



Vendor Handbook

Thank you for your interest in being a vendor at the 2027 Winter Carnival! To be considered, please read this handbook thoroughly and complete the online vendor application by the December 1, 2026 deadline.

The Winter Carnival Committee will review all applications after the December 1 deadline. Final vendor approvals will be announced on December 15, 2026.

Keeping It Unique

For the mutual benefit of our vendors and the public, we aim to maintain a varied concessions mix by not over-booking similar lines of merchandise — distinct from both brick-and-mortar establishments and other winter carnival vendors. While we can't guarantee complete uniqueness across every vendor, it's a priority we work toward, and vendors with similar product lines will be asked to cooperate with the McCall Winter Carnival Committee to modify certain products and reduce redundancy. If two applicants sell the same product, priority goes to whichever vendor attended the previous year's event. Vendors who aren't approved are placed on a waiting list and gain priority if the approved vendor cancels or skips a year.

Although we attempt to diversify merchandise, vendors are NOT granted an exclusive right to exhibit their products or services at this event, and none is implied verbally. Exceptions may arise, and the McCall Area Chamber of Commerce Winter Carnival Committee reserves the right to make all final decisions on vendor approvals.

2027 Event Timeline

- October 1, 2026: Vendor Applications Open
- December 1, 2026: Vendor Applications Close
- December 15, 2026: Vendor Approvals Announced
- January 8, 2027: Vendor Fees Due in Full
- January 28, 2027: Vendor Set-Up & Opening Day of Carnival
- January 29, 2027: Torchlight Parade
- January 30, 2027: Evening Event TBA
- February 6, 2027: Mardi Gras Parade and Fireworks ~ Last Day of Carnival!
- February 7, 2027: Vendor Tear Down & clean up

Vendor Court Schedule

Thursday, Jan 28	Vendor Set-Up	<i>Vending Optional</i>		Feb 1 - 4	<i>Optional Vending!</i>	<i>Optional</i>
Friday, Jan 29	Vendor Court Open	5 - 8 pm		Friday, Feb 5	Vendor Court Open	11 am - 8 pm
Saturday, Jan 30	Vendor Court Open	10 am - 8 pm		Saturday, Feb 6	Vendor Court Open	10 am - 8 pm
Sunday, Jan 31	Vendor Court Open	10 am - 8 pm		Sunday, Feb 7	Tear down & clean up	No Vending

Vendors must have their booths staffed and ready to serve customers throughout the published Vendor Court hours on the dates they commit to vending. Midweek vending from February 1–4 remains optional. If you cannot operate during a committed period, notify the Vendor Coordinator as soon as possible. Vendors may not close early or leave a booth unattended during committed hours without approval.

Vendor Fees

	10 x 10	10 x 20	10 x 30
Chamber Member	\$450.00	\$625.00	\$850.00
Non-Member	\$700.00	\$975.00	\$1,425.00

Vendor fees include power. If you do not need power, we will subtract \$100 from the fee. You must be a member of the McCall Chamber on or before August 1, 2026 to receive the Chamber Member rate.

Payment Methods

Vendor fees may be paid by check, ACH transfer, or credit card. Check or ACH is preferred. ACH and credit card payments can be made through the online vendor portal; checks should be mailed to the address provided on your invoice.

Late Fees

Vendor fees are due in full by January 8, 2027. Fees not received by the deadline may result in forfeiture of your assigned space.

Due by January 8, 2027

If selected as a vendor for the 2027 Winter Carnival, you will be required to provide the following:

- Pay your vendor fee in full
- Procure your Central District Health temporary permit (food vendors only)
- Provide proof of general liability insurance of no less than \$1,000,000, naming the McCall Area Chamber of Commerce and Visitors Bureau

- Provide a copy of your ST-124 (Idaho State Sales Tax seller's permit) and complete the online "Promoter Sponsored Event" form (Link and additional email to be provided by the Winter Carnival team upon vendor acceptance)
- *Note:* The McCall Local Option Tax Permit will be completed on your behalf. You are responsible for reporting and remitting payment after the event. Reports and Payments are due the 20th of the following month.

Insurance & Permit Compliance

All required documentation above must be received by January 8, 2027. If it isn't received by the deadline, the Committee will notify the vendor and allow a short grace period to comply. Vendors who don't provide the required documentation within that grace period may forfeit their assigned space without refund.

Vendor Information

Check-In

Upon arrival at Legacy Park in downtown McCall for set-up on January 28, 2027, please report to Winter Carnival staff at the entrance of the Vendor Court first. Please do not move into your booth location without checking in.

