

NEVADA COUNTY FAIR

August 8 – 12, 2018



Concessions & Vendor Handbook

VENDOR AND CONCESSION SPACE

RENTAL POLICIES:

The following policies shall apply to all 17th District Agricultural Association (Nevada County Fair) vendor and concession space licensees. It shall be the policy and practice of the Nevada County Fair Board of Directors to establish and revise fees or rates to be charged to the individuals or entities utilizing vendor space during the annual Nevada County Fair.

RESERVATION POLICY:

Rental Agreements are for one (1) year and are not a guarantee of renewal for the next year, nor are they a guarantee of placement in the same location. When practical, first choice of location will be provided to concessionaires and vendors from past Fairs. Management has the right to move a licensee to another location at any time. Returnees may request a different location. Consideration will be given to such a request. Management reserves the right to allocate vendor spaces or to limit the number of similar vendors.

INSURANCE:

A Certificate of Insurance for both worker's compensation and general liability coverage is mandatory and should be submitted directly by the licensee's insurance company/agent to the administration office. Only originals, without corrections, will be accepted. Certificates may be emailed, faxed, mailed or hand delivered. Please refer to the Insurance Statement attached to the Rental Agreement for further information regarding general liability insurance and master certificates.

Special Liability insurance may be purchased through the administration office dependant upon the nature of the vendor. The fee for vendors is \$100.00 and for food concessions \$125.00 for the entire run of the Nevada County Fair. Fees must be received no later than 30 days before the opening day of the Fair.

FEDERAL, STATE & COUNTY LAWS AND ORDINANCES:

Licensees who will be selling or taking orders for merchandise must obtain a California State Seller's Permit for the specific location of 11228 McCourtney Road, Grass Valley, CA 95949. Permits must be posted. For information on obtaining this sales tax permit, contact the California State Board of Equalization (916)-227-6700. Licensees who employ youth under the age of 18 are required by law to see that each such employee holds a valid work permit. They are further required to adhere strictly to all applicable child labor laws.

PAYMENT OF FEES:

The contract price is due and payable by the date specified on rental agreement. In the event a check is returned for non-sufficient funds, a \$25.00 fee will be charged and a money order, cashier's check or cash re-payment will be required.

CANCELLATION/REFUNDS:

If a licensee cancels more than 30 days prior to the opening day of the Fair, 50% of amount paid for space rental by the licensee will be refunded. If cancellation is received less than 30 days prior to the Fair there will be no refund.

SUBLEASING:

Licensees are strictly prohibited from subleasing, assigning or apportioning the whole or any part of said rental space. Any licensee engaging in such actions is subject to having his/her contract canceled.

SELECTION CRITERIA:

Concessions and vendors will be chosen in a manner which Management considers conducive to a successful Fair. Each application for space rental at the Nevada County Fair is considered by Management on the basis of:

1. Financial consideration
2. Uniqueness and appeal of product
3. Product balance at the Fair
4. Application receipt timing
5. Location availability
6. Management discretion

PRODUCTS SOLD/DISPLAYED:

All products to be displayed or sold must be listed on your application. No substitutions may be made without approval of Fair Management. The following items and/or services are prohibited from sale or giveaway:

- all tobacco and smoking related items, including fake cigarettes
- cigarette lighters
- drug paraphernalia of any kind
- knives of any kind
- guns (authentic or toy) and ammunition of any kind
- swords and daggers, ceremonial, toys or decorative
- any other weapons such as katans, bows and arrows, crossbows, electrical shock devices and ninja type weapons
- laser pointers, mace, pepper sprays, stink bombs, poppers or any other incendiary device
- ear piercing and body piercing of any kind
- permanent tattooing or branding of any kind
- no product made from any endangered animal
- switchblades, brass knuckles, high-powered water guns, rubber band toys/guns
- fireworks, pyrotechnical equipment
- martial arts weapons

Management reserves the right to determine whether an item is considered offensive or in poor taste and to prohibit the sale/display of such an item and may restrict duplication of brand names, trade name articles and products or services in any given area.

RENTAL SPACE:

The Association shall have the privilege of inspecting the premises covered by this agreement at any time or all times.

Renter is entirely responsible for the space allotted to renter and agrees to reimburse Association for any damage to the real property, equipment, or grounds used in connection with the space allotted to renter, reasonable wear and tear and damage from causes beyond renter's control excepted.

