



October 14, 2025

Kootenai County (Elections Department)

Dear Asa Gray,

This letter is to confirm your event dates are available and have been tentatively held for **Kootenai County (Elections Department)** event you have requested on **November 4th, 2025**. We have attached to this letter the License, the Marketing Option Sheet, as well as the Event Check List for you to complete so we have a better understanding of your event as well as the needs for your licensing fees. Please feel free to let us know if your needs change and we will do what we can to accommodate those changes.

We do require a certificate of insurance exactly like the one in the sample attached here before the event move in days start for the entire event, and through move out days.

Below you will find information regarding your event(s) and the date(s) that are held. Please verify that information and let us know if you find any discrepancies.

We look forward to having your event here at the Kootenai County Fairgrounds!

Thank you!

Deanna Taub
Events Manager

This letter is for your records, please verify all information is correct and return your License with deposit amount listed below.

Event: Kootenai County (Elections Department)

Dates: November 4th, 2025

Building/Grounds Building 25

2025 Building Licensing Fee: \$500+ any additional equipment needs to be determined.

Deposit Due: \$ 0 (This amount is applied to your final bill)

Damage/Cleaning Deposit Due: \$ 00 (Please write a separate check, this will be held until after the event concludes)



4056 N. Government Way
 Coeur d'Alene, ID 83815
 PHONE: (208)765-4969
www.kcfairgrounds.com
fair@northidahostatefair.com

OFFICE USE ONLY	
Contract Received	_____
CLF Received	_____
Deposit Paid	_____
Insurance	_____
501 CStatus	_____

INTERIM EVENTS LICENSE

THIS LICENSE is not effective unless signed by the Licensee, returned to the Fairgrounds, and accepted by the General Manager. THIS LICENSE executed October 14, 2025, is between The Fairgrounds - Kootenai County (The Fairgrounds), and Kootenai County (Elections Department)(Licensor).

WHEREAS The Fairgrounds and Licensee wish to enter into a Limited License for the use of a portion of the facilities, described as follows:

Type of event: Kootenai County (Elections Department) Date(s) of event: November 4th, 2025 Move-in date(s) (for set-up only): November 3rd, 2025 Move-out date(s) (for clean-up only): November 4th, 2025 Building and/or grounds area to be used: Building 25	<i>Note: Time is 7 AM -12 AM</i>	<input type="radio"/> BAR <input type="radio"/> no <input type="radio"/> FOOD <input type="radio"/> no
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I. DUTIES OF THE LICENSEE

A. License fee & Incidental Charges. Licensee agrees to pay The Fairgrounds the following fees, as applicable to this event.

DESCRIPTION	QTY	x RATE	TOTAL
BUILDING/GROUNDS USE - Building 25 • License fee includes parking lot.	1 days	\$500 Is this a Non-Profit: Yes	\$500.00
BUILDING/GROUNDS SET UP/TEAR DOWN RENTAL • License fee includes parking lot.	days	\$	\$0
TABLES/CHAIRS RENTAL • Will be placed in area rented. Licensee is responsible for set up. • Subject to availability pending use by other events.	as used		\$
LINEN/DRAPE/STAGE RENTAL • Will be placed in area rented. Licensee is responsible for set up. • Subject to availability pending use by other events.	as used	See event checklist form for rates	\$TBD
FACILITY FEE		5% of building license fee	\$.00
DAMAGE AND CLEANUP DEPOSIT Please write a separate check		10% of License – refundable	\$0

1. PAYMENT SCHEDULE:

Pay the deposit upon signing of License. *Deposit is non-refundable* and will be applied to total bill.

\$250 Deposit non-refundable..... due to hold date	Event Checklist Form 14 days prior to event
20% of balance..... due at signing of License	Electrical plan..... 14 days prior to event
2 nd payment due..... 60 days prior to event	Floor plan 14 days prior to event
Final payment due..... 30 days post event	Insurance certificate submitted.....10 days prior to event
	Marketing plan..... 30 days prior to event

Deposit Due - \$250 plus 20% of Balance	
Balance Due before additional needs	500.00

B. **Cancellation by Fairgrounds.** The Fairgrounds Management reserves the right to cancel event upon 15 days written notice for compelling cause. Compelling cause includes, but is not limited to, incomplete submissions of accompanying documents, inadequate security, misrepresentation of nature of event, and lack of or poor references.

