

40th District Agricultural Association

Yolo County Fair



**Concessionaire - Food
Manual**

**1125 East Street
Woodland, Ca. 95776**

January 2011

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GENERAL INFORMATION

It is your responsibility to familiarize your self and your employees with the contents of this manual.

ADMISSIONS

The Yolo County Fair is a free gate fair; you will not need passes for you or your employees to enter the fairgrounds during fairtime.

PARKING

Parking passes are to be used by employees of the contractor who are actually engaged in the operation of contracted space. Contractors are expressly prohibited from selling, duplicating, exchanging, bartering, or giving parking passes away to the public or prospective customers. Any of the above actions may be cause for termination of Agreement.

Parking passes may be purchased at the Fair Office needed at a rate of \$20.00 each.

LIABILITY LIMITATIONS OF PARKING

The Fair as a Lessor hereby declares it is not responsible for fire, theft, damage to or loss of such vehicles or articles left therein. Any person visiting the Fairgrounds premises, who parks in any non-designated area does so at his own risk, and against the Fair's policy.

No parking permits will be given out until the Contract is paid in full and a current Certificate of Insurance is on file.

Parking permits MUST be given to vendor/concessionaire employees or representatives BEFORE entering the Fairgrounds.

Please make certain that each of your employees understands this.

Lost parking permits will not be replaced.

Parking permits are for those who work at the Fair.

It is illegal for any parking permit issued to be sold.

SKATEBOARDS, SCOOTERS, ROLLER SKATES/BLADES are strictly prohibited in the parking areas and on the fairgrounds

ENTRANCES

Vendors and concessionaires are to enter at the East Gibson Road Gate.

Concessionaire deliveries are to be made by the Springlake Gate on East Street. This entrance is for concessionaire deliveries only.

Any vendor choosing to use the main gate on Gum Avenue will be subject to the same procedures as the general public

INFORMATION BOOTH

There is a supply of maps, brochures and programs at the information booth, located at the center of the fairgrounds, pertaining to events during the Fair.

LOST AND FOUND

Lost and Found is located in the Security Office.

When items are found, they should be taken to the Security Office immediately.

LOST CHILDREN

The Lost Child area is located in the security building.

No paging for Lost Children is done on the Fairgrounds.

FIRST AID

The First Aid building is located between the Ag Business Building and the Main Exhibit Hall. Emergency Medical Technicians (EMTs) are on grounds throughout the Fair. Do not call 911.

Any and all accidents are to be reported to the First Aid Office.

ATM MACHINE

The ATM machines are located behind the information booth.

OFFICE

MAIL / SHIPMENTS

All mail will be in the holding box in the Fair Office for pick up.

All shipments to a concessionaire or vendor must be PREPAID and should be properly addressed.

Management is not responsible for delivering these goods to you.

Shipments will be held in the Fair Office.

Shipments not picked up within 24 hours of delivery will be returned to the carrier.

Management is not responsible for loss or damage to merchandise.

Because the Fair does not have warehouse facilities, we are unable to accept any deliveries prior to Saturday, before the fair. Shipments delivered prior to Saturday of fair, will be RETURNED TO SENDER.

All prepaid shipments and mail should be addressed to:

Your Company Name
Your Name
c/o Yolo County Fair
Commercial Exhibits & Concessions
1125 East Street
Woodland, CA 95776

C.O.D.s

Vendors/concessionaires expecting packages to be delivered C.O.D. should be in the Fair Office at 8:00 a.m. The Fair is not responsible for merchandise, even though signed for by Fair personnel.

DELIVERIES

Delivery for vendors and concessionaires by vehicles will be allowed entry to the grounds through the Springlake Gate entrance as follows: before 11:15 a.m. No vehicles will be allowed on the grounds after these times.

Parking is not allowed in front of building doorways or vehicle traffic lanes.

Unload quickly and get vehicles off of the grounds as soon as possible.

Please do not take advantage of this courtesy.

SAFETY

FIRE SAFETY STANDARDS

All fire regulations as set by the State Fire Marshal, and other Governmental Enforcement Agencies shall be strictly observed.

The State Fire Marshal shall be advised of any of the following at least 15 (fifteen) days prior to opening of the Fair.

The Fire Marshal will make a detailed inspection prior to Fair.

No propane, butane, or open flame will be permitted in any exhibit building.

Smoking is forbidden in all indoor and outdoor concession and exhibit areas.

*A Fire Permit will be required for any of the following:

Use of canvas tents or other similar fabric enclosures or overhead cover by 10 (ten) or more persons for any purpose.

Demonstration or operation of any heat producing device or sources of ignition, including but not limited to: heaters, stoves, barbecues, candles, torches, lanterns, internal combustion engines, or any other open flame device.

Display demonstrations or operation of any electrical, chemical or mechanical device.

Display or use of any motor vehicle within a building, tent or similar fabric enclosure or overhead cover.

FIRE EXTINGUISHERS

Fire extinguishers are provided in all major buildings, and must remain unobstructed. In addition at other locations, or where special hazards are created, the participant as required by the State Fire Marshal shall provide additional extinguishers.

SMOKING

Yolo County Fair is a smoke-free environment. Smoking is forbidden in all concessions and exhibits spaces.

EXITING

Exits, aisles, ramps, corridors and passageways shall not be blocked nor have their required width obstructed in any manner by vehicles, ticket offices, turnstiles, exhibits, concessions, chairs, equipment, or anything whatsoever; nor shall they be blocked by persons.