Each and every article of the space and all boxes, crates, packing material, and debris of whatsoever nature used in connection with the space and owned by renter must be removed from the buildings and grounds by renter, at his/her own expense, not later than a date specified by Association. It is understood in the event of renter's failure to vacate said premises as herein provided, unless permission in writing is first obtained, Association may and is hereby authorized and made the agent of renter to remove and store the concession and all other material of any nature whatsoever, at the renter's risk and expense, and renter shall reimburse Association for expenses thus incurred.

Trash should be removed and disposed of as it occurs.

Do not nail anything to the trees and do not leave nails or stakes in or on the grounds.

Booths must be constructed with at least three sides, which define the booth space. Booths must complement the surroundings and adhere to the image the Nevada County Fair would like to project. A Fire Marshall approved canvas roof or sunscreen is recommended. Also indoor-outdoor carpeting to reduce dust is recommended.

No flammable material shall be used in booth construction.

Signs shall be of good quality and shall be attached to the booth only.

No exhibit or display may be so high along the sides or front as to interfere with the view by Fair guests of neighboring exhibits as they pass along the aisles and roadways. No exhibit may protrude into any aisle or roadway. Exhibitors are to remain within the confines of their booth and are not to work in public aisles.

Vendors are responsible for installation, maintenance and disassembly of their exhibits. Fairgrounds personnel, materials, tools, equipment, and fixtures may not be used.

Valuable items should be properly secured and concealed after closing. Each exhibitor is responsible and liable for pilferage or theft in or from their booth. Fair Management will not be responsible for any lost, damaged or stolen merchandise.

Association may provide watchman service, which will provide for reasonable protection of the property of renters, but Association shall not be responsible for loss or damage to the property of renter.

SPACE SET-UP POLICY:

Concessionaires and vendors must pick up their vendors packets at the Administration Office at Gate 1 before setting up.

Concessionaires and vendors may begin construction of their booth on the Monday before the Fair opens. Grounds will be open for check-in and set-up between 8 am to 6 pm Monday, and Tuesday from 8 am to 9 pm. All concessions and vendors are to be completely set up and off the grounds no later than 10 pm on Tuesday, the night before the Fair opens. Booths may set-up beginning at 7am on Wednesday morning and shall be open and ready by 10 am Wednesday – the opening day of the Fair. All vehicles must be off the Inner-grounds by 9am!

The State Fire Marshall and the Nevada County Fairground's Insurance carrier have instructed the Fairgrounds to reduce the safety risks on the grounds during Fair setup. One specific area noted was the number of vehicles allowed on the grounds. The Fairgrounds has been instructed to minimize the number of vehicles allowed on the grounds the Tuesday before Fair. To comply with this directive, only vendors with a **Vehicles Access Pass** will be allowed to drive on to the grounds. The passes will be gate specific. All other vendors must access the grounds through the Gate 5 walk though gate. Vendors will have 30 minutes to unload their vehicles. After 30 minutes the vehicles must be removed from the grounds. Fairgrounds personnel will be patrolling the grounds for cars that have exceeded the allocated time.

There will NOT be access to the inner grounds through Gate 1. Access to the Main Street Center will be available through the side doors from the Gate 1 Parking lot and the inner grounds.

Treat Street Vendors can **NOT** drive on to the inner grounds the Tuesday before Fair.

Space size is set forth in each individual agreement. No portion of any display may obstruct aisles, exits or service areas nor interfere with the view of neighboring displays by Fair patrons as they pass down the aisles. Most outside booth spaces are in 10' X 10' increments. You may extend the rear of the booth to accommodate a small rest area (space permitting). However, all sales/display space will be charged accordingly. Inside booth spaces are 10' deep by 9' 8" wide.

The Fairgrounds will not supply forklifts, tools, lumber, electrical fixtures, trash can liners, paper towels, etc. or labor. If, for any reason, it becomes necessary to use any of these items, rates may be established through the Fair Management on a case by case basis.

TUESDAY BEFORE FAIR:

The State Fire Marshall and the 17th District Agricultural Association's Insurance carrier have instructed the Association to reduce the safety risks on the grounds during Fair setup. One specific area noted was the number of vehicles allowed on the grounds. The Association has been instructed to minimize the number of vehicles allowed on the grounds the Tuesday before Fair. To comply with this directive, only vendors with a **Vehicles Access Pass** will be allowed to drive on to the grounds. The passes will be gate specific. All other vendors must access the grounds through the Gate 5 Drive-through or walk- though gate. Vendors will have 30 minutes to unload their vehicles. After 30 minutes the vehicles must be removed from the grounds. Fairgrounds personnel will be patrolling the grounds for cars that have exceeded the allocated time.

