

PROMOTER HANDBOOK

RECREATION & EVENT SERVICES
A DEPARTMENT OF ADA COUNTY, ID





Exposition Building



Barber Park



North Expo



Premium Bldg



South Expo



Western Town



Center Expo



Parking

CONTENTS

By SECTION

3.....	Quick Find Guide
4.....	Contractual Rights
5.....	Facility Rental Logistics
6.....	Event Worksheet
7.....	Facility Setup/Teardown
8.....	Advertising Your Event
9.....	Provisions
10.....	Parking & Vehicles
11.....	Cleaning

By SUBJECT

Advertising	8-9
Balloons.....	8
Camping	4
Cleaning	11
Complaints.....	5
Contact Info.....	3
Contractual Rights	4-5
Deadlines.....	3
Decorating	8
Deliveries	8
Deposits.....	5
Event Day Hours.....	7
Event Worksheet.....	6-7
Facility Rental Logistics.....	5-6
Fees & Sales Tax.....	6
Fire Safety.....	7
Floor Plan	6
Food & Beverage	4
Games of Chance	4
Golf Carts	11
Insurance.....	6
Noise Ordinance.....	9
Parking.....	10-11
Pets & Livestock	10
Phone Service	10
Setup/Teardown	7-8
Security	9
Signage	8
Smoking	4
Timeframes	3
Vehicles.....	11



CONTACT INFO

CONTACT EXPO IDAHO

5610 Glenwood, Boise, ID 83714
Make checks payable to: Expo Idaho
Ph 208.287.5650
Fx 208.375.9972
E info@expoidaho.com
W expoidaho.com

CONTACT BARBER PARK

4049 S. Eckert Rd., Boise, ID 83716
Make checks payable to: Ada County Parks
Ph 208.577.4577
Fx 208.577.4579

DIRECTOR, RECREATION & EVENTS SERVICES

Bob Batista, CFE

DEADLINE SUMMARY

3

Items in purple are mandatory for all locations; for complete information on these items and if they are applicable to your event, read this manual.

1st pmt./deposit due:	due at booking
Contract due:	30 days after deposit
2nd pmt. due:	60 days prior to event
Final pmt. due:	30 days prior to event
Event worksheet:	30 days prior to event
Electrical plan:	30 days prior to event
Floor plan:	30 days prior to event
Caterer submission:	30 days prior to event
Commercial food app:	30 days prior to event
Int. Events Drawing B Pt 1	14 days prior to event
Complaint procedure:	14 days prior to event
Raffle license filed:	14 days prior to event
Phone service ordered:	10 days prior to event
Banners due for hanging:	1 day prior to event
Int. Events Drawing B Pt 2	by 14 days after event

Quick Find Guide

EVENT COORDINATORS

Expo Idaho: Mike Oster
Ph 208/287/5653
Mb 208/866/3679
Em moster@expoidaho.com

Barber Park: Carolyn Nitz
Ph 208.577.4577
Em cnitz@adaweb.net

MAINTENANCE ON CALL

Expo Idaho: Ph 208.866.0459
Barber Park: Ph 208.559.1372

SECURITY

Tom Taylor
Mb 208.866.8836

EXPO PROMOTER OFFICE

Ph 208.376.3994

FOOD & BEVERAGE

Linda Miller, Premier Services
Ph 208.899.5576
Fx 208.323.7762

BOISE RIVERSIDE RV PARK

6000 Glenwood, Boise, ID 83714
Ph 208.375.7432
208.888.7003

TIMEFRAMES

BARBER PARK

Rental opens: 8 am
Guests exit, music, alcohol ends: 9 pm
Renters exit: 10 pm

EXPO IDAHO

Rental opens: 8 am
Outdoors, music ends: 10 pm
Indoors guests exit, music, alcohol ends: 12 am
Renters exit: 1 am

concert set in Center Expo



T CONTRACTUAL RIGHTS & DUTIES DISCLAIMER

The rules and regulations in this handbook are incorporated and made part of the Interim Events Contract. This handbook contains the general policies and procedures adopted by Ada County, hereinafter referred to as "COUNTY," governing interim events presented on the grounds by Renters. Renters include any organization or person. Interim events include any commercial enterprises, displays, entertainment or recreational activities in any Ada County facility or on any part of Ada County grounds. Renters must refer to the duly-executed Interim Events Contract to determine the specific contractual rights and responsibilities of each of the parties.