FLAMMABLE LIQUIDS

Flammable liquids and other flammable substances are not allowed within any building or tent. Flaming swords, fire baton numbers, etc., and use of open flame devices are prohibited.

WEAPONS

No weapons of any kind are allowed on the Fairgrounds at any time.

WELDING: No welding or flame cutting is permitted without notification and supervision of Senior Maintenance.

EMERGENCY PROCEDURES

In order to be prepared for any type of emergency or disaster, please review the following with all employees and representatives.

1. KNOW locations of Fire Fighting equipment and telephones in your particular area.
2. When reporting an emergency, BE SPECIFIC as to the location. The Police, Security and Fire/First Aid departments have maps identifying the location of each concession stand and commercial exhibit.
3. If calling for help, have someone meet the arriving emergency unit and direct them to the scene.
4. REMAIN CALM. Try to prevent people from running, as that will cause others to panic and run also.
5. If necessary, in the interest of safety, evacuate building or area in which a hazard exists.
6. Cooperate at all times with emergency personnel or Fair Staff.
7. If the media contacts you, DO NOT DISCUSS THE INCIDENT.
8. Refer any questions to Fair Management.

GENERAL RULES AND REGULATIONS

VIOLATIONS OF RULES AND REGULATIONS

All violations of the Rules and Regulations will be documented. Violations will seriously jeopardize consideration for returning. The fair reserves the right to terminate a contract immediately and without advance notice to concessionaires, vendor and or exhibitor upon violations of any of the applicable rules and regulations.

REGULATIONS OF CONDUCT AND ACTIVITIES

The Yolo County Fair recognizes that a fair is a proper forum for the free exchange of ideas necessary to a free society, yet reserves the right to regulate all activities, concessions, vending and exhibitions on the Fairgrounds with regard to time, manner, and place in pursuance of its valid interest in maintaining peace and order and protection of the general public.

PROTECTION FROM THEFT

Plan to lockup any valuables or items which may be carried away by hand. Small items should be placed to the rear of the booth or under counters each night. Please report any losses or infractions to Security.

Fair management will not be responsible for lost, damaged, or stolen merchandise.

ALTERATIONS OR PERMANENT FACILITIES

There will be no remodeling, renovation, or painting of any permanent structures without prior approval from fair management.

RELOCATING PARTICIPANTS

Fair management has the right and authority to arrange spaces or move participants to another location without prior notification.

RAIN

Regardless of weather, all stands are to remain open during the posted hours of the Fair.

MEDIA

Any and all advertising that refers to the Fair must be submitted to the fair management for approval prior to publication.

EXHIBITOR EXPENSES

The concessionaire/vendor/exhibitor is responsible for any and all additional expenses in connections with the decoration equipment or occupancy of the space as stated in the contract. The concessionaire/vendor/exhibitor is responsible for any expense incurred for services people they hire in connection to their display.

It will be the concessionaire's/vendor's/exhibitor's responsibility to make arrangements for rental items to be returned

FORMS AND FEES

The following Fees & Forms should be sent to the Fair office with the signed rental agreement and rental fees, due as stated on contract.

- Rental Agreement payment
- Sellers permit
- Proof of liability insurance
- Copy of ServSafe certificate

Should concessionaire/vendor fail to submit the required payments, as stated herein, fair management reserve the right to cancel contract without further notices.

No checks accepted after August 1. Any money accepted for rental, credentials, etc., after August 1st monies must be in the form of a cashier's check, money order, credit/debit card or cash.

CANCELLATION / REFUNDS

Rental space fees are non- refundable except for the following reasons.

1. If the fair deems it necessary to re-locate a space and contractor is not in agreement, the contract will be terminated. A refund of monies paid, less any applicable fees, will be refunded.
2. If the fair is notified in advance of a no-show, an attempt will be made to resell the space. If a suitable replacement is found the following applies.

NO REFUNDS WILL BE MADE IF CANCELLATION IS MADE LESS THAN 30 DAYS PRIOR TO FAIR. DEPOSITS ARE NON-REFUNDABLE.

BAD CHECKS

Any payments by check to secure concessions/commercial space which are returned for insufficient funds are charged a \$30.00 fee. All future payments for fees and charges must be made in cash or by a cashiers check or money order.

ADDITIONAL COSTS

All fees necessary and incurred by the fair on behalf of the concessionaire, vendor or exhibitor shall be billed to the participant.

PERMITS REQUIRED

Exhibitors such as food, cookware and health demonstrations, etc., and food concessionaires are required to have a Yolo County Health Department temporary food facility permit. There is a fee for this permit. This permit may be obtained from:

**Yolo County Environmental Health Department
137 N. Cottonwood Street, Suite 2400
Woodland, Ca 95695**

GENERAL CONCESSION-FOOD BOOTH INFORMATION

SELECTION CRITERIA

Each application for rental space during the Fair is considered by the Management on the basis of product balance on the fairgrounds; financial responsibility; uniqueness and appeal of product; location availability; and for returning applicants, a satisfactory history of performance, evaluation to be conducted by management

The sole decision for selection rests with management

PRODUCTS SOLD

Any product the Yolo County Fair Management deems offensive (materials or items that are sexually explicit, of a suggestive nature, referring to alcohol abuse, or drug oriented) must be immediately removed from the concession/exhibit/vendor space.

It will be the decision of Fair Management as to what constitutes a product or exhibit bordering on pornography, drug orientation, or bad taste.

PRODUCT INFORMATION

It is to be expressly understood that concessionaires are prohibited from selling any articles or products, or rendering services except those listed in their contract

If said concessionaires shall make false representation as to products, articles, or services to be sold or offered, Fair Management reserves the right to terminate this agreement immediately and without advance notice to concessionaire/exhibitor.

