



11650 North Ramsey Road | Hayden Idaho 83835 | 208-772-4019

KHS ANNUAL OPEN HOUSE VENDOR RESERVATION FORM

LOCATION: KHS Shelter
EVENT DATE: Saturday, July 13, 2019
EVENT TIME: 12:00 p.m. – 4:00 p.m.
SET-UP TIME: 10:00 a.m. – 12:00 p.m.
FEE: FREE – However, donations are always appreciated!

Applicant Information

Company Name: _____

Contact Person: _____ Phone #: _____

Email Address: _____

Address, City, State, Zip: _____

Description of booth: _____

Size of booth: _____ Items sold: _____

RELEASE: VENDOR, by signing this application, releases and discharges Kootenai Humane Society (KHS) from any liability of any nature for any property damage or personal injury suffered by the undersigned on the KHS 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, craft booths, and exhibitors.

INDEMNIFICATION: VENDOR agrees to indemnify, defend, and hold harmless KHS, 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.

SALE 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 in liability insurance and shall provide a certificate of liability insurance naming KHS as an additional insured.
- HEALTH CERTIFICATE. VENDOR 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 attach a menu list with this reservation.

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 Marshall, and to comply with all reasonable orders of said Fire Marshall. All decorations must be fire proof. VENDOR agrees to keep the concession area clean and attractive at all times and return it to KHS 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 KHS of such coverage or that such worker's compensation insurance is not required under the circumstances.

Signed: _____ Date: _____
Vendor

Please print above name: _____

PLEASE FAX, MAIL, OR EMAIL YOUR RESERVATION TO KHS. BOOTH SPACE IS AVAILABLE ON A FIRST COME FIRST SERVE BASIS. YOU WILL RECEIVE A CONFIRMATION VIA EMAIL TO THE ADDRESS LISTED ABOVE. YOUR LOCATION NUMBER WILL BE ASSIGNED AT THE TIME OF ACCEPTANCE AND WILL BE INCLUDED WITH YOUR CONFIRMATION.

BOOTH LOCATION/NUMBER