Interim events may occur in conjunction with other events. Ada County facilities are MIXED USE, and available to all publics. Please be aware that you are not necessarily the only event occurring.

PROMOTER/RENTER

Hereafter, Promoter and Renter are to be understood as the same. When you promote a show or hold an event on Ada County grounds, it is your responsibility to be familiar with--and make sure that your exhibitors are familiar with--the rules and regulations outlined in this handbook.

POLICY

The County reserves the right to modify or change these policies or rental rates at any time at its sole discretion. Reasonable effort will be made to notify Renter of any such modifications or changes. No organization or person may use any portion of Barber Park or Expo Idaho without having first signed an Interim Events Contract. Contracts must contain the names and signatures of those authorized by Renter, to sign for other incidentals which will be charged to Renter. The Interim Events Contract will contain a description of Renter's event, and all of the details which are involved with it.

An Interim Events Contract must also be signed by authorized representatives of County management prior to Renter beginning any activities on said grounds.

Renter accepts the grounds and building facilities as they exist. Should Renter review an area and feel that it is unsafe, Renter should report the condition immediately to management.

CAMPING

Overnight camping or parking is not permitted on any portion of County grounds, regulated by Ada County Code Section 2-3-4, D-4 and Barber Park Code, Section 2-2-6, I. See page 1 to contact On the River RV Park.

MODIFICATIONS

Any amendments, additions or deletions made to the Interim Events Contract, including the Event Worksheet, must be executed in writing by Renter and County, prior to any scheduled event, unless any such amendment, addition or deletion is a result of the adoption or implementation of a County policy, rule or regulation.

FOOD & BEVERAGE

Premier Services Group is Expo Idaho's on-site **CONCESSIONS AND CATERING** provider, holding an exclusive food and beverage contract for that facility. Any commercial food intended to be sold or given away at an Expo Idaho booth **MUST** have prior approval from management and Premier Services Group. For food to be sold, Promoters must collect from their exhibitors a request form and submit to the Event Coordinator **30 days prior to the event**. Upon consent by management and Premier Services, an approval in writing will be given to Promoter. Having no approval will prevent that exhibitor from selling food at the event.

For catered events in Barber Park or outside Expo Idaho buildings, a **LICENSED** caterer is required. County must be consulted regarding the caterer selection **30 days prior to the event**. Caterers shall be charged 15% of the total gross receipts of the event, and concessionaires shall pay 20%.

SMOKING

Idaho Code 39-5501, et. Seq., prohibits smoking inside all buildings. Smoking is allowed at a minimum of 25' away from all doors and windows. Ashtrays are located outside in smoking areas.

GAMES OF CHANCE

The County prohibits all forms of gambling and games of chance during any and all events on the grounds, unless such games are specifically permitted under Idaho Law and Renter has obtained advance approval from County.

Alcohol Policy

Promoters are not permitted to sell alcohol on any part of County grounds. Renter/promoter must use the exclusive alcohol service as noted by Event Coordinator. County requirements and proof of liability mandatory. For more information, visit with the Event Coordinator.

Raffles may not be conducted by Renter, unless Renter is a qualified charitable organization and has obtained a license from the Idaho State Lottery Commission in accordance with Idaho

law, and has filed a copy of the license with the Event Coordinator **14 days prior to the event**. A charitable or nonprofit organization conducting a raffle shall not be required to obtain a license if the gross annual raffle sales are less than \$10,000 and/or if the maximum aggregate value of merchandise does not exceed \$1,000.

At least **14 days prior to the event**, Renter must provide County with a completed "Interim Events Drawing Exhibit B, Part 1" form for each exhibitor who wishes to **hold a drawing** at the event. **Within 14 days after the event**, Renter must provide County with a completed "Interim Events Drawing Exhibit B, Part 2" form for each exhibitor that held a drawing at the event. Ask the Event Coordinator for these forms.



BOAT SHOWS

Drawings must not require the contestant to submit more than the information needed to run the contest, (name, phone, address, age) nor can drawings require a purchase or obligation

of any kind. This information can be solicited on a voluntary basis only and must be handwritten on forms. You cannot swipe credit cards, or use checking account data to obtain information. The completed drawing cards must also be secure from theft, tampering, wind and rain at all times. All patrons should be eligible to participate in drawings unless age is a reasonable qualification. Any age stipulations on a drawing must be discussed with management prior to the drawing. The personal information obtained by holding a drawing can only be used by the exhibitor who conducted the drawing. There can be no sale or transfer of mailing lists among exhibitors or any other outside agents.