Misrepresentation of product of business on the application may result in cancellation of Rental Agreement.

Management may restrict duplication of brand names, trade name articles, products or services in any given area.

OVERALL BOOTH APPEARANCE/OPERATION

Company name & "dba" prominently displayed as listed on the Rental Agreement (R/A).

Concessionaire-Food are responsible for their own booth identification.

Signs must be professionally made and placed in a prominent position in the booth.

Booth/Area set up within assigned space

Only those products listed in the Rental Agreement may be sold or displayed where price signs are utilized, signs must be small, neat, and inoffensive, and the Manager shall have the right to require an exhibitor to remove any price sign which he or she considers undesirable.

Booth kept neat & clean

Staff properly attired (neat and in good taste, properly groomed)

Business transactions must be done within the perimeter of the leased space, and remain open during Fair hours.

Booth properly staffed for size

Good customer service being provided

Consideration of neighboring booths

Booth staff wearing name badges all hours of the Fair

Product pricing clearly marked and/or handout available

Lead generating exhibitors must post a "starting at" price (clearly marked and/or handout)

Refund/Exchange policy in booth

BOOTH/SPACE IDENTIFICATION

A card is placed in each booth to identify your space. If you are outside there is a wooden stake with your name to identify your space

BOOTH SPECIFICATIONS

Main Exhibit Building will be supplied with pipe and drape Booths are approximately 10'x10' with 8' high back drapes and 3' high side drapes; all booth dividers and back walls will be furnished and installed by the Fair.

Ag Business Building booths are approximately 12'x 12',

Outdoor booths have no side or back walls (10'x10').

No portion of any exhibit may obstruct aisles, exits, or service areas nor interfere with the view of neighboring exhibits by Fair patrons as they pass the aisles.

No painting of floors, booth backdrops, or space dividers allowed.

BOOTH MATERIALS

All decorations MUST BE FLAMEPROOF or meet State Fire Marshall requirements.

No material shall be attached in such a way as to allow possible damage or injury to persons or property.

For details, refer to Fire Safety Regulation section.

DECORATIVE MATERIAL

All decorative material including, but not limited to, drapes, hangings, curtains, and table covers with overhangs, shall be made from non-flammable material, or rendered and maintained in a flame retardant condition by means of a solution and process approved by the State Fire Marshal. Copies of State Fire Marshal approved Certificates of Flame Resistance covering all treated materials shall be made available by the exhibitor at the exhibit site.

Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations must be accessible and not concealed by any exhibit or decorative material.

CONCESSIONAIRE-FOOD BOOTH SET-UP

ARRIVAL

Participants are to check in at the Fair Office, 1125 East Street. No participant will be allowed to set up without first checking in. "Parking Permit" must be visible from windshield.

Except for fabric made of 100% glass fiber, a special permit from the State Fire Marshal will be required for decorative material, nonflammable or treated, when suspended horizontally as an overhead cover.

BOOTH DECORATING

All participants must provide their own booth materials, supplies (i.e. chairs, tables, display cases, signs, lighting equipment, etc.) that meet with the applicable rules established by the Fair, County and State Agencies.

Display height at the rear of the exhibit shall not exceed 8'.

Exhibit materials contained within the booth shall not exceed sidewall height of the booth (4').

No part of your display shall interfere in any way with another exhibit

Tape or shower curtain hooks should be used for hanging

FLOOR MOLDING:

All hoses or cords in any area open to foot traffic must be covered with rubber floor moldings.

If it is necessary for the Fair to cover exposed hoses and cords that are trip-and-fall hazards, the concessionaire/vendor will be billed for time and materials.

LANDSCAPING

No one shall cut, trim, damage, or place anything on any of the Fair's landscaping.

EXHIBIT STANDARDS

Displays should be well planned and attractively displayed

There is an established and defined difference between a Fair and a Swap Meet or "Flea-Market". Set-ups and/or displays that resemble those found at Swap Meets will not be acceptable.

The Yolo County Fair Management reserves the right to determine the appropriateness of a concession, display, or exhibit.

Never leave your booth unattended.

All booths must be kept clean at all times

Felt pen, stencil signs, and hand written signs are not acceptable. Storage of supplies or boxes out of view

Staff is not permitted smoking or consuming alcoholic beverages in or around booth space.

CONTRACTOR IS PROHIBITED FROM

Subletting a whole or part of the space allotted for selling/exhibiting anything other than what is specified in the Rental Agreement

Concessionaires are strictly prohibited from subleasing, assigning, or apportioning the whole or any part of said rental without written consent of Fair Management.

Operating electric motors in booths without special permission

Operating combustible motor in any building or enclosed space

Distributing literature of any advertising materials containing individuals, dealers, manufacturers or distributors

Allowing another person/company to display/sell from the space

Obtaining mailing lists for use other than by their own company

Consigning goods or services

Soliciting, distributing, or posting of circulars, tickets, directional or advertising signs or materials of any description outside the leased space

Placing any sign or advertising matter upon buildings, trees, on the Fairgrounds without Fair Management approval.

Any person conducting business with the Yolo County Fair, by any name other than that on the original application, must justify concern with sub-leasing. Participants found in violation of this policy may be removed from the Fair immediately without refund of fees paid, and denied privileges at any future fairs.

CLEANLINESS

All participants are responsible for their immediate areas and insuring that their contracted space is kept clean.

There will be no accumulation of trash, paper or other combustible material.