There will NOT be access to the inner grounds through Gate 1. Access to the Main Street Center will be available through the side doors from the Gate 1 Parking lot and the inner grounds.

Treat Street Concessionaires may **NOT** drive on to the inner grounds the Tuesday before Fair.

STAFFING YOUR BOOTH:

Your booth must be properly staffed at all times during the Fair's operating hours. **Main Street Center vendors and outdoor vendors must staff their booths from 10 am to 10 pm daily (except Sunday, they may close at 9pm).** **Concessionaires must staff their booths from 10 am to 11 pm daily (except Sunday, they may close at 10pm) unless the carnival closes earlier.**

Licensees shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees or volunteers shall be neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication, use of or possession of any controlled substance, impolite, discourteous or obscene speech or conduct toward, or in hearing range of the public shall be sufficient grounds for termination of this agreement, at the sole discretion of Fair Management. Smoking is permitted in designated smoking areas ONLY.

CLEANING YOUR BOOTH:

All booths must be kept clean and orderly at all times. This includes the areas in the back of and outside of the booth. All boxes, crates and debris must be removed prior to opening each day.

SOLICITATION:

Vendors, employees and their representatives shall operate strictly within the limits of their contracted area. Begging is positively prohibited.

COUPONS:

No coupons or independent promotions may be offered for food services, admission, carnival rides, etc. without written permission from Fair Management. Fair Management may offer coupons in partnership with Fair partners, vendors, concessionaires, contractors, etc.

SOUND:

Sound devices of all types are subject to the approval of the Fair Management. Volume must be controlled so it does not interfere with neighboring booths. Management reserves the right to have sound levels lowered or sound devices removed.

CUSTOMER REFUNDS:

Refund policies must be posted in print in each booth space. If policy is not posted, full refund is required.

UTILITIES:

Although electricity is provided, it may be some distance from your booth. The Fair does not provide extension cords. Extension cords used to distribute power to a vendor's electrical apparatus shall be of the heavy-duty three-wire(grounded and contain a functioning ground wire), hard-usage type. There is one 110V outlet available for each booth. Overhead lighting is provided for inside displays. Special requests for additional electricity must be made on the vendor application. All electrical appliances sold, displayed for sale, or used for demonstration purposes must be U.L. approved – not just the parts, but the complete product. **“Daisy-chaining” is NOT allowed.**

REMOVAL OF INSIDE BOOTHS:

When the building closes, at 9 pm on Sunday, you will have 2 hours to pack up or dismantle your booth. You may take out only those items you can carry out at that time. All vendor personnel must leave the building by 11:00 pm. **DO NOT PARK IN OR BLOCK HANDICAPPED SPACES OR THE BUS ROUTE!** The building will be open on Monday, between 8 am and 5 pm. There will NOT be any security personal in the building on Monday. The building must be clear of all of your belongings with your area clean, by 5 pm Monday, the day after the Fair.

REMOVAL OF OUTSIDE BOOTHS:

Outside displays may not be dismantled before 10 pm on Sunday. No cars, trucks or vehicles of any type will be allowed on the grounds until it is deemed safe to allow vehicles on the grounds. Anyone who leaves or dismantles prior to closing will jeopardize their invitation to return next the year.

Unless otherwise authorized, all vendor material must be clear of all of your belongings with your area clean, by 5 pm Monday, the day after the Fair. Failure to remove vendor material within one day may affect future consideration for space rental and if disposal is necessary, it will be at the owner's expense.

CREDENTIALS:

Each food booth must submit a work schedule at the time of check-in and packet pick-up. All the slots need not be filled at the time. Scheduled shifts should be at a minimum of four (4) hours each.

Vendor and concession passes are for the express use of the contracted vendor and his/her staff. These passes are good for one entry per day only and must be

surrendered upon entrance to the Fairgrounds. They may not be given away to patrons, discounted, sold, traded, copied or reproduced in any fashion. Nevada County Fair does not provide free re-entry or passes for patrons returning to pick up merchandise from any of the vendors except on the same day of purchase. Hand stamps allowing return on the same day are available at each exit.

The passes your business/organization receives is outlined in the cover letter of your contract. Additional purchase of passes are as outlined below:

Non-Food Vendors

If needed, you will be able to purchase ten (10) additional one time admission tickets at a price of \$4.00 each to be used only for your workers/volunteers manning the booth.

Food Booths

If needed, you will be able to purchase up to fifty (50) additional one time admission tickets at a price of \$4.00 each to be used only for your workers/volunteers manning the booth.