Setup

Set-up takes place on January 28, 2027. To keep things running smoothly and avoid congestion, each vendor will be assigned a specific location and set-up time, sent about one week before the event. Please arrive and set up only during your assigned window. *Late arrivals may be directed to a different setup window or space if their original placement can no longer be accessed safely. Setup will not be permitted during public Vendor Court operating hours without the Vendor Coordinator's approval.*

Midweek Set-Up

Vendors may keep tents and trailers in place throughout the week and may open at their discretion during this time. Tents should be lowered and properly anchored whenever they are unattended. We are a dark sky preserve so overnight lights should be kept to an absolute minimum.

Restocking Access

Exhibitors may bring vehicles into the Vendor Court before operating hours each morning to restock. Vehicles must be removed before operating hours begin.

Vehicle Access & Parking

Vehicle access and parking in the Vendor Court are not permitted during operating hours. Vendor parking will be provided nearby at Pine Street & Lake Street. The City of McCall does not allow overnight parking in city lots or on the street. The lots adjacent to Hotel McCall are off-limits to vendors — the lower lot is for registered hotel guests only, and the upper lot is for patrons of those businesses. Please use the designated vendor lot at Pine & Lake, across from Mountain Java.

Cancellation Policy

No refunds are given to approved vendors who cancel. However, if a vendor cancels within 30 days of Winter Carnival (Dec 28, 2026) *and a replacement vendor is found*, the vendor fee will be refunded. Cancellation notice must be submitted in writing and takes effect on the date it is received.

Operational Details

Hours of Operation

Thursday, Jan 28	Vendor Set-Up	<i>Vending Optional</i>		Feb 1 - 4	<i>Optional Vending!</i>	<i>Optional</i>
Friday, Jan 20	Vendor Court Open	5 - 8 pm		Friday, Feb 5	Vendor Court Open	11 am - 8 pm
Saturday, Jan 30	Vendor Court Open	10 am - 8 pm		Saturday, Feb 6	Vendor Court Open	10 am - 8 pm
Sunday, Jan 31	Vendor Court Open	10 am - 8 pm		Sunday, Feb 7	Tear down & clean up	No Vending

Emergency Procedures

In an emergency, call 9-1-1! In the event of dangerous weather, the Winter Carnival vendor coordinator will direct you to safety.

Vendor Conduct

Vendors must be professional and courteous in their behavior toward Winter Carnival staff, volunteers, and patrons at all times. All vendors, employees, and representatives are expected to treat other vendors, staff, volunteers, and the public with courtesy and respect. Harassment, discrimination, or disorderly conduct of any kind will not be tolerated and may result in immediate removal without refund.

Signage

Vendor signage must stay within your allotted booth space. Signs may not be posted on shared structures, light poles, trees, or other public property.

Load-Out

Tear down and load out is scheduled for Sunday, February 7th. All vendor property must be removed from Lake Street by 5:00 pm.

Vending operations conclude Saturday February 6th at 8:00 pm. You may start to pack up Saturday evening but not earlier than 8pm. Trailer/Truck removal may not be possible Saturday night until later in the evening. Please communicate with the Vendor Coordinator if you need to make special arrangements for departure. Extra vehicles will not be permitted on Lake Street until after 9:00 pm Saturday, Feb 6th.

Lost or Stolen Property

The McCall Area Chamber of Commerce and the City of McCall are not responsible for lost, stolen, or damaged vendor property, including items left in booths or trailers overnight.

Vendor Responsibilities

Exhibitors must operate in a legitimate and courteous manner, keep their area clean, and keep all designated walkways clear at all times. All vendor operations must comply with applicable federal, state, and local statutes, regulations, and requirements. The exhibitor agrees to indemnify and defend the City of McCall and the McCall Area Chamber of Commerce against any loss, expense, or damage resulting from the exhibitor's violation of these terms.

Each vendor space must be presented in a professional, clean manner. Operations conducted behind your service area (e.g., food prep, product storage) must be enclosed and not visible to the public. Enclosures must align with the tent policy and be of a professional design specifically intended for trade shows, fairs, and festivals.

Rights and Privileges

Any vendor right or privilege to sell products at the McCall Winter Carnival may be immediately revoked, without refund, if the vendor fails or refuses to comply with the Vendor Agreement. Exhibitors are responsible for clarifying any questions about this handbook before occupying their space at Winter Carnival.

Sales Restrictions

Vendors are prohibited from selling any product or service other than what is specifically listed on their Application/Contract. The McCall Winter Carnival Committee reserves the right to require immediate removal of any item not listed on your contract, or any item management deems offensive, hazardous, or damaging to the Carnival's image.