Do not throw or sweep rubbish into the aisles.

Trash containers are provided for this purpose in or near all exhibit areas and buildings.

When Fair is over it is expected that your vacated space(s) will be left clean and free of debris.

SET-UP DAYS/HOURS

Indoor/Outdoor concessionaires may set up during the following hours: **Monday-Tuesday 8:00am - 10:00pm; Wednesday 8:00am-4:00pm (if additional time is needed, contact the fair office for special; permission).**

All concessionaire-food booths must be completed by 4:00 p.m., Wednesday, of opening day of fair.

No minor children are to be left unattended in buildings while working on booths.

All booths must be occupied during open hours of the Fair.

Exhibits must remain in place until 9:00 p.m inside and 11:00 p.m outside, Sunday, of Closing of fair. No work on booths or stands is allowed during the hours the Fair is open to the public.

All boxes, crates, and debris must be removed prior to the Fair's opening. It is advisable to wait until opening day before bringing merchandise and small portable articles on the grounds.

Booth space size is set forth in each individual contract. Every effort will be made to allow sufficient space for the necessary activities of the concessionaire / vendor /exhibitor. No equipment may extend beyond the designated rental space.

VEHICLE ACCESS

Only vehicles with items necessary for booth set-up will be allowed onto the fairgrounds (i.e., display materials). Once vehicle is unloaded it must be moved immediately to a designated area or parking lot.

Vehicles are allowed on the grounds up to two hours prior to fair opening. Vehicles are not permitted inside the Fairgrounds gates during operating hours.

During fair operating hours deliveries must be brought in on handcars. Vehicles will not be allowed inside the buildings, at any time, for any reason. Parking lots and roadways will be under the exclusive and absolute control of the Fair.

All parking on the fairgrounds must be in designated parking areas, with a proper permit, not on the roads

Roads must be kept open for police, fire, ambulance and other emergency units as well as for Fair maintenance.

Vehicles parked overnight are subject to towing.

BOOTH SET-UP

The Fair will not, under any circumstances, permit a participant to work on installation of exhibit during Fair's operating hours.

Please be cooperative when setting up.

Please do not block aisles in any manner

Before set-up can begin, a representative of your organization must check-in with the Commercial Exhibits & Concessions desk in the Fair Office to ensure that all paperwork is completed.

The Fair does not permit organizations to work on the installation or dismantling of their booth during fair operating hours.

Special booth requirements need approval by Fair management before June 1st.

BOOTH STAFFING & APPEARANCE

Booths must be staffed at all times, Wednesday through Saturday from Fair opening until 11:00 p.m., and Sunday, from Fair opening until 9:00 p.m.

Outside exhibits have the option of staying open to midnight.

Breaks must occur in a manner that allows one staff member to remain in the booth at all times during Fair hours.

DAILY BUILDING OPENINGS

Ag Business Building, Main Exhibit Building is open for deliveries to the discretion of maintenance personnel.

Outside space and concessionaire areas are open for deliveries two hours prior to fair operating hours.

The public is NOT allowed into the building until official Fair opening. (See office for updated dates and times)

DAILY BUILDING CLOSINGS

Buildings will close during Fair at the following times:

Wednesday through Saturday: 11:00 p.m.

Sunday: 9:00 p.m.

Exhibitors/vendors must leave buildings within 20 minutes of public being cleared from buildings at Fair close each night.

Fair assumes no responsibility for materials left in booth.

DEMONSTRATIONS/PITCHES/SAMPLING

Demonstration areas must be organized within the leased space so as not to interfere with any neighbor or aisle traffic.

Sampling and/or demonstrations must be placed a minimum of 2' back from the aisle.

The normal flow of traffic must not be blocked by a large crowd.

Should spectators or samplers interfere with the normal traffic flow in the aisles or overflow into neighboring exhibits, Fair Management will have no alternative but to request that the presentation or sampling be eliminated.

Demonstrations are limited to and subject to approval and regulation of Management.

Those demonstrations that require food and vegetables must provide their own clearly marked garbage cans.

DEMONSTRATION SAFETY PRECAUTIONS

All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators.

Demonstrations must always be supervised by exhibit personnel who can stop the demonstration in the event of an emergency.

All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by Fair Management 60 days prior to opening day of the Fair.

VOICE & SOUND CONTROL

The use of sound systems or equipment producing sound is a privilege, not a right.

Fair Management reserves the right to determine at what point sound constitutes interference with others.

If interference is occurring, Fair Management will determine if the sound must be adjusted, discontinued or eliminated.

Radios, television sets, loud speakers, organs, etc., are subject to the approval of the Management, and such approval will be revoked if conditions are misrepresented or not strictly adhered to.

PROMOTIONAL ITEM DISTRIBUTION

Free distribution or sales of edibles, novelties, or other objects is subject to approval by the Fair and other applicable agencies.

The Yolo County Fair is a family event - plan accordingly.

DRAWINGS/PRIZES/FREE GIVEAWAYS

All drawings must be clearly posted. Exhibitors/vendors must provide their own entry forms. Exhibitors who hold drawings, free giveaways, or have prize promotions must fill out an application.

All applications must be approved by Fair Management.

If you have any questions regarding appropriateness of free prize or giveaway items, please see Acceptable Items list below.

Fair personnel are required to immediately halt giveaways & drawings that have not received prior approval.

A complete list of names, addresses and phone numbers of the winners must be turned in to the Fair Office one week after fair.

Free drawings must be held during the Fair. The prize does not have to be presented at that time, but must be chosen by the last day of the Fair.