C. **Defense and Indemnity.** The Licensee agrees to indemnify and hold harmless the North Idaho Fair Board and Kootenai County, Idaho and their respective agents and employees from and against all claims, damages, losses and expenses including reasonable attorney's fees in case of action arising out of the Licensee's space bargained for herein is filed for bodily injury, illness, death or property damage including loss of use and caused in whole or in part by the undersigned Licensee's negligent act or omission or by any agent of the undersigned Licensee or by anyone whose act or omission the Licensee may be liable. Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this License or to declare forfeiture or termination of this License.

- D. **Jurisdiction and Venue.** This License shall be governed and interpreted by the laws of the State of Idaho with venue in the 1st Judicial District, County of Kootenai, State of Idaho.
- E. **Release and Waiver of Claims.** Licensee agrees to release The Fairgrounds from all liability and to waive all claims of any kind, except those claims solely attributable to the gross negligence of the Fairgrounds, relating to or arising from Licensee's occupancy of The Fairgrounds, including any claims arising from the construction of and/or maintenance of any equipment, buildings, or structures used or otherwise occupied by renter, and including any claims arising from the condition of any walkways, passages, or spaces from or appurtenant to said equipment, buildings, or structures.
- F. **Security.** Licensee agrees to furnish security/law enforcement protection at its own expense as the Licensor deems reasonably necessary for the safety and protection of event patrons, buildings, and valuable displays during the event both day and night.
- G. **Clean up.** Licensee shall be responsible for the cleanup of exhibitors' debris, packing materials, samples, etc. Licensee shall also be responsible for the removal of such items as tape, signs, posters, buttons, balloons, etc. from ceilings, floors and walls. If the cleanup is performed by The Fairgrounds, the cost shall be charged to Licensee at fifty dollars (\$50) per hour per person.
- H. **Trash Collection.** The Licensee is guaranteed two (2) 2 yard dumpsters per event. Licensee shall pay for any additional trash pickups needed other than one weekly pickup normally scheduled by The Fairgrounds for disposal of trash.
- I. **Damage and Cleanup Deposit.** Licensee shall provide a deposit to guarantee against incidental costs and charges. This deposit shall be due upon signing License. Deposit amount is 10% of the License. Licensee shall be responsible for, and shall pay to the Fairgrounds, the full cost of repairs for damage to any Fairgrounds facility, property, or equipment caused by Licensee, its employees, contractors, patrons, or agents during Event, the setup, or the tear down. Licensee shall pay The Fairgrounds for any loss of use during repairs. The provisions of this paragraph do not apply to damages resulting from reasonable wear and tear caused by normal and authorized use. The deposit, or portion thereof, will be refunded to Licensee after Fairgrounds has made necessary deductions. Fairgrounds, by accepting deposit, does not waive its rights to collect additional sums from Licensee for incidental costs exceeding the deposit.
- J. **Dirt:** Licensee, at its sole expense, shall License and pay for all services related to installing and removing dirt from the floor when required by the Licensee's event. Under no circumstance shall any materials be moved in or out of the arenas without prior approval by Fairgrounds Management. Arena's not returned to its original state are subject to a fine up to \$2,500. Violation of this rule can result in the cancelation of any future Licenses on the facility.
- K. **Compliance with Law.** Comply fully with all laws and ordinances of the Kootenai County Fire Protection District No. 1 and all state, federal and local laws.