You will also be required to post at least one sign, at least 3'x3', with a font size of 1" minimum height. This sign shall be adjacent to the drawing entry box. It must give an exact description of the prize to be given away, including verifiable retail value, when the drawing will be held, if the participant must be present to win, and the full name of the company involved, including street address and phone number.

Failure to comply shall result in denial of any future drawings by the Renter. If you have any questions regarding the legality of your drawing, check with the Idaho Better Business Bureau.

COMPLAINT PROCEDURE

A Complaint Procedure is a form submitted to the Event Coordinator, in lieu of an exhibitor list. This form collects public complaints about an event or an exhibitor at the event. The form includes appropriate actions for the renter to resolve the complaint. The Complaint Procedure must be submitted **14 days prior to the event**.

If a list of exhibitors is provided instead of a Complaint Procedure, Ada County will provide the appropriate response directly to the complainant.

FACILITY RENTAL LOGISTICS

All renters must sign a contract of agreement in order to rent an Ada County facility. The Event Coordinator will provide you with the contract and all renting details, including this handbook. This paperwork is also available online at expoidaho.com.

The **first payment and deposit** are required upon signing of contract. Renter is required to submit a signed contract **within 30 days of holding the date** (a "request hold"). When additional payments are warranted, please see fee schedule page 3.

Dates that are on request hold with no deposit are subject to a **DATE CHALLENGE**. Upon receiving a signed letter challenging a date, County will notify the holding party by certified letter of the Date Challenge. The holding party will have 48 hours from receipt of certified letter to sign a contract at the established rate and post a standard deposit. Failing this, the challenger may have the date assuming a standard rate contract is signed and a full deposit posted within 48 hours of notification. This policy is in effect to prevent too many request holds by Promoters who are simply scouting dates without valid deposits.

The Promoter/Renter, and/or their designated agent, shall be present on the grounds at all times during the event, including setup and teardown. No vendors/exhibitors are allowed in the building until Promoter is moved in.

An Ada County **FACILITY RENTAL PROVIDES** only the basic building/facility. The rental includes:

- a) General floor space or designated areas and the non-exclusive right to use the common areas of the grounds to provide access, ingress and egress.



MEETING SET IN PREMIUM BLDG

b) Building attendant services for each day the facility is rented.

c) Normal utilities in those facilities where available. (Does not include electrical needs beyond building lighting and heat/air; for more information on those charges, please see Equipment Rental Services and Electrical Rates sheets.)

d) Restroom facilities provided during setup, actual event, and teardown only. Overtime charges of \$50/hr may apply to Promoter should restroom use extend beyond this time period.

INSURANCE

Insurance coverage must be in effect at all times, including setup and teardown, decorating, event days, etc. Because insurance is complex, please see your contract for explicit details and work with the Event Coordinator for questions.

Golf cart renters (Expo Idaho only) must provide a certificate of insurance prior to any golf cart use. The application and insurance forms are available in the Expo Idaho office.

FEES

At minimum one person (who is a designated agent of Promoter authorized on the contract, Event Worksheet, and page 6 of the contract agreement) shall be authorized to sign for building times, costs and incidental charges, and equipment rental. Promoter is responsible for any damages, rental costs or any other costs incurred by all vendors or sub-contractors associated with the event.

To control **HEATING AND COOLING COSTS**, please keep exterior doors closed as much as possible. These systems will remain on unoccupied settings until all doors are closed after load in.

The renter agrees to comply with all applicable federal, state and local ordinances and statutes, and to assume full responsibility for payment of all state sales taxes and electrical inspection fees.

IDAHO SALES TAX

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a seller's permit from the State Tax Commission. Retailers

are also required to collect 6% Idaho sales tax on each retail sale that is not exempt from tax. This tax immediately becomes property of the State held in trust by the retailer.

Promoters having exhibitors at their event should contact the State Tax Commission for information and guidance on ST124 forms. Each exhibitor needs to complete one--contact the State Tax Commission for more information and forms. All renters will be charged sales tax on taxable goods rented from County. Exempt buyers must have the ST101 form on file with management to claim exempt. The ST101 form is included with your rental contract.