Raffles will not be permitted under any circumstances.

Lottery tickets, of any kind, WILL NOT BE ALLOWED FOR SALE at the Fair. A violation will cause the forfeiture of contract money paid, and expulsion from the grounds, as the CEO may direct.

CONTROL OF DISTRIBUTION/ "FREEBIES"

No advertising, sale, or distribution of a novelty will be approved which interferes with sales by any Fair contractor (i.e. balloons, inflatable toys).

Items such as balloons and inflatable toys are covered under a contract as exclusive items for sale by that contractor only.

BALLOONS MAY NOT BE SOLD BY ANY OTHER LICENSEE OR PARTICIPANT IN THE YOLO COUNTY FAIR

Balloons not inflated may be distributed, and management reserves the right to limit the number of exhibitors who distribute balloons.

Prior approval for uninflated balloon distribution must be obtained from Fair Management.

ACCEPTABLE ITEMS

All imprinted items must have contracted company identification only. Co-sponsored logos will not be allowed without prior approval.

T-Shirts Static Stickers (no adhesive)

Key chains Bookmarks

Luggage tags Temporary tattoos

Disc Jockey or other Photos Hats

License plate frames transparent plastic bags

Pencils (unsharpened) Pens

Mouse pads Hand fans

Postcards Buttons

Memo pads Water in small paper cups

Appropriate Posters Rulers

(no movie poster or advertising)

UNACCEPTABLE ITEMS

Giveaways for any event that coincides with Fair dates are not allowed (i.e., movie passes, concert tickets, sporting events, etc.).

Movie posters or merchandise Balloons (inflated)

Cups of ANY size or composition Sunglasses

Sports bottles

Beach balls or inflatable of any kind (including decorations)

Food and ANY kind (this includes candy, gum & drinks)

NO SAMPLING ALLOWED!

ANY merchandise of an advertiser of client without prior approval

Radio Stations: Selling of any merchandise is prohibited.

TIP JARS/DONATIONS

There will be no placing of "tip" jars.

Tips may be gratefully accepted, BUT the solicitation of tips either visually or vocally on the grounds is strictly prohibited.

EMPLOYEE DISCOUNTS

Participants are not expected to offer, nor are they obligated to extend, free or discounted merchandise or food to employees and directors of the 40th District Agricultural Association (YOLO COUNTY FAIR). Participants are encouraged to notify Fair Management if approached by anyone asking for free or discounted merchandise or food.

NOVELTY ITEMS

These include items of a carnival or novelty type, i.e.; balloons, trinkets, inflatable toys, glow-in-the-dark items, stickers, etc., are covered under the Fair's major Novelty Concession Agreement. These are prohibited from sale or distribution by other participants. If you have any questions about whether your merchandise falls into this category, please call us for clarification.

SOLICITATION:

Because of the already crowded conditions at Fairtime and for health and safety reasons, the 40th District Agricultural Association has restricted access to the fairgrounds to the fair-going public ONLY.

Exhibitors, employees and their representatives shall operate strictly within the limits of their contracted area.

No person or persons shall be allowed to solicit or distribute materials in aisles, rove on the Fairgrounds, or in Fair parking lots.

Begging is positively prohibited.

Roving vendors or solicitors, acting from a profit, non-profit, religious, or any other organization, or on its behalf, shall not be permitted on the Fairgrounds or in Fair parking lots.

No person shall be permitted to distribute advertising materials, handbills, fliers, tokens, or other matter upon the fairgrounds, outside the confines of booth/concession space leased from the Yolo County Fair.

The tacking or posting of any advertisement, bill sign, banner, or printed matter outside the contracted space occupied by the exhibitor/concessionaire is strictly prohibited.

All materials to be passed out to Fairgoers or posted within the contracted space must be submitted to the Manager of Yolo County Fair for review prior to distribution or posting.

ELECTRICAL

Commercial Exhibitors

The Fair may furnish, free of charge, the first 20 amps @ 110V per exhibit

Any and all amounts of electricity used over this amount may be subject to a special billing by invoice

If 220V service is used, usage may be figured at a 220V rate

HOUSEKEEPING

Every building, tent or enclosure, and exhibit booth shall be maintained in a neat orderly manner, free from any condition which would add to or contribute to the rapid spread of fire.

All combustible waste material and rubbish shall be stored in approved containers.

Waste containers shall be emptied at the close of each day into approved containers.

Waste material and rubbish containers shall not block exit passageways, fire department access roads; nor shall they be located where an external fire hazard to any building or structure is created.

Violations will be issued for non-compliance and could include a \$50.00 fine per incident.

RECYCLING

In an effort to comply with environmental concerns, the Fair maintains a policy of mandatory recycling.

All boxes shall be broken down by the participant and left in approved recycling pick-up areas

FOOD CONCESSIONAIRES

STAND CRITERIA

Company name & "dba" prominently displayed as listed on the Rental Agreement

Professional signage; no handwritten signage allowed

Menu and menu prices must be clearly visible.

Concession must have an attractive and clean appearance.

Condiment area, inside and prep/storage and seating areas must be clean

Food must be properly stored and/or refrigerated

"Microwave in Use" signs must be posted if you use a microwave in your concession

Sewage/waste water must be disposed of properly

Proper fly control and prevention must be used

Concession business must be conducted within the assigned space

Noise levels must be reasonable

Concessions must cooperate with neighboring stands

After the ringing of each sale the cash drawer must be closed at the conclusion of the transaction.