- L. **Event Checklist Form:** Licensee shall complete the Event Checklist Form in its entirety and return 14 days before event. Event Checklist Form is an addendum to the License and must accompany License.
- M. **Sublease.** Licensee shall not sub-license or assign or dispose of, in any manner, Fairgrounds equipment, facilities, or materials leased by Fairgrounds or utilized by Licensee in connection with Event. Violation of this provision may result in cancellation of Event and Fairgrounds may pursue any other remedies available, whether legal or equitable.
- N. **Advertising.** Kootenai County Fairgrounds is the official, copyright name of this property and shall be used as such in all publicity, advertising and promotional materials. The official Fairgrounds logo will be provided upon request. Promoter shall not refer to or substitute false names for Kootenai County Fairgrounds. Events held in the Main Arena, must use the arena by name "Findlay Arena".
- O. **Contractual Rights and Duties Disclaimer.** The rules and regulations in the Promoter Handbook are incorporated and made part of the Interim Events License. It is the responsibility of the Promoter to familiarize themselves and their employees with the rules and regulations contained in the Handbook. It is also their responsibility as the promoter to make sure that their exhibitors are familiar with and follow the rules and regulations outlined in the Handbook.
- II. DUTIES OF THE FAIRGROUNDS**
- A. **Cleanup Prior to Event.** Fairgrounds shall be responsible for cleaning all exhibit areas prior to occupancy by Licensee.
- B. **Routine Janitorial Services.** Fairgrounds shall provide daily cleaning of aisles and corridors in the exhibit and public areas.
- C. **Billing.** Fairgrounds shall bill Licensee promptly for costs and incidental charges not included in the License Amount, i.e. tables, chairs, dumpsters, (excluding the two (2) allotted dumpsters) and any other fees that may apply to event will be billed as used after event. If for any reason one or more of the scheduled buildings/grounds are not to be used, the Licensee must notify The Fairgrounds 30 days prior to the event or 60% of the buildings/grounds license fee will be charged. Have a lien upon any and all property stored, used or located upon the leased space or elsewhere upon the Fairgrounds by the Licensee for any and all damages sustained by the breach of this License or otherwise caused by the Licensee and shall have the right to restrain such property or any part of it without process of law and may appropriate any or all such as its own to satisfy any such claim. *Pay the balance of the event cost within 30 days after event. NOTE: A 1.5% delinquent payment charge will apply to any unpaid balance after 30 days.*
- D. **Premises Described.** Fairgrounds shall furnish the facilities described in the Event Checklist Form attached to this License. The use of The Fairgrounds facilities provides the basic building or facility, including general floor space or designated areas and the non-exclusive right to use the common areas of Fairgrounds to provide access, ingress and egress, building attendant services for each day the facility is rented. This does not include any electrical needs beyond the building lighting. Information on those charges is provided in the Promoters' Handbook and Event Rate Sheet.
- E. **Security.** Use reasonable safeguards against fire, theft and accidents, but does not assume any liability for damages to goods or property of the Licensee from fire, theft, water or storm, or any liability for accidents to persons or property caused under or by virtue of the operations of Licensee under this License.
- F. **Hours of Operation.** The hours of the facilities on paid event days are 7 am to 11 pm. The Licensee must vacate by 12 am. Permit the Licensee to occupy the space to prepare buildings or erect temporary booths which Licensee may use during the rental period. The Licensee will have access to the premises at all times during the rental period.

