



2012 Commercial Vendor Event Guide

The show hours are:

Saturday July 7; 9:00am - 9:00pm

Western Idaho Fairgrounds, Boise
July 7, 2012

Load in:

Friday July 6; 9:00am - 7:00pm

Load out:

Saturday July 7; 9:00pm - 12:00am

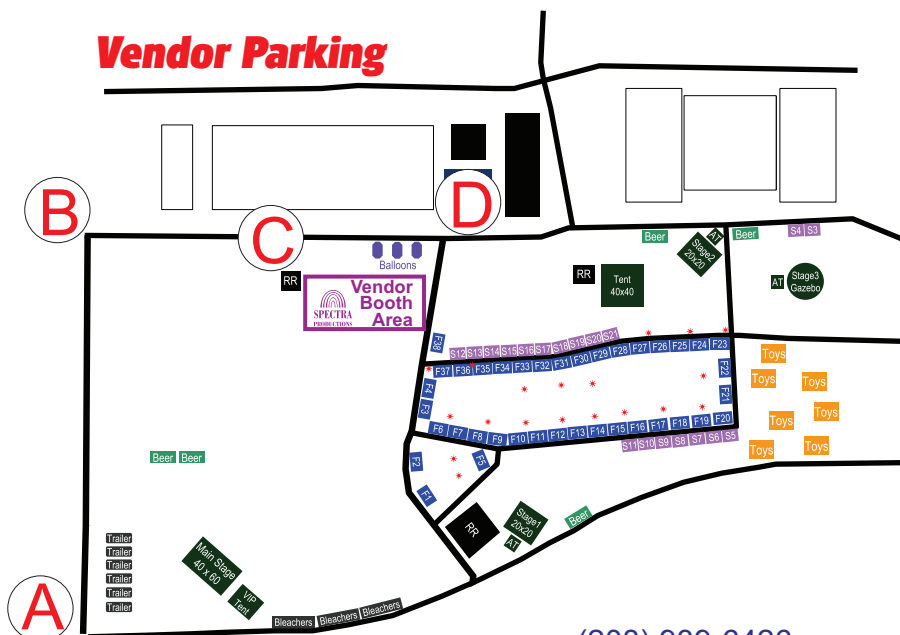
ENTRANCE TO THE EVENT

All vendor vehicle traffic will enter the fairgrounds property from the Glenwood Blvd. entrance directly next to the Boise Hawks stadium. There will be a security checkpoint at the entrance to the park (See map A). The Vendor check in will be straight ahead (See map B).

LOAD IN / CHECK IN

You will turn into the Fairgrounds property through the first gate to the South (See map B). Upon arrival at vendor check in (See map C) you will obtain your Vendor Badges and Parking Pass, along with other vendor information. From there you will be directed to the loading zone (See map Vendor Booth Area). Someone will assist you at the loading zone finding your booth location and showing you where to park your vehicle to start unloading. **You will have limited time in the loading zone area;** Please unload your vehicle completely before setting up your display. After you unload your vehicle you will move it to the vendor parking area. Every vendor will have a specific load time where you may unload right next to your booth. After that time you may have to hand carry to your booth.

Saturday you can contact Spectra at the Show Office (See map D) . You can reach the Show Office by phone during the operating hours of the event at (208) 989-3114.



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VEHICLE ACCESS/PARKING PASS

When you arrive to load-in you have vehicle access to the grounds with some restrictions. After your initial access to the fairgrounds, the only way to have vehicle access to the grounds will be with a parking pass. One parking pass will be allocated for each vendor (not one per booth!) as there is limited parking available, and due to limited parking, your parking pass does not guarantee you a parking spot. The event starts at 9am on Saturday; you can access the event/vendor parking one hour prior to show time.

VENDOR IDENTIFICATION

Each person expecting to gain access to the vendor booth area during load-in and one hour prior to show time must have a Vendor Badge. In order to eliminate confusion about access to the event, please familiarize yourself with the Vendor Badge/Courtesy Pass information on page 4.

You must be wearing your Vendor Badge for access to the grounds and only those individuals with Vendor Badges will be allowed entry to continue to be in the park during tear-down and load out.

ADDITIONAL PARKING

If you have more than one vehicle that needs to be parked during the event, there is an auxiliary lot available. All vehicles, including trailers parked in the auxiliary lot must have their own Parking Sticker (available at the show office) to identify it as belonging to a vendor. **Truck and Trailer Parking:** All vehicles, panel vans, and trailers that are larger than a normal parking space must park in the auxiliary lot.

RIGHTS AND PRIVILEGES

Any right or privilege of a Vendor to sell any products or services within the Boise Music Festival may be immediately revoked, without refund, if the Vendor fails or refuses to comply with the Show Terms and Conditions portion of the Spectra Productions Event Application as well as the contents of this Vendor Guide. If any questions arise while reading the Show Terms and Conditions portion of the Spectra Productions Event Application or the contents of this Vendor Guide, it is the responsibility of the vendor to clarify any and all questions prior to occupying their space at the event.