All concession personnel should be wearing a name tag and identifying uniform (shirt, apron, and/or hat).

Concession personnel should be courteous, responsive, professional, neat and well groomed.

Concession personnel may not smoke, eat, chew gum or drink alcohol in concession booth.

Cups, etc., MAY NOT have logos or advertisements from other fairs or shows.

LOCAL CONCESSIONAIRES

Concessionaires who are assigned one of the permanent concessionaire stands are restricted from making any modifications to the structure, interior, or exterior, including but not limited to installing additional shelving, cutting holes in the screens or cause any other damage to the stand excluding normal wear and tear.

Any such damage will result in the concessionaire being held financially responsible for the cost of materials plus labor and will not be invited to participate in the Yolo County Fair in the future.

Prior to placing any signage, inside or outside, approval must be received from Fair Management.

MENU/PRICE LIST

A typed copy of a menu, the concession name and prices must be submitted by August 1st of each year

At each stand, the menu must be easily readable and visible from the front of the stand.

Once submitted and approved, menus cannot be changed without written approval from Fair Management

Requests for additions or deletions on menus, other than those on the approved menu on file, must be made in writing.

A \$100 fine will be levied anytime it is determined a concessionaire has changed a menu without permission from Fair Management

If concessionaire fails to pay the fine the concessionaire is subject to being removed from grounds

SALES

Exhibitor authorizes the Yolo County Fair, and/or its authorized representatives or agents to examine records of sales made during fairtime, as well as records reported to the California State Board of Equalization during the period of their agreement

PRE-FAIR CONCESSIONS:

Any concession stand that wants to open before the Fair starts must have permission from Fair Management and must "z" out register for early audit 23 percent of gross, not including sales tax, will be paid to the Fair for pre-Fair sales.

TIP JARS/DONATIONS

There will be no placing of "tip" jars.

Tips may be gratefully accepted, BUT the solicitation of tips either visually or vocally on the grounds is strictly prohibited.

EMPLOYEE DISCOUNTS

Participants are not expected to offer, nor are they obligated to extend, free or discounted merchandise or food to employees and directors of the 40th District Agricultural Association (YOLO COUNTY FAIR).

Participants are encouraged to notify Fair Management if approached by anyone asking for free or discounted merchandise or food.

CASH REGISTER REQUIREMENTS:

You will not be allowed to open until the following register requirements are met:

All sales must be rung up on the cash register and printed on a continuous tape.

Cash drawers must be closed after each sale.

Any concession found making transactions from an open cash drawer is in violation and will be fined.

All Concessionaires must adhere to the following cash register specifications:

Customer Display (pivot display suggested)

Continuous (grand total Z reading, X reading, 30 day battery back-up)

Cash registers must have consecutive "z" numbers.

Transaction numbers - (optional, but strongly encouraged).

Hourly breakdown of sales - (optional).

"Current" date printed on detail tape

Consecutive transaction number Readable tape (the key word is readable)

Key protector

AUDITS

Please note:

On Monday, Tuesday & Wednesday prior to opening, Staff Auditors will be conducting physical inspections, looking at the type of cash register, register replacement and reviewing audit procedures with each concessionaire. Cash register stickers will be issued at this time.

Each concession stand must have a cash register with tape in good working order before being allowed to open.

Concessionaires are not permitted to work from an open cash drawer; each sale must be rung up on the cash register.

Concessionaires are to turn in their register tapes daily, summarized by a "z" reading that clears data for that day only.

Concessionaires who do not provide a "z" reading, or whose final reading does not equal the total of the daily tape turned in, will be subject to an audit and may be excluded from future Fairs.

The Concession Auditor will be responsible for the observation of all concession stands for violations.

A "z" reading is required at the close of each business day and a second "x" reading can be taken at random.

Concessionaires are required to turn in the Gross Sales Report and "z" tape to the Staff Audit office by 10:00 a.m. for the previous day's sales. Your signature or initials on the recording sheet will verify that you agree with the readings as noted.

If you are unsure of the amount noted, you should not sign or initial the sheet until you are confident that the amount is correct.

Auditors MUST check cash register tapes daily

An "over-ring" must be highlighted on the detail tape and re-rung correctly.

If you allow the cash register to run out of tape, or the tape is illegible, you will be given a warning for the first offense. The second and third offenses carry a \$50.00 fine each. After the fourth offense, your concession stand may be closed with no refund of fees.

Concessionaire's percentage payments will be accepted periodically during the Fair and full payment is due on closing night of the Fair.

It is the goal of the audit program to work in tandem with the concessionaire to provide the best possible product and service to the fairgoer, as well as increasing overall sales.

PAYMENT TO FAIR:

Concessionaires are to pay on Sunday night after closing

Failure to pay prior to 12:00 p.m. on Monday will result in the concessionaire/exhibitor forfeiting their opportunity to return in the future.

SKIRTING/SCREENS:

All concession trailers must have proper skirting around the perimeter to hide the undercarriage, wheels or chassis and the trailer hitch.

All stands must have visual screening to hide the service/storage areas from the public eye.

STICKS:

Pointed sticks are prohibited from use in serving food on the Fairgrounds.

Rolled cardboard, paper sticks, or flat top hardwood sticks are to be used

UTILITIES:

A \$100.00 electricity deposit is due with concession fee and signed contract. Special needs must be submitted prior to the Fair.

Any device not used as part of an exhibit/concession (such as coffee pots, microwaves, refrigerators, toaster ovens, or any electrical appliances) are not allowed. The Fair reserves the right to have these appliances removed from the premise.

