

# **JEFFERSON COUNTY FAIR CONCESSIONAIRES MANUAL**

**PLEASE READ ALL THE INFORMATION CONTAINED IN THE MANUAL.**

- THIS MANUAL HAS BEEN COMPILED TO FURNISH ALL CONCESSIONS WITH COMPLETE DETAILS AFFECTING THE SUCCESSFUL OPERATION OF THEIR EXHIBIT AT THE JEFFERSON COUNTY FAIR
- WE URGE YOU TO MAKE THIS MANUAL AVAILABLE TO THOSE PERSONS WHO ARE RESPONSIBLE FOR YOUR BOOTH AT THE JEFERSON COUNTY FAIR.
- ADDITIONAL COPIES ARE AVAILABLE UPON REQUEST AT THE FAIR OFFICE DURING FAIR WEEK.

## **1. OPENING OF THE JEFFERSON COUNTY FAIR**

The Jefferson County Fair officially opens its gates to the public at 10AM on Tuesday. Vendor Tent/Arena vendors must be setup by 10AM on Tuesday All food concessions must be ready for business and open by Noon. Outdoor straight sale vendors must be open by 1pm when the midway opens.

## **2. CONCESSIONS**

### **A. Banned Articles & Services**

\*The following items are absolutely not allowed: knives (with the exception of kitchen cutlery), poppers, cap guns, smoke bombs, fireworks, stretch bottles, explosives, firearms, cigarettes, drug paraphernalia, laser pointers, silly string, alcoholic beverages, all types of blowguns, and all other dangerous and otherwise harmful items.

\*Absolutely no animal sales or animal give-aways.

\*There will be no sale or display of articles of a disruptive nature. (ANY CONTROVERSY REGARDING WHAT IS CONSIDERED DISRUPTIVE WILL BE DETERMINED BY THE FAIR MANAGEMENT.)

\*The sale or distribution of any merchandise, including printed or written material bearing the Fair logo or name shall be prohibited except under contract issued with the JeffersonCounty Fair and sold from a duly authorized location.

\*The Jefferson County Fair Inc. reserves the right to refuse the sale of other items at our discretion.

### **B. Set-Up**

ALL MONIES/APPROPRIATE PAPERWORK MUST BE IN THE FAIR OFFICE BEFORE SET-UP.

Concessions will be able to set up on Saturday, Sunday & Monday. Set-Up times will be from 11am to 6:00pm Sunday and all day on Monday.

### **C. Concession Space Condition**

Concessionaires have the responsibility of keeping the surrounding area of their concession clean. Your space after the fair shall be returned to the condition in which it was found prior to the opening of the Fair.

### **D. Opening Time**

All indoor/vendor tent vendors will be open on Tuesday through Saturday, from 10am to 9:00pm, and Sunday from 10am until 6:30 pm. Outdoor straight sale vendors shall be open from 1pm until the midway closes Tuesday through Sunday and food vendors shall be open starting no later than Noon each day until the midway closes. Tearing down early on Sunday will cost you your location.

### **E. Pets**

Pets of concessionaires are not allowed in their concession area. Pets can be housed inside campers in the camping areas. They cannot be left chained or unattended outside. Pets should be kept out of sight during fair hours & should be walked discretely. Pet owners are required to have current rabies certificate with them. Pet owners are responsible for cleaning up after their animals. All pets must be leashed or kenneled at all times.

### **F. Price Posting**

All merchandise on display and for sale must be clearly marked with the selling price. Vendors offering a service for sale must post the cost of that service.

### **G. Break Down Times**

No INDOOR or vendor tent concession will be taken down before 6:30 pm on Sunday. Outdoor locations must remain open until the midway closes. **The concession manager will inform you what time the midway will close on Sunday night.** If dismantling or packing occurs prior to closing, your concession **will not** be invited to return to future fairs.

### **H. Signs**

*All concessions must be clearly identified with concession name (use name you put on the contract).* All signs and the placing thereof must meet the approval of the Jefferson County Fair. Only professional signage may be used. **No handwritten signs are allowed.** All signs must be neat, inoffensive and within the limits of your concession. The Jefferson County Fair has the right to remove any signs which are considered undesirable.

### **I. Sub-Letting of Space**

There will be NO sub-letting of concession or exhibit space anywhere on the fairgrounds.