III. MISCELLANEOUS PROVISIONS

- A. **Setup and Tear Down.** A pre-event walk-through of the premises will be done upon Licensee's arrival for set-up. Premises/building received are as is. Reserved tables and chairs will be placed in the area rented. Licensee is responsible for all event set-up and tear-down. Should Licensee require buildings to be set by Fairgrounds Staff a \$250 fee will apply per building. Licensee agrees to leave premises in the same condition as found. A post-event walk-through will be done by a Fairgrounds representative and Licensee. Any damages incurred as a result of the event will be repaired with the cost billed to the Licensee.
- B. **Entry by Fairgrounds.** Fairgrounds, through its authorized representatives, reserves the right to enter into any Fairgrounds premises or area in use by Licensee for the purpose of monitoring compliance with this License, applicable law, or Fairgrounds policy, for the purposes of repair or improvement, provided that such entry and work will not unreasonably interfere with Licensee's operation, and in all cases of emergency, as determined by Fairgrounds Management.
- C. **Concession Rights.** Kootenai County Fairgrounds retains the right to License all food and beverage services at the Fairgrounds. Licensee or exhibitors are not permitted under any circumstances, to sell or provide alcohol in buildings or on the grounds of the Fairgrounds. Licensee may suggest food vendors to the Fairgrounds. This excludes catered events. A rental fee will not be charged for space occupied by food concessions or eating areas. A separate License will be issued directly to the food vendor and there will be no financial benefit or benefits otherwise to the Licensee.
- D. **Catering Rights.** Fairgrounds reserves and retains all catering rights, including the right to provide all food, beverage and alcohol services for Fairgrounds. If a Licensee wishes to hire a licensed caterer for an event, Fairgrounds Management must approve the licensed caterer. The Fairgrounds holds the alcohol beverage license for the Fairgrounds facility and is the only allowed provider or server of alcoholic beverages. Bar service must exceed a \$300 minimum to avoid any staffing charges. Alcoholic or similar intoxicating beverages shall not be kept or sold by the Licensee or any of their employees within the grounds of the Kootenai County Fairgrounds.
- E. **Fairgrounds' Continued Right of Control.** In license feeing space to Licensee, Fairgrounds does not relinquish its ultimate rights to control, enter, manage the premises, or enforce all its policies, rules, and regulations for the operation and use of its premises. Further, Fairgrounds has the right to eject or refuse entry to any person for cause. Upon such exercise of Fairgrounds' authority, Licensee unconditionally and completely waives any rights or claims against Fairgrounds which it may have as a result of the exercise of this authority.
- F. **Competition Policy.** No Event shall be booked when that Event falls within sixty (60) days prior to or sixty (60) days after a similar Event which has been given firm booking at the Fairgrounds. Similarity shall be determined at the discretion of Fairgrounds Management. Any exceptions to this provision must be mutually agreed upon by the parties in writing.
- G. **Electrical Services Policy.** No electrical wiring shall be undertaken, performed, or allowed by anyone other than a Fairgrounds authorized electrician. All electrical services, wiring, and proposed uses must be inspected and receive prior approval by a Fairgrounds authorized electrician. All electrical service shall be provided exclusively by Fairgrounds in accordance with the requirement and specifications set forth in this License as provided by the Event Checklist. Fairgrounds shall provide service to the extent that existing electrical facilities can accommodate the service.
- H. **Force Majeure.** Neither party to this License shall be bound to perform this License in the event of fire, flood, earthquake, pandemic, national or regional emergency, action of governmental authority, government order of law, act of God and/or other unavoidable causes affecting the property which are beyond the control of either party.
- I. **Risk of Loss.** Fairgrounds is not responsible for the loss of Licensee's or any exhibitor's goods or displays by theft or any other means, including loss by fire. Further, it is the responsibility of Licensee and each exhibitor to ensure that their goods or displays are locked and secured against loss by theft when left unattended, including the hours Event is not open to the public.
- J. **Returned Checks.** A thirty-dollar (\$30) fee shall be charged for any checks returned to Fairgrounds for insufficient funds.
- K. **Parking.** Fairgrounds parking is regulated by Fairgrounds Staff. Parking which obstructs exits or fire lanes is prohibited. Vehicles violating this policy will be ticketed and may be towed away at owner's expense. The Fairgrounds reserves the right to charge for parking at any event.
- L. **Camping.** Events that require overnight camping with their event will be charged after the event a per night/ per camper fee. Camping with RV hookups is not guaranteed. \$35 for RV space (water and power not guaranteed), \$10 for tent or trailer per night. Licensee is required to submit camper count after the event, Fairgrounds staff will audit. This does not include the RV Park.
- M. **Change in Fairgrounds Licensing fees Rates or Policies.** Fairgrounds reserves the right to modify or change policies or licensing fees rates subject to change. Reasonable efforts shall be made to notify Licensee of any such modifications or changes.
- N. **Severance:** In the event any provision or section of this agreement conflicts with applicable law, or is otherwise held to be unenforceable, the remaining provisions shall nevertheless be enforceable and shall be carried into effect.
- O. **Modification.** This License may be modified or amended only by a writing duly executed by both parties.
- P. **No Third-Party Beneficiaries.** Nothing contained herein shall create any relationships, contract or otherwise, or any rights in favor of any third party. Nothing contained herein shall extend the liability of either party beyond that provided by governing law.
- Q. **Merger.** This writing embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained in this writing. All previous and contemporaneous communications, representations, or agreements, either verbal or written, between the parties are superseded by this License.
- R. **Signs, Banners, and Advertising.** All advertising space at the Fairgrounds is the exclusive property of the Fairgrounds. No signs or banners shall be permitted on any location of the Fairgrounds without prior approval of Fairgrounds Management. Approved signs and banners at the Fairgrounds directing the public to the Event may be placed on the Monday prior to Event opening. All

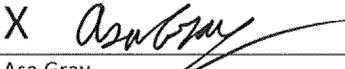
signs and banners must be removed immediately following the Event. Failure to remove signs and banners will result in Fairgrounds providing such removal and charging Licensee for the removal at a rate of twenty dollars (\$20) per hour per worker. Refer to the Promoters' Handbook for additional guidelines.