Although electricity is provided for you, it may be some distance from your booth. Any special needs must be discussed with the Fairgrounds Administration Office one (1) month prior to the Fair. All electrical installations shall conform to the Electrical Safety Code of the State of California. Yolo County Fair reserves the right to place any concessionaire/exhibitor on temporarily generated power. Extension cords used to distribute power to concession stands and exhibit booths electrical apparatus shall be rated 15 amps minimum and contain a ground wire. Cords not meeting these requirements shall be confiscated for the duration of the Fair. Overhead lighting adequate for all ordinary purposes is provided for inside exhibits.

There is ONE 110-volt outlet with a 10-ampere capacity for each booth. Special requests for additional electricity must be made on Commercial Exhibit space application. EXHIBITORS MUST NOT USE EXCESSIVE AMOUNTS OF ELECTRICAL POWER. THIS COULD CAUSE OVERLOAD OF CIRCUITS.

All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved - not the parts only, but the complete product.

All inside booths will be limited on number of lights, spotlights, or floodlights. Decision as to how many lights per booth is determined by Fair Management.

WATER DRAINAGE:

Water and drainage is available in some outdoor locations and is available upon request.

ELECTRICAL INSTALLATIONS

Extension Cords:

A 50' heavy-duty electrical cord (a minimum of 12 gauge, three prong [grounded], UL approved) for set-up and use during the Fair is recommended.

Use of two wire extension cords is not allowed.

The Fair does not provide extension cords.

Although electricity is provided, it may be some distance from assigned exhibit space.

Power Strips (with a circuit breaker) must be used to reduce the potential of circuit overloading. Converters are not an acceptable replacement to power strips.

Conductor Leads & Plugs: Must have ground hooked up. Cords or plugs with disconnected or removed ground posts are not allowed.

BASIC REQUIREMENTS FOR LP GAS PORTABLE EQUIPMENT:

The Uniform Fire Code and national fire standards require the following provisions be adhered to when using portable LP gas equipment:

The LP gas bottle container cannot exceed 21/2 lbs. of water capacity.

Larger capacity bottles must be approved by the fire department.

LP gas equipment must meet the Safety Standards as prescribed by the U.S. Dept. of Transportation, and the American Society for Testing and Materials Containers.

No smoking within 15 (fifteen) feet of the equipment

No release of the LP gas (propane) is to be permitted into the atmosphere.

No combustible material is allowed within 10 (ten) feet of the equipment.

FOOD PREPARATION

All persons working in food preparation will be expected to conform to all Yolo County Environmental Health Department rulings. Any concession in violation will receive a written citation and/or closure. Full Yolo County Environmental Health Department requirements are available from:

**Yolo County Environmental Health Department
137 N. Cottonwood Street, Ste. 2400
Woodland, CA. 95695**

SERVSAFE - SERVING SAFE FOOD

California law requires that all Food Concession Operations have at least one member of their team ServSafe Certified.

A copy of the certification is to be on file with the Fair Office.

CLEANLINESS:

All participants are responsible for their immediate areas and insuring that their contracted space is kept clean

There will be no accumulation of trash, paper or other combustible material.

Do not throw or sweep rubbish into the aisles.

Trash containers are provided for this purpose in or near all exhibit areas and buildings.

Those demonstrations that require food and vegetables must provide their own clearly marked garbage cans.

These must be large enough to handle a full day's operation.

All cans must be emptied each night for early morning pickup.

All condiment tables MUST be kept neat and clean at all times. Condiments CANNOT be placed on folding tables.

GREASE REMOVAL

UNDER NO CIRCUMSTANCES is grease or any solid waste material to be poured into rubbish barrels, dumpsters, on the ground, or drains. Special disposal containers are located around the grounds; ask.

BEER AND WINE CONCESSION ONLY

The following policies shall apply to all Yolo County Fair Beer and Wine Concessionaires.

While the Yolo County Fair may grant special privileges for the sale of beer and wine, such permission is granted only as a privilege, not as a right.

Concessionaires of beer and wine shall accept the responsibility of their own behavior, as well as that of their employees, agents and customers as provided in Article 20, Section 22 of the California Constitution.

Sales or giving of alcoholic beverages to minors is absolutely prohibited, and any person in violation of this ruling is to be arrested and prosecuted by California Law.

Intoxicated minors and adults will be subjected to the full enforcement of California Law.

Vendors of alcoholic beverages must have a current California Alcoholic Beverage Control permit or license; a copy of the license is required for your file prior to Fair.

Beer and Wine Concessionaires will instruct their beer distributors to provide the Fair, within five (5) days of Fair closing, a manifest or receipt authenticating the amounts of beer or wine delivered and sold during the Fair.

OPERATIONS

Between the time of Fair opening and 8:00 p.m., no more than two beers or wine beverages may be sold or delivered to an individual customer in a single transaction.

After 8:00 p.m., only one beer or wine beverage may be sold to a customer at one time.

Exceptions are in the Arena where an individual customer may purchase two beers in a single transaction during the event.

Beer and wine will be offered for sale daily from opening of the Fair until 11:00 p.m., or the closing of the building and/or area, unless ordered by Fair Management to discontinue sales earlier on advice from Law Enforcement.

TIP JARS/DONATIONS

There will be no placing of "tip" jars.

Tips may be gratefully accepted, BUT the solicitation of "tips" either visually or vocally on the grounds is strictly prohibited.

EMPLOYEE DISCOUNTS

Participants are not expected to offer, nor are they obligated to extend, free or discounted merchandise or food to employees and directors of the 40th District Agricultural Association (YOLO COUNTY FAIR).

