



2024 Vendor Rules and Regulation

PAYMENT POLICY

Event fees will be due no later than 14 days after the invoice has been sent to applicant's email.

If your invoice has not been paid within 14 days your application, status will change to "wait list" for the event. If you become wait listed, the event team member will reach out to you directly if an opportunity becomes available for the event.

All vendor booth fees are non-refundable, including weather-related cancellations. In the event of weather cancellations or other delays, credit will be issued for future use at Indian Creek Plaza events.

LOGISTICS INFORMATION

An email will be sent approximately one week prior to the event that includes: event map, set-up time, load-in/load-out logistics and other pertinent information related to the event's success.

Booth locations will be determined in advance of the event by the ICP staff. ICP staff will try to accommodate requests but requests are not guaranteed.

Event participants are required to be set up for the entire duration of the event - BREAKING DOWN YOUR BOOTH EARLY IS NOT PERMITTED! Participant must bring enough product to last the ENTIRE event. If a participant breaks down their booth early without approval, they run the risk of not being invited to participate in any future ICP events.

Any vendor with a trailer will be required to disconnect the trailer from their vehicle after parking in their designated location.

INSURANCE REQUIREMENTS

Ready to eat food vendors will be required to show proof of liability insurance. Vendors deemed high risk may be required to provide ICP with a copy of their current liability insurance with ICP listed as an additional insured. Vendors who are not deemed high risk will be required to sign a Hold Harmless Liability Waiver.

POWER INFORMATION

Electricity is available upon request only, with 110v and 220v available. Additional fees may apply for Signature Events (not Farmers Market). Please speak with ICP staff for approval and requirements for power and generators.

The request for power must be made at the time of application submission for placement purposes.

Vendors are responsible for bringing their own outdoor grade extension cord(s). Extension cords must be entirely secured under a mat or cover (no tape) to reduce tripping hazard. ICP recommends at least 100 feet.

Food trucks will need to supply their own generators for all events.

VENDOR BOOTH SPECIFICATIONS

Vendor spaces are 10' x 10' unless additional space is approved and purchased. Assigned booth space includes display and storage which cannot extend beyond assigned space.

Signature Event Vendors must provide their own tables and chairs and 10' x 10' white tent. Listed items are also available for rent through ICP while supplies last.

Tents must be secured with a minimum 20 pound weights per leg. See approved weights. Two or more tents cannot be tied together in any way.

All signage should be adhered to vendor equipment or tents with straps, Velcro, or zip ties (no tape on tents). Signage may not be staked into the ground or tied/taped to buildings or trees. All freestanding flags and signs must be weighted according to ICP and DC policy: 25 lbs. per sign/item. The business name must be displayed via sign, tablecloth, banner or other professional manner. It should be visible and clearly worded and located within your designated area.

Vendors must adhere to the Idaho State sales tax guidelines and submit an Idaho ST-124 Tax Declaration to ICP.

Vendors are responsible for the cleanliness, safety, insurance, and security of his/her property. Vendors are required to remove their own trash, chemicals, hay/straw, ashes, grease, or other foreign items off the Plaza. Trash receptacles are for patrons only. Any vendor with the potential for dripping, spilling, or staining on the concrete are required to cover the ground under your area.

The sale of counterfeit or bootlegged merchandise is highly prohibited and subject to confiscation.

Loud amplifiers music, or other sounds, contraband and dangerous objects are prohibited.

Absolutely no alcoholic beverage sales are allowed on Indian Creek Plaza grounds.

VENDOR SELECTION

Indian Creek Plaza and Destination Caldwell reserves the right to approve or deny vendors based on event needs. Submitting an application does not guarantee approval.

Please note that a limited number of commercial businesses will only be considered as vendors for Indian Creek Festival and Winter Wonderland Opening Weekend.

Destination Caldwell (DC) as a 501 (c) (3) does not support nor oppose any political campaign. Therefore, DC will not be accepting any political campaign-based vendors at any of the events that DC hosts.

VENDOR BEHAVIOR AGREEMENT

1. I agree to treat all vendor participants, staff, and guests with mutual dignity and respect.
2. I agree that harassment of any kind will not be tolerated. Every vendor participant at Indian Creek Plaza. Market has a responsibility to foster a harassment-free environment.
3. I understand that my actions have consequences; and if I act against the statements agreed to above, the Event Coordinator has the right to remove me permanently from the event and refuse my entry to future events.

FOOD VENDOR INFORMATION

Food vendors must complete the required Southwest District Health Department Application and be approved.

Food vendors who will be cooking on site must pass fire inspection by a local fire department located in the Treasure Valley before vending on the Plaza. Please note glass bottle beverages are not permitted on the plaza.

PARKING

Vendors may not use street parking. Vendors must park in designated vendor parking areas only. There is ample free parking near the plaza.