PERCENTAGE-BASED VENDORS:

In accordance with State rules, all percentage based vendors are required to report their income on a daily basis and provide register tapes to the Administration Office. Daily Sales Report forms will be provided in your check-in packet.

Bring daily tape rolls and "Z" tapes to the office each morning, with your daily report between 8 am & 10 am.

We will copy what we need and return the originals to you or you can leave the originals with us and we will make you a copy.

Please be sure to use a cash register which is in good working order capable of providing dated and timed receipts, sequentially numbered transactions, "X" and "Z" totals, non-resettable running grand totals, and dual tapes prior to the first day of Fair.

All sales must be entered on cash registers. Register drawers must be closed following each sale.

Over-rings and under-rings, or any type of void sale must be clearly identified. You must circle and initial the error and record the date on all tapes and note the incident on the over-rings sheet provided. Explain, on the tape, each NO SALE transaction.

At the end of the Fair, the final Sales Report, signed and completed, must be turned into the Concession Manager along with any monies due. Regardless of whether you owe any money, you must sign and return the final Sales Report form.

A Profit & Loss statement is due to the Concessions Manager by October 2nd. Forms will be provided in your vendor packet, if you have not received one please contact the Concessions Manager.

Valuable items should be properly secured and concealed after closing. Fair Management will not be responsible for any lost, damaged or stolen merchandise.

FOOD BOOTHS:

It is imperative that all the rules spelled out by the Fair, Health Department, and the State Fire Marshall are observed.

Please see that all members of your organization are aware of these requirements.

PERMANENT FOOD BOOTH SET UP TIME:

1. Permanent food booths are to be used for contracted events only. Fair Management must approve any use of the booth beyond the normal contracted event; normal charges and contracting shall apply.
2. The normal period of time for set up is two weeks prior to the event. Fair Management must approve use of a booth beyond a reasonable period of time for set up and preparation.
3. Host organizations must notify the Fair as to when they plan on setting workdays or food preparation days.
4. Fair Management, due to conflicting events or other circumstances, may deny a particular date or time for booth set up or clean up.
5. Fair Management may charge a reasonable fee per day for usage of a booth beyond the normal period.
6. Clean up must be completed within one week after event.

FOOD BOOTH HOURS:

Fair hours are 10 am to 11 pm every day of the Fair, thus your food booth must be open 10 am to 11pm as well. On Sunday, you may close at 10 pm. These hours are subject to change by Fair Management.

FOOD SAMPLES:

Sampling of food items may be permitted on a limited basis but only from the confines of the individual booth. Prior approval from Fair Management and a Nevada County Department of Environment Health permit is required.

FOODS & BEVERAGES:

All beverages must be served in plastic or paper cups. No glass or aluminum. Management must approve all food and beverage items.

GREASE:

DO NOT PUT GREASE DOWN THE DRAINS. Put waste grease into a covered container and place it outside by the door to your booth. Our personnel will pick

it up periodically throughout the days of the Fair. You will not get your container back.

REFRIGERATORS:

All refrigerators, warmers or other such equipment stored or used outside of the booths must be moved when the Fair is over. The deadline for removal is two weeks following the Fair or one week following Draft Horse Classic if participating. If we have to remove items, they will go to the dump at the organization's expense.

BOOTH INSPECTION:

All booths will be inspected after the Fair. If your organization will be using the booth for the Draft Horse Classic, the inspection will be shortly there after. Booths not properly cleaned by the end of the year shut-down, will be cleaned by the Fair and billed back to the organization accordingly.

BEER & WINE BOOTHS:

Serving hours each day of the Fair are 10 am to 10:30 pm. Ticket booths must close by 10:15 pm each day.

All beer & wine servers must receive and read the Nevada County Fairgrounds - 17th DAA Alcohol Policy.

The Fair needs to receive invoices and the documentation of any returned kegs directly from the beer distributors.

PHONE MESSAGES,

MAIL, and SHIPMENTS:

Phone messages (other than emergencies) will be posted in the office.

Shipments to a concessionaire or vendor must be prepaid. C.O.D.'s will not be accepted. Management is not responsible for delivering these goods. They will be held in the Administration Office and you will be notified of their arrival.

You are advised to utilize a contract carrier such as UPS, FEDEX or DHL for all deliveries. Incoming mail or shipments for vendors and concessionaires should be addressed to:

Nevada County Fairgrounds
C/O: *Your Business Name*
11228 McCourtney Road
Grass Valley, CA 95949

SAFETY:

All material used in booth set-up must be flame retardant and must comply with the State Fire Marshall's Code subject to inspection and enforcement. See the attached "Fire & Life Safety Division" requirements for District Agricultural Association (DAA) Fairs for more information.