Participants are encouraged to notify Fair Management if approached by anyone asking for free or discounted merchandise or food.

SECURITY

The beer and wine Concessionaire shall provide responsible and identifiable people to act as security at each beer and wine concession location. The Concessionaire at their own expense may hire security personnel.

PERSONNEL

Each beer and wine concession will assign one person the responsibility of managing each location during operating hours and will keep the Commercial Exhibits & Concessions Coordinator informed at all times as to the identity of this person.

LOCATION

Concessionaires will be required to dispense beer and wine in designated areas only.

BEER BOOTH REQUIREMENTS

The appearance of the booth must be well maintained, clean and uncluttered.

Please safeguard all personal and valuable items that you bring to the booth.

The Fair is not responsible for lost or stolen items.

SIGNAGE

A sign reading "By Order of the State of California" will be posted at each beer and wine stand.

A copy of current License must be posted at each location

BEVERAGE CONTAINERS

Concessionaires will sell beer and wine beverages in an easily identified container.

The style, type and identity of the container will be coordinated and approved by Fair Management at least ten (10) days prior to opening day of the Fair.

Beverages will be sold in soft containers or cups; glass, metal or other hard containers are prohibited.

CLOSING NIGHT PROCEDURES

Sunday Move-out/Teardown

MOVE-OUT or TEARDOWN is not permitted PRIOR TO 9:00 P.M. for the MAIN EXHIBIT BUILDING.

MOVE-OUT or TEARDOWN is not permitted PRIOR TO 8:00 A.M. Monday, for the AG BUSINESS BUILDING.

CLOSING NIGHT:

The official closing of the Yolo County Fair is 12:00 p.m. Sunday. To minimize confusion and closing problems, the Fair has established the following rules which you must adhere to:

Outside concessions and exhibits must remain open until 11:00 p.m. Sunday.

Inside exhibits must remain open until the building is closed to the public.

On closing night, no vehicle will be allowed on the Yolo County Fairgrounds until the Security Chief has cleared the fairgrounds of all patrons

All tear down and removal of property must be completed within 24 hours after closing day of the Fair. If a participant fails to do this, the Fair may remove such exhibit materials or concession stand to an area at the participant's risk and expense.

FAILURE TO COMPLY MAY AFFECT FUTURE PARTICIPATION AT THE FAIR

OUTSIDE PROCEDURES

Outside exhibitors must remain open until 11:00 p.m., but have the option of staying open until midnight.

For safety purposes, vehicles will be permitted on grounds once Parking and Department of Public Safety determine it is safe to do so, generally after 12:00 midnight. It is recommended that all valuables be removed closing night.

Release slips will be available in the Fair Office closing day.

THE FAIR IS NOT RESPONSIBLE FOR LOSSES OR DAMAGES

All tear down and removal of property must be completed within 24 hours after closing day of the Fair. If a participant fails to do this, the Fair may remove such exhibit materials or concession stand to an area at the participant's risk and expense.

INVITATION TO RETURN

An agreement to participate in the Yolo County Fair is extended on a year-to-year basis.

The invitation to return as a participant is determined at the discretion of Fair Management.

Spaces will be filled with participants invited to return from the previous year, prior to allotting space to new participants.

Previous participants may request a new location, but there is no guarantee that requested space will be available.

In the best interest of the Fair, Management may feel it necessary in some instances to change a participant's space from the previous year. Any one participant may not purchase more than nine (9) locations; a participant being a person, company, organization, franchise or group of people.

If there are to be changes in booth or concession layout from the previous year, pictures or detailed drawings are to be submitted with the application.

FAIR EVALUATION

An evaluation form is made available to each participant during Fair so that feedback can be obtained. Kudos, concerns, suggestions and opinions are welcome. This information is compiled in an annual report that is shared with Fair Management

Evaluation forms may be signed or submitted anonymously.

Completed forms may be returned to the Fair Office prior to leaving the Fairgrounds.

R.V. PARKING

Fees for RV spaces are \$25.00/per night per unit.

A completed application must be on file with the contract before space is confirmed. Camping space may be purchased for the Fair. Spaces are assigned on a first-come, first-served basis.

Spaces will be assigned through the Fair Office upon receipt of a fee to cover the cost of electrical connection.

The entire RV space fee must be received with reservation in order to secure a space.

RV space passes may be picked up when you arrive for the Fair.

RV space passes do not allow for parking in any location other than the assigned RV space.

It is necessary to bring a heavy-duty 50-foot extension cord to connect to the electrical box.

Water lines with faucets are placed at approximately 40-foot intervals. It is each camper's responsibility to have enough hose and a "y" fitting for the water connection.

It is prohibited to dump waste or gray water on the ground. Anyone dumping waste or gray water on the ground will be asked to leave the RV area immediately without a refund.

CAMPERS ARE REQUIRED TO CAP ALL SEWER HOSES. ANYONE NOT IN COMPLIANCE WILL BE TOWED FROM THE FAIRGROUNDS AT THE OWNER'S EXPENSE.

All vehicles must vacate the campgrounds by 12:00 noon on the Tuesday after the Fair. No exceptions will be made. Vehicles left on grounds after this time will be towed at the owner's expense.

SLEEPING IN STANDS:

There will be no spending the night in any stand unless prior approval is received from Fair Management

STOCK TRAILERS

Stock truck parking space may be purchased and is assigned on a first-come, first-served basis.

Stock trailer parking will be \$20 a night

Stock trucks are to remain in the designated stock truck area.