AISLE ENCROACHMENT

Please remind those working your booth not to work in the aisles or any other areas of the Boise Music Festival. You are to work in the confines of your booth, period. This means no stepping out into the aisle to "pull" people into your booth, or stepping into the aisle to pass out any materials. Additionally, you cannot 'walk the event' passing out any materials to fellow vendors or attendees alike.

ILLEGAL ACTIVITIES

Determination of any illegal activity could result in expulsion from the event and forfeiture of all monies paid.

ANIMALS

Animals will not be permitted on the grounds during the Boise Music Festival, with the exception of disability-related service dogs. Disability-related service dogs must be on a leash.



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RENTALS

If you need any items for your display such as tables, chairs, etc., you may bring your own, or these items can be rented through your Spectra Representative. Look for the order form to request these items. Prices reflect sales tax, delivery, and pick-up.

TENTS

All tents or canopies must be of a professional design specifically designated for trade shows, fairs, and festivals. Canopies that are designated for backyards, beach or picnic use, or “makeshift/ homemade” structures made from tarps, PVC pipe, etc., are not allowed. If you are unsure if your current canopy will be allowed please send photos for approval. Professional canopies are available for rental; set up and take down included. Just ask your Spectra representative for the details.

FOOD SALES/SAMPLES

Sales and sampling of food items must be approved prior to the event by submitting the “Food Sampling/Sales Form”. Additionally any vendor wanting to sell or sample food at the event must also gain a permit from the Central District Health Department; contact them at (208) 327-8535. Non-food vendors are only allowed to give away free individually wrapped single pieces of candy and 4 oz. cups of water.

INSPECTIONS

Each Vendor agrees that Spectra or Peak Broadcasting shall have the right to inspect their display at any time.

DRAWINGS

If you plan to hold a drawing it must be approved prior to the event by submitting the “Drawing Prize Form”. Vendors will also need to return the “Drawing Winners Form” form to the Spectra Office by the deadline given.

SECURITY

The vendor booth area will be secured Friday night. Spectra and Peak Broadcasting do not assume responsibility for materials left in booths. If you have anything in your display of value that could be carried away, it is suggested that you take it with you Friday night when you leave the grounds. Security is provided as a deterrent, and the Vendor understands that Spectra, Peak Broadcasting, and event security, cannot be responsible for any loss or damage.

SOUND/AMPLIFICATION

Sound transmissions such as radios, television sets, loudspeakers, voice amplification systems, music or instruments, and misc. machinery, etc. are subject to approval, and if used, must be controlled as to not interfere with other exhibitors. **THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.** Exhibitors intending to have elevated sound/amplification must complete the “Sound/Amplification Approval Form”.



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TRASH

Vendors must dispose of refuse in the dumpsters provided. Event cleaning staff is not responsible for the disposing of or the hauling of waste or debris used in the daily function of running your booth. Refuse cans and boxes set in front of booths are intended for use by event patrons only. Please do not fill them up with your daily refuse.

RECYCLING

There are recycling containers available for cardboard and plastic. Please place all applicable materials in these receptacles. Please be sure to break down all cardboard boxes prior to placing them in the cardboard recycling bin.

TAX FORMS

Spectra is held accountable for ST-124 forms required by the Idaho State Tax Commission, and can be held liable for a \$25.00 fine for each vendor who has not completed and returned the form. This fee will be passed on to the vendor! The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a sellers permit from the Idaho State Tax Commission. Retailers are required to collect the six percent (6%) sales tax on each sale that is not exempt from tax. As is dictated by Idaho Tax Code, Title 63-3620C, each exhibitor must complete form ST-124, stating whether or not they have taxable items, and if they do, what their sellers permit number is. **Please note:** Once you provide your Idaho State Tax ID #, Spectra will not have to ask you to fill out the ST-124 form ever again!

SUPPLIER RECOGNITION

We understand that occasionally you need to rely on suppliers for materials, samples, etc. When this happens it is nice to acknowledge them. Our guideline is a 1'x2' sign with the following information; Item(s) supplied, company, city, state. No addresses or telephone numbers please.

Example:

Lumber Provided By: The Lumber Emporium Boise, ID

GAS AND FIRE

In accordance with NFPA 101 Life Safety code, section 32.2.3, any vendors using open flame devices must obtain an inspection and approval from the local Fire Marshall. Their approval must be in writing for installation and use of such a device. All open flame devices must be permanently mounted, such as on a table or bench, and be in depth no less than 36" from any combustible materials. Candles must be out of reach to avoid accidental tipping, and must be placed on a non-combustible surface (i.e. foil covered).

Vendor must supply and have readily accessible at least one (1) fully charged and operational UL-rated, class K, wet-chemical fire extinguisher of at least 2 ½ lbs. net capacity in each booth or space cooking food or using open flame.