Also attached is the Medical Emergency Procedures for Fair Employees and Concessionaires. Please read and become familiar with this attachment.

SIGNS:

All signs must be of professional quality. No hand written signs are allowed. No person shall be permitted to distribute advertising matter, handbills, fliers, tokens or other matter in Fair parking lots or upon the Fairgrounds except from within the confines of their booth or display space leased from the Nevada County Fair. The tacking or posting of any advertisement, bill, sign, banner or printed matter other than within the contracted space occupied by the vendor, displayer or concessionaire is strictly prohibited.

USE OF LOGO:

Use of the Nevada County Fair logo is forbidden unless approved in writing by Management.

ON-SITE TRANSPORTATION:

Only the electric/gas carts used by Fair employees, Butler Amusements, Ice Vendor and Pepsi Cola or Coca Cola will be permitted on the grounds unless previously approved by Fair Management. All operators of such vehicles must be 18 years or older, have a valid automobile drivers license, and must be registered with the Fair's Concessions Manager.

No bicycles are allowed on the grounds during the Fair operational hours, or during set-up, or tear-down.

Skateboards, scooters or roller blades are not allowed on the grounds at any time.

Unauthorized vehicles must be off the grounds by 9 am each day of the Fair. Vehicles will not be permitted to enter the Fairgrounds between the hours of 9 am and 11 pm or until deemed safe by Fair Management. Vehicles are not allowed in any building at any time.

DRAWING/RAFFLES:

Raffles will not be permitted unless prior approval by Management has been obtained in writing and the organization has registered the raffle. Any information obtained from drawings is to be used strictly by the licensee and is not to be sold and/or given to another company and/or individual. Solicitations for the drawing must take place only in the space assigned to the licensee.

PETS:

No pets are allowed; only licensed/certified service animals are permitted on the grounds during the Fair and they must be leashed at all times and picked up after.

RV FACILITY:

RV spaces will be allocated on a first come, first served basis and must be paid in advance of arriving at the Fair. Reservations must be made by returning the RV Space Request Form and fees.

SMOKING:

The Nevada County Fairgrounds is a Smoke-Free and Vaping-Free Environment. Designated smoking areas are provided at specific locations.

MEDICAL EMERGENCY PROCEDURES FOR FAIR EMPLOYEES AND CONCESSIONAIRES

PURPOSE: To adopt standard guidelines for Fair vendors, concessionaires and employees to follow with respect to medical emergencies that may occur at or near their booths.

PROCEDURE:

- I. The Nevada County Fair Administration requires all Fair vendors, concessionaires and grounds employees to have a good working knowledge of what to do in the event of a medical emergency at or near their concession.
- II. The medical Aid Station is located in the Horse Office, at the end of Treat Street on the left side, behind the restrooms. The Aid Station is clearly marked with large Red Cross sign boards in front. The station is staffed with EMT personnel from 10 am through Fair closure each day. An ambulance will be parked at the station ready for immediate use.
- III. In the event there is a medical emergency occurring at or near your booth where the person is either gravely disabled, unconscious or unresponsive to voice stimuli, or has any injury or trauma which renders the person unable to move, leave the person as found. Movement by untrained personnel may aggravate the injury. Loosen tight clothing and check for a medical I.D. Bracelets.
- IV. Stay with the victim and send someone to the First Aid Station or contact either a Fair employee (they will be wearing a Nevada County Fair logo shirt), any member of the law enforcement or a fire department. Each of these individuals has the ability to contact the First Aid Station quickly by radio.
- V. While awaiting the response of the medical personnel, stay with the victim doing your best to keep them calm and comfortable. In the event the injury was the result of a possible crime, be prepared to answer questions of law enforcement personnel as to your observations, possible witness locations, or any other information that may be helpful.
- VI. The Nevada County Fair Administration does not require or advocate the application of any medical interventions by an untrained person on a victim of a medical emergency other than what a reasonable, prudent person would administer in a like situation.
- VII. In the event the injury or medical problem is of a less serious nature, either direct the person to the first aid station or send for help as described in paragraph IV.
- VIII. Remember, EMT personnel can only respond as quickly as they get the information. It is incumbent upon all Fair vendors and concessionaires to learn

and follow these common sense guidelines to help make the Fair a safer and more enjoyable event for all Fairgoers.