



BECOME A ZOO EVENT VENDOR

Are you looking for an affordable way to gain public awareness for your group, company, or organization? Booth space is available at Zoo Boise's largest events of the year. This is a great opportunity to promote your organization, grow your brand, or sample and demonstrate your products to thousands of kids, parents, and families.

Zoo Boise welcomes over 350,000 guests every year and our events draw a large percentage of those visitors.

Our events are heavily promoted on social media, biweekly e-newsletters, printed flyers, local radio and television appearances, radio spots, community calendars, Zoo Boise's website, and banners inside the zoo.

These events draw thousands of guests from all over the Treasure Valley and we would love to have your organization be a part!

10'x10' booth space is offered for **\$350** per event day. *Please see multiday discounts below.*

Contact egleaton@cityofboise.org for nonprofit rates.

2024 vendor events include:

Easter EGGstravaganza Saturday, March 30, 2024

Boo at the Zoo Saturday, October 26 and Sunday, October 27, 2024

Booth set up begins one (1) hour prior to opening on event day. Vendors are required to keep their booth open for the duration of the event.

Zoo Boise events occur regardless of weather conditions unless deemed unsafe by zoo officials.

Vendors should include items and activities to attract guests to visit their booth. Games and candy are always a hit. Vendors should be prepared with enough merchandise to last the whole day. On average event day, attendance is 5,000 - 10,000 guests.

PLEASE NOTE:

Organizations may offer free information and/or free demonstrations of their products/services. No items may be sold while participating in a Zoo Boise event.

Food (other than candy) is not allowed for give away at booths. Candy should be individually wrapped. All items must be approved by Zoo Staff.

Face painting, temporary tattoos, stickers, balloons, balls, frisbees, straws, and lollipops NOT permitted.

- Return completed form along with acknowledgment of requirements to: egleaton@cityofboise.org
Or Friends of Zoo Boise, 355 Julia Davis Drive, Boise, Idaho 83702
- Once application is reviewed, you will be notified of acceptance, or if changes are necessary. When you are accepted as a vendor, payment options and more information will be given.
- Questions? Contact Elaine Gleaton, Events Coordinator, at egleaton@cityofboise.org.

COMPANY / ORGANIZATION NAME:	
Contact Name:	Email:
Street:	Phone:
City, State, Zip:	

EVENT INTEREST and PRICING	
<input type="checkbox"/> Easter EGGstravaganza (Sat, March 30, 2024)	\$350.00
<input type="checkbox"/> Boo at the Zoo (Sat, Oct 26, 2024)	\$350.00
<input type="checkbox"/> Boo at the Zoo (Sun, Oct 27, 2024)	\$350.00
<input type="checkbox"/> Boo at the Zoo x2 (both days)	\$650.00
<input type="checkbox"/> Easter EGGstravaganza and one Boo at the Zoo date Select date: <input type="checkbox"/> Sat, Oct 26 <input type="checkbox"/> Sun, Oct 27	\$650.00
<input type="checkbox"/> Easter EGGstravaganza and both Boo at the Zoo dates	\$950.00

Will your booth require access to power? Yes No
(Offered on a first come first serve basis)

Will you bring a canopy? Yes No

Will you bring a mascot or character? Yes No

If yes, what is the character? _____

Please describe briefly what activity, game, hand outs, etc. will take place at your booth:

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Please review the vendor requirements below and initial next to each one.
Sign and date the bottom and submit your application.

In order to participate at Zoo Boise events all activities and giveaways must be approved by Zoo Boise staff prior to the event and all rules must be adhered to. Failure to do so will result in immediate dismissal from the zoo and ineligibility to participate in future events.

- Booth space is a maximum of 10'x10'. If additional space is required, vendor must pay for extra booth space. Organizations must provide their own tables, chairs, canopies, extension cords, and handout items. Zoo Boise does not provide candy or other items to vendors.
- Event set up is one (1) hour prior to event start time on day of event. Vehicles are not allowed on zoo grounds. Vendor should provide their own cart, hand truck, etc. for transporting items to booth space. Zoo equipment and staff are not available for use.
- Event tear down is last half hour of event end time. Booths are to remain set up for duration of event.
- Zoo events are an opportunity for organizations to inform guests about their work. Organizations may not sell any items or memberships.
- Organizations may hand out free information and / or provide free demonstrations to the public with prior approval from zoo staff.
- Organizations may hand out candy or other giveaways to guests with prior approval of zoo staff. Organizations may not give away items being sold in the Zoo Boise gift shop or concession stands.
- No facepaint, temporary tattoos, or photo-ops may be offered at booth.
- No stickers, balloons, balls, frisbees, glitter, straws, or lollipops are allowed on zoo grounds.
- Organizations may have a mascot or costume character. All costume characters must be approved by zoo staff, have at least one escort with them at all times, and must follow zoo protocols.
- No outside animals are allowed into the zoo, with the exception of service animals.
- Booths must be staffed at all times during the event. A maximum of four (4) people may staff a booth per shift, unless approved by zoo staff. Additional staff, family, and friends must regular pay zoo admission.
- A list of organization's staff who will working during the event must be received by Zoo Boise Event Coordinator no later than the Thursday prior to event date.
- While on zoo grounds, participants are expected to follow Zoo Boise's etiquette guidelines. This includes wearing appropriate clothing, not using offensive language, staying in public areas of the zoo, and treating animals with respect. For more information, visit zooboise.org/etiquette.
- Vendor fees will be refunded at 100% if cancellation is made at least seven (7) days prior to event date. Fees will be refunded at 50% if cancellation is made after the seven (7) day point. A \$25.00 administration fee will be deducted from refund amount. Refunds will be made by check.

Signature of person responsible _____ Date _____