State Tax Commission
Ph 208/334/7660
Ph 800/972/7660

M EVENT WORKSHEET

Mailed to you with your contract, the event worksheet is a road map to your event. Please fill in all portions of the worksheet as accurately as possible. State the dates and times necessary for full setup of your event. List the hours of the event, including hours on

event days that you or your staff will need access to the building. List the hours required for teardown. (See **FACILITY SETUP & TEARDOWN**.) List the quantity and sizes of items you will need to rent from County, and locate these items on a County-provided floor plan where you want those items placed.

The renter must complete and return the Event Worksheet **30 days prior to the event**.

FLOOR PLAN

An event layout including booth placement, electrical requirements, table placement or archways, exit ways and aisles shall be submitted for approval **14 days prior to event**. County reserves the right to determine concession locations inside the venue.

Please refer to maps provided by the Event Coordinator for the locations of handicap doors, columns, fire extinguishers and fire pulls. These need consideration when creating your layout.

Worksheet Tips

List the hours of the event, including hours on event days that you or your staff will need access to the building. List the hours required for teardown...
List the quantity and sizes of items you will need to rent...
complete and return the Worksheet 30 days prior to the event.

The layout showing **ELECTRICAL SERVICE**

requirements and placement must be submitted **14 days prior to your event.**

Promoter will risk paying late charges on electrical costs, and the show may not start on time, if this deadline is not met. Complete the Electrical Rates Section on the Event Worksheet for your event.



BOISE CHRISTMAS GIFT SHOW

We encourage Expo Idaho Renters to contact the North Ada County Fire Marshall if you are not sure your floor plan meets fire code. The Fire Marshall has the ultimate authority to close down any show if at any time he finds it noncompliant with any municipal ordinance.

County requires all exhibits to be in place when a show opens to the public. No packing debris or assembly of exhibits will be permitted in the aisles after opening. Renter is required to keep the aisles, corridors and fire exits clear of obstructions during event day hours. Please see **Floor Plan** under Event Worksheet for required aisle width. For the safety of patrons, management may refuse to unlock doors for an event opening if Fire Safety Codes (including vehicles parked in fire lanes or loading zones) are not met.

AT EXPO IDAHO, main aisles are considered those that most extend through the building.

- North and South: At the exit door location-considered a constant location; minimum 10'w.
- Cross Aisles: At least two (2) intersecting or cross aisles are required in Center Expo, running east and west, to extend 8'w through the building in a straight and continuous line; must make contact with both main aisles running north and south. Spacing for cross aisles should be placed to evenly divide the building as close as possible and are not required to meet directly in front of an exit door.

FIRE SAFETY

In accordance with NFPA 101, Life Safety Code, Section 31.2.3, any exhibitors using open flame devices must be inspected and approved by the Fire Marshal prior to use. The approval must be for the installation and use of such devices.

- All open flame devices must be permanently mounted, such as on a table or bench, and be kept no less than 36" from any combustible materials.

- Exhibitors using either open flame devices, or any cook surface, must have present and readily accessible, at least one fully charged and operational UL-rated, wet-chemical fire extinguisher of at least 2-1/2 lbs. Net capacity.
- All compressed gas cylinders must be stored in an upright position and secure from damage or tip over.
- The public must be adequately protected from operations producing flying bits of hot solder or glass. These restrictions apply to all small flame-devices, such as torches used by glass blowers or jewelry craftsmen, and all cooking surfaces. Larger devices, (i.e. cutting torches or welding units) are not allowed unless approved by the Fire Marshall.

EVENT DAY HOURS

Barber Park: 8:00am to 9:00pm. Alcohol service concludes by 9:00pm and Renter must vacate facility by 10:00pm.

Expo Idaho: 8:00am to 12:00am indoors and 8:00am to 10:00pm outdoors. Indoors, alcohol service concludes by 12:00am and Promoter must vacate facility by 1:00am.

OVERTIME CHARGES: \$50/HR

FACILITY SETUP / TEARDOWN

Endors are required to follow timelines specified on the Event Worksheet. The Event Coordinator reserves the right to adjust setup or teardown times as necessary.

SETUP days at Expo Idaho are charged 33% of daily rental rate, for a 12-hour period of occupancy (8:00am to 8:00pm). Setup hours beyond this timeframe are charged \$50/hr.