### **3. FOOD VENDORS**

#### **A. Delivery of Items**

Suppliers of soda products, milk, bread products, produce, ice, etc. should make deliveries on the grounds **before 10:00am**. No propane or delivery trucks will be allowed on food row after 10am. This will be strictly enforced. Please have someone available to receive your deliveries.

*\*\*Ice and water suppliers will be on the grounds all day. If you wish to contact these suppliers, please leave message at the Fair Office and we will send them to your concession.*

#### **B. Health Permit**

A Health Permit must be obtained prior to the opening of the Fair. **You will not be allowed to open without a permit.** Your Health Permit must be displayed in plain sight at all times. Food vendors, be sure you apply for your health permit far enough in advance so you will have it in time for the Fair. All food vendors must comply with NYS Sanitary Code Subpart 14-4.

The address and phone number for the NY State Department of Health for our district is:

NYS Department of Health

317 Washington Street

Watertown, NY 13601

(315) 785-2277



#### **D. New York DOH Requirements**

- ◆ All Potable Water tanks must be emptied before entering Fairgrounds and filled with water from the Jefferson County Fair.
- ◆ A backflow preventer must be installed on all water lines. ◆ Food grade hoses must be used.
- ◆ No hose splitters will be used.
- ◆ No dumping of waste, or gray water on the ground. Please use the containers provided
- ◆ Ice that is consumed or that touches food is to be made from potable water from approved sources in a manner that protects it from contamination. Such ice is to be obtained only in chipped, crushed, or cubed form, and in single use safe plastic or wet-strength paper bags filled and sealed at the point of manufacture. The ice is to be held in these bags until it is dispensed in a way that protects it from contamination.

#### **E. Food Vendor Menu**

A price list of food and drinks to be sold at the fair must be submitted with the concessionaires' application. The Fair reserves the right to reject any item from the list

## **F. Price Posting**

Food Concessions shall post in a conspicuous manner at the front or entrance of the place of business a sign showing the price of all items for sale. The size of the sign shall be readable at a minimum of 15 feet.

## **4. GENERAL RULES & REGULATIONS**

### **A. Alcoholic Beverages**

Absolutely no alcoholic beverages of any kind will be allowed outside of the fenced off beer and wine area.

### **B. Conduct of Concessionaires**

All concessionaires, their employees and volunteers of concessions must conduct all business from within space allotted. No person or persons shall solicit business, distribute free samples or literature or promote business in the aisles, walkways or any other area of the Fair. Display must not expand out into roads or walkways whether located outside or inside a building. There will be no petitioning or selling of items by non-registered vendors on the Fairgrounds.

### **C. Liability Insurance**

All concessions must carry liability insurance in the amount of \$1,000,000. *The Jefferson County Agricultural Society and the City of Watertown must be named as additional insured on insurance certificate. A correct insurance certificate must be received 1 week before opening of Fair.*

### **D. This Notice is to All Vendors.**

The *NEW YORK STATE DEPARTMENT OF HEALTH* has informed us that dumping of gray and/or black water from concessions or trailers directly on the ground is against the law.

Inspectors will be on the grounds throughout the week checking.

PLEASE USE THE APPROPRIATE DUMP STATIONS

### **E. New York State Tax I.D. Certificate**

Every concession who offers goods or services for sale, including sales of prepared food or drink must have a current and valid NEW YORK STATE SALES TAX CERTIFICATE. A copy of this certificate must be on file with your contract. Your original certificate must be on display in plain sight at your concession.

If you are tax exempt and are selling goods/services, a copy of your tax exempt certificate must be submitted with your contract.

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### **F. U.P.S., FedEx & U.S.P.S. Deliveries**

U.P.S. & Federal Express will be at the Fair Office (usually around 11:00am) for deliveries and pick-ups on Monday – Friday.

There will be no deliveries to individual concessions or buildings. Our public address system will announce when they arrive. The Fair Office will be receiving U.S. Mail deliveries every day of the Fair (except Sunday). Please check at the Fair Office for deliveries.

## **5. SAFETY**

### **A. Fire Lanes**

All marked fire lanes are to be kept open and accessible at all times. Vehicles in violation will be towed at owner's expense.

### **B. Security**

Limited security will be provided by the Fair. All commercial and exhibit buildings will be closed and secured no later than 9:00pm. All outside concessions will be patrolled by security throughout the night. The Jefferson County Fair is not responsible for any lost or stolen items.

