



# Malad Area Chamber of Commerce Vendor Registration Form

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of product or service: \_\_\_\_\_

Do you have an Idaho seller's permit? \_\_\_\_\_ Permit Number: \_\_\_\_\_

If you are selling food:

- *Anyone selling food items must turn in a copy of a food handler's permit before setting up.*
- *Please contact the Southeastern Idaho Public Health Department prior to the event to make sure all regulations are being met.*

Which event(s) are you registering for? \_\_\_\_\_ Car Show \_\_\_\_\_ 4<sup>th</sup> of July \_\_\_\_\_ Other: \_\_\_\_\_

*ALL vendors will be required to provide an Idaho Seller's Permit #. Any vendor who does not have a permit will be issued a temporary seller's permit that must be filled out prior to any sales.*

Booth Fees	Number of Events	Total
Non-Chamber Member	\$20 x	=
Paid Chamber Member	\$10 x	=
Electricity	\$ 5 x	=
<b>Total Due</b>		

**Please make checks payable to: Malad Area Chamber of Commerce Send to: 30 N 100 W, Malad, ID 83252**

### Policies and Procedures

- All vendors at a chamber sponsored event must be registered with the Malad Area Chamber of Commerce as a vendor.
- Any person or business selling any product or service at a Chamber event without registration will be asked to desist. Any non-registered seller refusing to desist will be turned over to law enforcement. (The event grounds and all adjacent parking lots are included in this policy)
- All vendors are expected to use ethical business practices.
- All vendor fees shall be set by the Chamber Board of Directors.
- In the event that more than one vendor of the same product, who's supplier does not allow duplicate representatives at the same event, register for the show, the position will go to the first one registered unless the other is a Chamber member. Chamber members will always be given precedence over non-members. In such case the following procedures will be followed:
  - If a vendor registers for an event and there is a Chamber member who sells the same product, the non-member will be put on a waiting list.
  - If the Chamber member does not apply for registration before 30 days from the event the position will be given to the non-member.
  - This decision will be final and protests will not be accepted after the 30 day out mark.
- Any vendor selling food will be required to have a food handler's permit. The permit must be displayed in a visible spot before any food is distributed and must be left in the visible spot until the event is over.
- No alcohol vendors allowed at Chamber events.
- Any vendor selling any product deemed inappropriate by the Board of Directors present will be dismissed from the event.
- No refunds of registration money will be given unless the event is canceled by the Board of Directors.
- The Board of Directors present at a meeting or an event will reserve the right to make any decisions necessary to resolve disputes that may arise at an event.

I have read and understand the policies and procedures. \_\_\_\_\_

Signature

Date

For Chamber use only: Date Paid: \_\_\_\_\_ Booth #: \_\_\_\_\_ Tax ID #: \_\_\_\_\_ Tax Form Recv'd: Yes / No