TEARDOWN: Expo Promoter has from 8:00am to 3:00pm following the last event day to tear down the event and vacate the facility. Teardown for Barber Park is during that event day, no later than 10:00pm. \$50/hr overtime fees will apply should Renter not move out by deadline.

In the event Renter/Promoter fails to vacate any Ada County facility as required, County may pursue any legal or equitable remedy, and Renter shall pay one full day's rental fee for the given facility for each additional 24-hour period of occupancy or portion thereof.

DECORATING

Renter may hire an outside decoration service or supply its own decorating services, minding the hours aforementioned in **Facility Setup/Teardown**.

Decorations in Barber Park cannot be hung as there is no surface for wall hanging. If you need surfaces for hanging décor, contact an equipment rental company. Using attachments such as tape, nails, tacks, staples, glue, hot glue or other adhesives is strictly forbidden for use on facility properties (i.e. walls, glass, floors, doors, shelving, rock fixtures, etc.). **CHECK WITH EVENT COORDINATOR FOR APPROVED DECORATING MATERIALS LIST.** Lightweight cording materials are allowed to tie to facility structures. **All materials must be removed upon teardown.**

Equipment Rental Companies:

Venue Event Rental: 208.830.4802

Tates Party Rental: 208.941.0165

Rocky Mt. Audio Visual: 208/336/7655

This list is only a sampling of available Treasure Valley services. Ada County in no way guarantees the services of any of these listed businesses.

DELIVERIES

All delivery services should drop parcels/items at the building rented. Ada County will not be responsible for property of Renter, their exhibitors, representatives or the general public. No deliveries will be accepted at a County venue on behalf of the Renter or any exhibitors.

BALLOONS

Helium balloons are NOT allowed inside Expo's Exposition Building, including giveaways, balloon sales or displays. Helium balloons ARE allowed at Western Town and Barber Park. Standard air balloons ARE allowed at Expo Idaho facilities and Barber Park. Balloons are NOT allowed on any other surface, outdoor pole, sign, bench, tree or other property.

ADVERTISING YOUR EVENT

When advertising your event, you must use the Expo Idaho logo in your visual promotional campaigns. This logo can be downloaded at www.expoIdaho.com/logo. All graphic standards for the use of the logo are listed there.

All advertising space on County grounds is the exclusive property of the County.

BRAND NAME

Expo Idaho is the official, copyright name of this property and shall be used as such in all publicity, advertising and promotional materials. Promoter shall not refer to or substitute false names for Expo Idaho. Such false representations might include, and are not limited to: "fairgrounds; county fairgrounds; expo fairgrounds; western Idaho fairgrounds; western expo; expo racetrack; western Idaho racetrack; Boise fairgrounds; Boise fair; Idaho state fair; state fairgrounds."

Use of any other name for Barber Park also falls under the same conditions. Violation of the copyright shall place the Promoter liable to the full extent of copyright law.

SIGNAGE

No signs or banners will be permitted on any location of the grounds without prior approval of the Event Coordinator. **Fenceline signage MUST obey all set-back laws or shall be immediately removed.** Promoter will be permitted not more than two (2) signs or banners of the following type on the grounds:

Directional Signage: Signs directing the public to the event. This signage may be placed on the day of the event only.

Promotional Signage: Signs advertising the event shall be hung no more than seven (7) days prior to the event and cannot be placed prior to the end of any previous event.

Removal: All signs and banners must be removed immediately following the event. Failure to remove signs and banners will result in County providing such removal at a rate of \$50/hr. County is not responsible for the quality of signs, sign damage, stolen or lost signage.



TRADE SHOWS OF ALL KINDS

Sign Labor: At Promoter's request, County will hang signage within the above-noted parameters. This shall be for **PROMOTER ONLY** at no charge. Exhibitors requesting signage to be hung shall be charged \$50/hr, with a minimum one-half hour labor. All banners hung in any of these situations shall be received at the Administration Office no later than one (1) day prior to the event.

MEDIA

If you are using radio station live remotes and/or live television broadcasts please include the station name and expected hours on your Event Worksheet.

EXPO READERBOARD'S

Promoters at Expo Idaho will be allotted space on the Expo Readerboard's. Refer to the Event Worksheet to request text. County reserves the right to modify text.