## **6. PASSES**

### **A. Passes for Concessionaires**

Each concession will be given 2 weekly parking passes for the purpose of manning their concession or exhibit. The 2 - week passes may be exchanged for 12 day parking passes. Passes will be given only after all monies and appropriate paperwork has been received at the fair office. **Extra passes can be purchased at the fair office for \$5.00 each.**

## **7.COST**

### **A.Camping**

Camping is on a first come first serve basis. We have limited camping spaces with hookups. The price for camping with hookups is *\$150 for the week*. . All campers must have a working fire extinguisher. Lead cords must be #12-3 size or bigger. Campers must be 10 feet from each other **INCLUDING AWNINGS**. If NYS Dept. of Health fines the Jefferson County Fair for a violation which involves your camper/site, **you will be responsible for that fine**. Septic pump out information is available at the Fair Office.

### **B. Electricity**

Concession spaces in the vendor tent will each receive one (1) 20amp/110volt electrical service upon request. There is a maximum of 400 watts per booth. The electric charge is included in booth rent.

Concessions and exhibitors must supply all proper cords. No electrical cords or wires are to be run across roadways.

All food vendor electrical hookups must be done by Fair Electricians.

### **C. Outside Concession Space**

Outsidenon-food concession space is sold at \$35.00 per foot of road frontage. Minimum of concession space is 10 ft.

Food vendors are charged 10% of gross sales against a minimum amount. Minimum amount is due by noon on Thursday of the fair. Gross receipts are turned into the fair office each day by Noon Tuesday-Saturday and by 5pm on Sunday with any final payment made at that time.

There are a limited number of booth spaces under a vendor tent/Arena that are available for \$150 for the week.

### D. Tent Rental

We have a limited supply of tents we can offer you your non-food concession. The cost for a 20'x20' is \$300.00 for the week. Prices are subject to change.

### E. Tents - Vendor owned

Concessions may supply their own tent as long as it conforms to the state regulations and is labeled as such. *\*\*Please remember when listing footage on contract to include space that the tent guide wires will require. \*\**

## 8. APPEARANCE

### A. Decorations

Decorations are the responsibility of the concessionaire. Fire resistant decorations are recommended for all booths.

### B. Judging of Concessions

All concessions will be judged by the concession committee and awards will be given at the completion of the judging. Here is a sample of a judging score sheet.

	Concession Judging Score Sheet				
	Poor	Fair	Good	Excellent	Outstanding
<b>GENERAL:</b>					
1. Concession within allotted space (Does not extend into walks or roadways)	( )		( )		
2. Concession open (if not record time)	( )		( )		
3. Concession meets the Requirements for articles for sale, distribution, raffles, etc. (as described in the fair rules)	( )		( )		
4. Concession manned. (Professional and friendly)	( )	( )	( )	( )	( )
5. Concession Identification	( )	( )	( )	( )	( )
<b>APPEARANCE:</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Outstanding</b>
Neat (area free from excess clutter, etc.)	( )	( )	( )	( )	( )
2. Organization	( )	( )	( )	( )	( )
3. Effective Display	( )	( )	( )	( )	( )
4. Use of visual aids ( lights, signs, flowers, decorations, colors, etc.)	( )	( )	( )	( )	( )
<b>SAFETY: Poor Fair Good Excellent Outstanding</b>					
1. Safety hazards (hoses, lead cords, signs, gas tanks chained, etc.)	( )	( )	( )	( )	( )
2. Items safely displayed	( )	( )	( )	( )	( )
3. Walkways free of tripping Hazards.	( )	( )	( )	( )	( )
Comments:					
Problems Noted: Score: _____					

Sound systems may be used providing they do not disturb your neighbor or anyone else on the grounds. They must be kept at a low volume. If any complaints are received, it will be necessary to eliminate the system all together. HAWKING WILL NOT BE PERMITTED.

➤ *IF YOU SHOULD HAVE ANY QUESTIONS REGARDING ANY OF THE AFORE MENTIONED RULES, PLEASE CALL THE FAIR OFFICE AT 315-782-8612 OR CALL THE CONCESSION MANAGER JEFF WISE AT 315-569-7278 OR COME TO THE OFFICE DURING THE FAIR AND SOMEONE WILL BE THERE TO ASSIST YOU.*

*I have read and understand all of the content contained in the Jefferson County Fair Concession Manual*

*Vendor Signature* \_\_\_\_\_ *Date* \_\_\_\_\_