited to: baked goods that do not require refrigeration, fruit jams and jellies, honey, fruit pies, breads, cakes that do not require refrigeration, pastries and cookies that do not require refrigeration, candies and confections, dried fruits, dry herbs, seasonings and mixtures, cereals, trail mixes and granola, nuts, vinegar, popcorn and popcorn balls, tinctures that do not make medicinal claims.

As an operator of a fraternal, benevolent, or non-profit charitable organization (FBN), you are exempt from licensure requirements if operating in accord with Title 39-1602, Idaho Code.

If you intend to package the finished product, please attach a sample label with this form. The Public Health District may ask for more detail such as allergen information, if applicable. Consult with your Public Health District for more information.

If you intend to sell or serve foods that require time/temperature control for safety (TCS), and/or you sell the product to a third party, then your food establishment must be regulated and meet all the requirements described in the [IDAHO FOOD CODE](#). Refer to the Idaho Food Code for a complete definition of TCS foods.

HEALTH DISTRICT USE

Risk Assessment	Action
1. Low Risk or FBN	1. Exempt from licensure requirements of Idaho Food Code and legal to be sold
2. Medium Risk	2. Regulated under Idaho Food Code
3. High Risk	

Environmental Health Specialist: _____ Date: _____

Comments: _____

If the above listed items are considered low risk at this time, the consumer is to be informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the regulatory authority. Please follow safe food handling practices.



IDAHO DEPARTMENT OF
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Business Name: _____ Business Phone #: _____

Business Address or Production Location: _____
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Name of Owner: _____ Contact Phone #: _____

Owner's Mailing Address: _____
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Name of Operator/Manager: _____ Email: _____

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HEALTH DISTRICT USE

Risk Assessment

Action

1. Low Risk or FBN
2. Medium Risk
3. High Risk

1. Exempt from licensure requirements of Idaho Food Code and legal to be sold
2. Regulated under Idaho Food Code

Environmental Health Specialist: _____ Date: _____

Comments: _____

If the above listed items are considered low risk at this time, the consumer is to be informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the regulatory authority. Please follow safe food handling practices.



EXPO IDAHO

EXHIBITORS REQUEST FOR FOOD ITEMS AT A SHOW

Renter: Please provide this form to any of your Exhibitors that you want considered for a food item in your event at Expo Idaho. Completed forms may be returned to the Expo Idaho Office via mail, email or fax. Once the request is reviewed and signed, we will send you a copy stating our approval or denial. Please see page 4 of the Promoters Handbook for more information.

Event Name: _____

Event Date(s): _____

Exhibitor Name: _____

Exhibitor Phone: _____

Exhibitor Email: _____

Describe, IN DETAIL, what food item(s) you would like to have at this particular show, how it will be packaged and dispensed and include sizing and any sampling details.

Renter's or Exhibitor's Signature

Date

Approved

Denied

Expo Idaho Food & Beverage Coordinator

Expo Idaho · 5610 Glenwood · Boise, ID 83714
208-287-5650 · Fax: 208-287-5666
Expoidaho.com