C **PROVISIONS**

ounty **SECURITY** regulations...
The County is not responsible for the loss of Renter's or any exhibitor's goods or displays by theft or any other means, including loss by fire. It is the responsibility of Renter, and each exhibitor, to ensure that their goods or displays are locked and secured against loss by theft at any time the goods or displays are left unattended, including the hours that the event is not open. Renters that feature expensive or vulnerable items need to ensure they have proper security service personnel guarding the event at all times that the Renter is not in attendance. **AT EXPO IDAHO**, lockable office space is available in the Expo buildings.

Security is required for most events. Events serving alcohol will be required to hire a minimum of two (2) security guards. Depending on the event size, more security may be recommended by management. Renter shall coordinate all security with the Event Coordinator and shall bear all costs and liability for loss or personal injury resulting there from. **FEES RELATED TO SECURITY THAT ARE EXPECTED TO ARISE DURING A PRIVATE EVENT (WEDDINGS, RECEPTIONS, BIRTHDAY PARTIES ETC.) SHALL BE PAYABLE PRIOR TO EVENT.**

OUTDOOR EVENTS & CONCERTS



Approved Security Company:
AlliedBarton Security Services
Burnell Clark
Ph 208.514.7659

VENDOR BEHAVIOR

Should exhibitors or vendors of Promoter continually disturb the event, show disregard for direction by Promoter or County employees, or harass County employees, volunteers or guests, the Security Director reserves the right to dismiss the offending exhibitor/vendor indefinitely from the grounds.

No person shall be, or remain in, any building on Ada County grounds during designated locked, closed or secured times except for authorized security personnel conducting extended or overnight security, or for other authorized County personnel.

ACCIDENTS OR INJURIES

All injuries or accidents must be reported immediately to the Security Director or event security. The Event Coordinator will provide you the event's contact information.

NOISE ORDINANCE

In accordance with Ada County ordinances, **PROHIBITED ACTS:** Between the hours of 9 pm (Barber Park) or 10 pm (Expo Idaho) one day and 7 am (all facilities) the next day, it shall be unlawful for any person or business to make or cause loud or offensive noise by means of voice musical instrument, horn, radio, loudspeaker, automobile, machinery, other sound-amplifying equipment, or any other means which disturbs the peace, quiet and comfort of any reasonable person of normal sensitiveness residing in the area.

If your event is inside a building, your DJ or band may play until 9 pm (Barber Park) or 12 am (Expo Idaho).

PHONE SERVICE

Should the Promoter need indoor phone service, they may use Qwest. Outdoor service is limited (check with Event Coordinator).

Phone service must be ordered at least 10 days prior to event. For Expo Idaho use, Qwest will only activate service to the punchboard in the rear of South Expo or to the above-ground pedestals outside, unless you request that the line be activated to the nearest jack when ordering the service. Tell the service representative that you

Livestock shall unload at zones depending on the species; check with the Event Coordinator for specifics. Stall rental is \$15/day (\$5 w/clean stall). Bedding is available at local farm supply stores, such as D&B. Reference PARKING for trailer parking regulations. 10

PARKING & VEHICLES

Parking and vehicle rules will be strictly enforced by Ada County, including ticketing and/or towing vehicles violating any provisions, at the owner's expense.

Renters, please communicate all parking and vehicle regulations to your staff, guests and exhibitors. Together we can reduce problems during events.

PARKING

Parking is regulated by Ada County Code Section 2-4-4: It shall be unlawful for any person to park any vehicle on, or own any vehicle found to be parked on, or to otherwise obstruct with such person's property, or own any property found to obstructing any space reserved for the parking of vehicles of the employees of the county of Ada, and which reserved parking space is located on real property owned by or leased to the County of Ada. Violation of this Section shall constitute a misdemeanor. Also any vehicles so parked may be removed at the expense of the owner thereof.

In most cases, **parking credentials** will be issued for exhibitors or guests, and on some occasions, parking fees may apply.

Parking classifications are as such:

RENTER: The Renter (Promoter) of a show will be allocated reserved parking spaces as deemed necessary by management for Ada County. Check with the Event Coordinator for these locations.

PUBLIC: Except for Western Town and Barber Park events, the public is required to park in the main parking areas on the Expo grounds. See enclosed map. 5,000 vehicle accommodation.

EXHIBITOR: Parking for exhibitors is regulated on an event basis. Check with the Event Coordinator for Exhibitor parking areas. Exhibitors may be required to park in public parking on high-demand event days.