- S. **Electronic Reader Board:** If the event is open to the public, the date and name of the event will be posted on The Fairgrounds reader board as part of the display of upcoming events. However, if the Licensee would like to show extra event information, such as times and cost of admission, additional panels are available at a cost of \$15 per panel per number of days run. Panels are determined by the contents of the message and the space needed for display. For additional information or to reserve additional panels, please contact the Event Office.
- T. **WI-FI:** Wi-fi is available but not guaranteed.
- U. **Idaho State Sales Tax Number:** An Idaho State Sales Tax Number is required if you are selling a product in the State of Idaho. If you do not have a number, you must obtain a Temporary Idaho Sales Tax Number. Please enter your number here _____. *If you do not furnish a Sales Tax Number on this License, you will be required to pay sales tax on the licensing fees of the building(s) to the Licensee.*
- V. **Water.** Licensee or exhibitors needing water may use inside or outside hydrants. Licensee or exhibitors shall not use fire hose connections for any exhibition purpose. Licensee may be charged for excessive water usage. Such cost will be charged as an incidental charge.
- W. **Vehicle Policy.** Neither vehicles nor the operation of vehicles (including forklifts) is permitted during show hours, except vehicles on display. Vehicles may be permitted at other times only when authorized by Fairgrounds Management. No vehicular movement of any kind is allowed 30 minutes before and during show hours.
- X. **Solicitation.** Solicitation on Fairgrounds, distribution of hand bills, literature or advertising by any individual or organization is strictly prohibited. No tacking or posting of advertising bills, cards, etc. will be permitted on any building, power poles, cars or elsewhere. All organizations, religious groups and commercial exhibitors wishing to solicit, distribute literature or advertising matter must pay licensing fees to grounds or building at the going rate and must confine solicitations, distribution of all hand bills and literature to the space. No walking exhibits will be allowed on the grounds.

INSURANCE: Licensee guarantees and will provide a *certificate of insurance* wherein **KOOTENAI COUNTY, THE KOOTENAI COUNTY FAIRGROUNDS, NORTH IDAHO FAIR BOARD AND ITS AGENTS ARE ADDITIONAL INSUREDS** on a broad form comprehensive general liability endorsement or commercial general liability policy in the amount of \$1,000,000. This certificate of insurance shall be received by The Fairgrounds Office prior to move-in. Note that insurance can be purchased through The Fairgrounds, if necessary; call the office for details.

TERMINATION: This License may be terminated immediately by The Fairgrounds Management for breach of this License by Licensee.
DUTIES AND PROVISION: Licensee has read, understands, and hereby agrees to comply with this License.

Dated this 14th day of October month, 2025 year.

LICENSEE:	Kootenai County (Elections Department)	LICENSOR:	The Fairgrounds - Kootenai County
Signature:	<u>X</u> 	By:	_____
Name printed:	Asa Gray		Authorized Representative
Address:	1808 N 3rd St.		
City/State/Zip:	COA, ID, 83814		
Telephone:	(208) 446-1035		
Email:	agray@kcgov.us		

PLEASE SIGN LICENSE AND RETURN TO THE FAIRGROUNDS OFFICE WITH DEPOSIT WITHIN 10 DAYS OR DATES WILL BE RELEASED

REV 10/14/25



Marketing Your Event

Thank you for holding your event at the Kootenai County Fairgrounds.

We'd love to help ensure your event is a success!

If you are interested in additional marketing through our platforms, please fill out and return this form at least 30 days prior to your event.

Event Title: November 4th Consolidated Election Polling Place - Precincts 403, 404, 405 & 406.

Open to the public? Yes / No | Ticketed Event? Yes / No | Ticket Price

Who is hosting the event? Kootenai County Elections Department

Dates/Hours open to the public: 11/4/25 8AM - 8PM

Building/ Grounds Location: Jacklin Building - Building 25

Sponsors you'd like featured: N/A

Additional Information: Event is open to voters in the specified precincts along with family members, poll workers, and possibly poll watchers.

Included in your event booking is:

- ONE reader board slide, beginning the Monday before your event.
- Event name added to our online calendar.
- The ability to hang banners on the Government Way and Kathleen fence lines the week of the event.

Additional Marketing Options

- \$20 per feature** - Guaranteed feature in our monthly email blast.
- \$75** - Exclusive email blast to promote your event. Email blast will be designed with you and sent to more than 18k subscribers. Can be linked to your website, ticketing site, and/or social media pages. Limited to one blast per event.
- \$25 per post** - Social Media Marketing on the Kootenai County Fairgrounds pages with 7k+ followers (Facebook & Instagram) Max of 4 posts over the course of 1 month. *Promoter required to pay extra costs associated with boosts.
- \$15 per slide, per day** - Reader board Slides. Each event slide is on a 3 second rotation. Promoter provides designed slide or fairgrounds will provide a text only slide, size 540x180.