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INSURANCE

The Show Terms and Conditions of the Space Application states: "The exhibitor agrees to protect and save, harmless Spectra and exposition center, against any and all claims for loss, injury, or damage to persons or property arising from the activities of the exhibitor, his agents, employees or guests, defend Spectra and the exposition center against any and all such claims to reimburse and indemnify Spectra and exposition center for any loss, damage, expense, or payment suffered thereby. Proof of Bodily Injury and General Liability insurance shall be available upon request, and signer agrees that said insurance shall be in force during the event according to normal business practices, standards, and amounts."

INSURANCE GUIDLINES

The following are details for the guidelines for what must be in force:

PLEASE NOTE: THE INDIVIDUAL, PARTNERSHIP OR CORPORATION BOOTH NAMED ON THE CONTRACT MUST BE THE SAME AS THE NAMED INSURED ON THE POLICY CERTIFICATE WITH THE FOLLOWING ADDITIONAL WORDING: **"SPECTRA PRODUCTIONS, THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES, PEAK BROADCASTING, THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES ARE ADDITIONALLY INSURED."**

A. Workers' Compensation insurance meeting the statutory requirements of the State of Idaho.

B. Employers' Liability insurance providing limits of liability in the following amounts: Bodily Injury by Accident: \$100,000 each accident, Bodily Injury by Disease: \$500,000 policy limit, Bodily Injury by Disease: \$100,000 each employee.

C. Commercial General Liability insurance providing limits of liability in the following amounts, with aggregates applying separately on a "per project" basis: 2,000,000.00 General Aggregate / 1,000,000.00 Each Occurrence, General Aggregate: \$2,000,000, Product/Completed Operations Aggregate: \$2,000,000, Personal & Advertising Injury Liability: \$1,000,000, Per Occurrence: \$1,000,000, Fire Legal Liability: \$ 50,000

The Commercial General Liability ("CGL") insurance policy shall be written on an "Occurrence" form and shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). Spectra Productions and its officers, agents, employees, successors and assigns shall be included as Additional Injured under the CGL with the Additional Insured endorsement providing coverage for Completed Operations.

D. Business Automobile Liability insurance providing bodily injury and property damage liability coverage for not less than \$1,000,000 each accident limit. Business Automobile Liability insurance shall be written on a standard ISO policy form, or an equivalent form, providing coverage for liability arising out of owned, hired, or non-owned vehicles in connection with the Vendor Privilege Agreement.

E. If the product or service provided by or sold by Exhibitor requires or involves professional services, Vendor shall procure Professional Liability insurance with limits of not less than \$10,000,000 per claim and \$10,000,000 aggregate, naming Spectra as an additional named insured. If the insurance required by this section is obtained through a "Claims Made" policy, this coverage or its replacement shall have a retroactive date of not later than the inception of the Agreement. Such insurance or its replacement shall also provide a minimum of five (5) years extended reporting coverage, or the maximum time under the State of Idaho statute of limitations for claims under this coverage, whichever is greater, after the Services are last provided under the Agreement.

Each Vendor will be required to have a current certificate of insurance forwarded to the Spectra office in the described amounts on the contract upon request.

Each Vendor is required to provide workers' compensation for any employees. Anyone claiming exemption from providing such must provide a letter to the Spectra stating the conditions of that exemption (i.e. solely owned and operated, independent contractors, family members living within same household). Questions regarding workers' compensation requirements should be directed to the Idaho Industrial Commission at (208) 334-2370.



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DIRECTIONS TO THE WESTERN IDAHO FAIRGROUNDS

You can get detailed directions to the Western Idaho Fairgrounds from Mapquest. Just access the Internet and go the following link:

www.mapquest.com/directions

Plug in the following information for "Ending Location";

Address or Intersection: 5610 GLENWOOD ST
City: BOISE State: ID Zip Code: 83714-1338

LOCAL HOTEL, MOTEL, INFORMATION

Near Fairgrounds / Garden City

Amerisuites (208) 375-1200
Ameritel Inn (800) 808-4667
Budget Inn (208) 344-8617
Doubletree Inn (800) 222-8733
Econo Lodge (800) 553-2666
Plaza Suite Hotel (800) 376-3608
Seven K Motel (208) 343-7723
Sunliner Motel (208) 344-7647
Residence Inn (208) 385-9000

Near Downtown

Best Western Safari (800) 541-6556
Doubletree Club Hotel (800) 222-8733
Grove Hotel (208) 333-8000
Shilo Inn-Riverside (800) 222-2244
Rodeway Inn (800) 228-2000
Residence Inn (800) 331-3131

Near Airport

Best Western Vista (208) 336-8100
Comfort Inn (800) 228-5150
Holiday Inn (800) 465-4329
Inn America (800) 469-4667
Shilo Inn- Airport (208) 343-7662

RV Parks

Americana RV Adventure (208) 639-9343
Boise-Meridian RV Resort (208) 887-1022
Hi-Valley RV Park (208) 939-8080
Mountain View RV Park (208) 345-4141

RV PARK Next To Expo Idaho

Boise Riverside RV Park (208) 375-7432

CONTACT INFORMATION

Spectra Productions

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