Additionally,

- a. Parking in fire lanes by anyone will result in immediate towing. Parking in 15-minute loading zones will be strictly enforced.



want service to the nearest jack unless you plan to run service from punchboard to jacks yourself.

When ordering, you will need:

- a. the building or area to be serviced;
- b. to fax your layout, especially with vendors, to Century Link; and
- c. to provide and connect the wire from the jack to the different locations needing service, or hire an outside contractor.

Century Link Service:

Ph: 800.603.6000

Fx: 208.327.3015

ACS will pull the wire from punchboard or pedestal to the nearest jack for a fee:

Ph: 208.331.3442 or 208.794.0974

PETS & LIVESTOCK

Pets will not be permitted on the grounds during any scheduled event, with the exception of disability-related service animals. Permitted animals must be identifiable, leashed and/or controlled. During non-event days at Barber Park, the leash law is strictly enforced.

Ada County is not responsible for the livelihood of any animal, its safety, security or welfare. Should any citizen, employee of Ada County or fellow exhibitor witness and thereby report serious harm being done to livestock (including lack of feed or water), Ada County reserves the right to contact the ASPCA immediately.



- b. Overnight parking on County property is prohibited. Main gates are locked at the venue times listed in **EVENT DAY HOURS** and any vehicles left in the parking lot will be locked in for the night.
- c. Barber Park and Western Town parking lots are not large enough to accommodate all guests when multiple events compete for parking space; therefore parking credentials will be issued to Renters to be distributed at their discretion. The number of parking credentials issued to Renters will be determined by the number of events on demand, and the number of exhibitors and/or guests affiliated with each event.
- d. A gate guard will monitor Western Town parking.
- e. Barber Park and Western Town will each have eight (8) parking spaces reserved for the bridal party in the event such an event is held.
- f. All trailer parking shall be in the gravel parking lot located behind Western Town. Horse trailer parking shall be contained north of the Shop Arena and north of the 4-H Barns.

VEHICLES

No vehicles are permitted in Expo Idaho buildings during show hours, except vehicles on display. Operation of vehicles of any kind shall be prohibited inside buildings during show hours and no vehicular movement of any kind is allowed around the perimeter of the buildings one hour before or during show hours.

In consideration of safety requirements and the possibility of personal injury to any attendee, skate boards, skates, roller blades, bicycles, scooters manpowered or motorized, and other similar equipment will NOT be allowed on the grounds or in buildings. **Exceptions:** Events involving any of the above mentioned equipment. In this case, the equipment used will be restricted to specified areas.

VEHICLES ON DISPLAY

- a. All fuel tank openings must be locked and sealed in an approved manner to prevent vapor escape.
- b. Fuel tanks shall not be more than 3/4 full, nor less than 1/8 full.
- c. At least one battery cable shall be removed from each set of batteries.
- d. Fueling and draining of fuel from vehicles shall be prohibited.
- e. Vehicles shall not be moved during show hours.
- f. All RV or trailer propane tanks shall be empty when inside buildings.

GOLF CARTS

Golf carts are **ONLY** available for loan at Expo Idaho, and not for private parties of any kind. Golf cart users must complete and return a Golf Cart Request Form to be approved by management to operate a golf cart. Cart requests are due **14 days prior to event**. Only drivers 18 years of age or older, with a valid drivers license, will be allowed to operate a golf cart. A certificate of insurance must be carried (see **INSURANCE**).

R CLEANING

renters will find facilities at Expo Idaho and Barber Park to be thoroughly cleaned prior to occupancy. County staff will provide cleaning of aisles and corridors in the exhibit and public areas during events.

During the event, County will NOT provide cleanup of exhibitors' debris, packing materials, boxes, samples, manure, bedding, etc.

Post-event, renters are responsible for removal of their materials, such as stickers, tape, signs, posters, buttons, banners or balloons. Cleanup rules at Barber Park are clearly posted in the building.

If County must provide cleaning for the above-listed items, Renter will be charged \$50/hr. County staff will remove old bedding and stall manure at the same rate should stalls not be cleaned.

DUMPSTER

County will be responsible for regular trash collection (once weekly). Promoters will be charged for any additional trash collection, or for additional dumpsters. Additional dumpsters should be ordered through the Event Worksheet.

This handbook updated 10/20/11.