The Winter Carnival Committee determines whether an item is offensive or in poor taste and may prohibit its sale or display. Prohibited items include: knives; ear piercing; permanent tattooing; concealed weapons; firearms or products resembling firearms; lasers; stun guns; switchblades; brass knuckles; high-powered water guns; helium balloons; pornographic or drug-related items; noise-makers (e.g., pop bangs, pull pops, firecrackers); and fireworks of any kind, including stink bombs.

Tents

All tents or canopies must be professional-grade, designed specifically for trade shows, fairs, and festivals. Backyard, beach, or picnic canopies — and any makeshift structures made from tarps, PVC pipe, etc. — are not allowed. If you're unsure whether your canopy qualifies, send photos with your application. Professional canopies are also available for rental; inquire for details.

Tents must fit entirely within your allotted space, including tie-downs (note that some don't extend straight down, so plan for extra room) and any stock, supplies, or boxes. Keep your area clean and attractive, and make sure any behind-the-scenes operations — food prep, employee areas, etc. — are enclosed and out of public view.

All tents must be properly secured and weighted down. Since Winter Carnival is a winter event, snow, rain, and wind are all highly possible — plan and prepare accordingly. Winter Carnival is not responsible for securing your tent.

Alcohol

No beer, wine, intoxicating liquor, or controlled substance of any kind may be kept or sold by the vendor or vendor employees within their allotted space.

Electric Heaters

Due to the limited power supply, electric heaters are **not** allowed in or around your booth. Propane heaters are acceptable and must be attended to when in use.

Trash

Vendors must dispose of refuse in the dumpsters provided around the Vendor Court. The City of McCall and Winter Carnival cleaning staff are not responsible for hauling or disposing of waste from your daily booth operations. Refuse cans and boxes placed in front of booths are for Carnival patrons only. Please don't fill them with your own daily trash. If trash isn't disposed of properly, a fine of \$100 per day may be assessed. Cardboard boxes must be broken down flat prior to disposal.

State Sales Tax

The Idaho Sales Tax Act requires every retailer doing business in Idaho to obtain a seller's permit from the State Tax Commission. Under Idaho Tax Code Title 63-3620C, retailers must collect a 6% sales tax on each non-exempt sale. Each vendor must provide the McCall Area Chamber of Commerce a copy of their ST-124 with their contract. If your prices include sales tax, Idaho requires your signage to state "Sales Tax is Included." Contact the local State Tax Commission office to obtain a permit at (208) 334-7660 or toll-free at (800) 972-7660.

You must register for the Winter Carnival "Promoter Sponsored Event" with the State Tax Commission (with a regular sales permit or temporary permit). The Winter Carnival team will provide you a link to the online registration form and relevant details.

Local Option Tax

Whether you operate a business in McCall or just make occasional sales within city limits, you must collect and remit the Local Option Tax (LOT), a 1% tax on retail sales subject to Idaho Sales Tax (Idaho Code 63-3601 et seq.), except on groceries and titled motor vehicles, per McCall City Ordinance No. 936. This is in addition to the 6% state sales tax. McCall Chamber staff will help you obtain the necessary Vendor Permit and LOT voucher from the City of McCall.

We highly suggest updating your Point of Sale system to collect the 1% Local Option Tax and brief your staff so everything is properly collected during Winter Carnival.

You must remit your Local Option Tax collections to the City by February 20th (for January sales) and March 20th (for February sales) If you have questions about the Local Option Tax, please contact LOT Administrator, Cari Tassano, 208.634.8520

Central District Health

The Central District Health Department has published [a vendor packet](#) describing your responsibilities to the public. A temporary permit from Central District Health is required before operating. For more information, call the Health Department at (208) 634-7194.

Legal & Liability

Assumption of Risk

Vendors participate in the McCall Winter Carnival at their own risk. The McCall Area Chamber of Commerce and the City of McCall are not liable for injury, loss, theft, or damage to any vendor, vendor employee, or vendor property arising from participation in the event.

Weather & Event Changes

Winter Carnival takes place outdoors during winter conditions, and portions of the event may be delayed, modified, or cancelled due to weather or other circumstances beyond the Committee's control. Vendor fees are non-refundable in the event of a full or partial cancellation.

Media & Photo Release

By participating, vendors consent to being photographed or filmed by Winter Carnival staff or media partners for promotional use. Vendors who do not wish to be included in promotional materials should notify the Committee in writing before the event.

Governing Law

This agreement and all matters related to vendor participation are governed by the laws of the State of Idaho, with venue in Valley County.

Accessibility

Vendor spaces, signage, and displays must not obstruct accessible pathways, ramps, or ADA-designated areas within the Vendor Court.

Logo Usage

Use or reproduction of the Winter Carnival logo is prohibited without express written permission from the McCall Area Chamber of Commerce.