Please return at least 30 days prior to your event. Send logos and assets to vanessa@northidahostatefair.com. Marketing invoice must be paid in full at least 15 days prior to event.

EVENT CHECKLIST FORM

Please check what you need and designate requested amount

TABLES

- 18 Tables - 8' long \$9/each
- 14 Tables - 5' Round \$ 9/each
- _____ Tables - Picnic Metal or Wood \$10/each
- _____ Tables – Bistro \$10/each
- _____ Linens - 8' Black Fitted \$10/each
- _____ Linens - 5' Round Black \$10/each

CHAIRS

- 60 Black Folding \$1.50/each
- _____ Grey Folding \$1.50/each
- _____ Black Resign Padded Chairs \$3/each
- _____ Bar Stools \$6/each

BENCHES

- _____ Wood Benches \$7/each
- _____ Blue Backless Benches \$7/each

PIPE AND DRAPE – Must provide desired layout at least 14 working days in advance of move-in. Drape is charged \$1 per lineal foot unless otherwise stated.

- _____ 8' tall x 10' wide section
- _____ 8' tall x 6' wide section
- _____ 3' tall x 10' wide section
- _____ 3' tall x 6' wide section
- _____ 10' X 8' Booth size for Trade Shows \$25/per trade show booth, additional \$1/per lineal foot

BLEACHERS – Bleachers come in three sizes and a variation of styles to best accommodate your event style. Small seat around 25, medium around 50 and large 100. 5 days' notice is required to set up.

- _____ Small Bleachers \$50/each set
- _____ Medium Bleachers \$75/each set
- _____ Large Bleachers \$150/each set

AV NEEDS - Sound systems are available and include speakers, microphone, and mic stand.

- _____ Small Sound System - \$25/per day
- _____ Large Sound System - \$50/per day
- _____ Projector - \$20/per day
- _____ Projector Screen - \$10/per day

STAGING

- _____ Staging 4'x8' section \$40 per
- _____ Full Stage (24'x32') \$350
- _____ Portable Stage \$500
- _____ Podium \$20/each

OTHER NEEDS

- _____ Coffee Service \$100/day
- _____ Coffee Pot rental (100 cup pot) \$30/day
- _____ Grid wall 2'x4' - \$3/each
- _____ Slot Wall displays on casters \$10/each
- _____ Outdoor Patio Heaters \$50/each
- _____ 10'x 30' Carports \$75/each
- _____ 10'x10' Popup Tent \$30/each
- _____ Crowd control barriers 8' sections \$10/each

UTILITIES, EQUIPMENT AND SERVICES

- _____ Electrical Drop \$20/each
- _____ Refuse 2-yard dumpster \$55/each
- _____ Refuse Larger dumpsters charged by weight
- _____ Additional reader board \$15/per panel per run day
- _____ Water Truck 1st load \$40
- _____ Water Truck additional loads \$25/each
- _____ Arena Grooming additional \$25/each
- _____ Forklift/Loader Operator \$40/hour

OVERNIGHTS

- _____ Horse Stalls (includes bedding) \$15/night
- _____ Livestock Pens \$10/per head
- _____ RV camping (power only) \$35/night
- _____ RV camping (dry) \$25/night



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ex):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

YOUR NAME
 COMPANY NAME AS SHOWN ON CONTRACT
 YOUR ADDRESS
 CITY/STATE/ZIP

SAMPLE

COVERAGE THIS IS TO BE ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL (SUBR) INSR (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCEPTED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				WC STAT... EMPLOYEE \$ POLICY LIMIT \$

Insurance must be a comprehensive general liability endorsement OR commercial general liability policy for at least \$1,000,000.

SAMPLE

NOTE: THIS WORDING MUST APPEAR ON THE CERTIFICATE OF INSURANCE FOR THE EVENT

Liability Extends to Cover Insured's Participation in the Following: YOUR EVENT NAME AND DATES HERE, INCLUDING SET-UP AND TEAR-DOWN DAYS. Also Add the Following: THE CERTIFICATE HOLDER AS AN ADDITIONAL INSURED (OR PUT AN X IN THE ADDL INS COLUMN).

KOOTENAI COUNTY, KOOTENAI COUNTY FAIRGROUNDS, NORTH IDAHO STATE FAIR BOARD & ITS AGENTS 4056 N Government Way Coeur d'Alene, ID 83815	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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