

## 2017 Sacramento County Fair Commercial Exhibit and Food Concession Rules & Regulations



### GENERAL RULES, REGULATIONS & INFORMATION

**It is the concessionaires/exhibitors responsibility working in your booth/stand and be aware of these rules.**

- It shall be the policy and practice of the 52<sup>nd</sup> District Agricultural Association (Sacramento County Fair) to establish and revise fees or rates to be charged for utilizing concession and exhibit space for the annual Sacramento County Fair (the Fair).
- The Management of the Sacramento County Fair reserves the right to amend, add to, and interpret the following regulations and to settle all questions and differences with respect thereto, arising out of, connected with or incident to the Fair.
- Every effort will be made to notify Concessionaire/Exhibitor of changes as they are made.
- A contract is complete **ONLY** when all documentation is completed, received in the office and full payment has been made.
- Vendors will be required to keep their booths staffed at the following times:

<u>Indoor &amp; Outdoor booths</u> will be open	<u>Food booths</u> will be open
10:00 am – 10:00pm Thursday thru Sunday	9:00 am – 10:00pm Thursday and Friday
10:00 am – 7:00 pm Monday	10:00 am – 10:00pm Saturday and Sunday
	10:00 am -- 7:00 pm Monday
- Every individual or company doing business at the Sacramento County Fair must have a written contract with regards to that activity and must have paid all required fees associated with that contract. Any additions/deletions made to the contract must be made in writing 30 days prior to the Fair and be approved by the Fair Management.
- The Sacramento County Fair does **NOT** offer exclusivity of product to its commercial vendors (Exclusivity is available to sponsors of the Sacramento County Fair - Interested? Please contact fair office @ 916/263-2975. Every effort is made to avoid excessive duplication of any product(s).
- Vendor must provide furnishings for the booth i.e. tables, chairs, signs, display items, etc.
- Indoor spaces are supplied with 8' high backdrop cloth draperies, 3' high side cloth draperies. **NO display is to be higher than 8' back and 4'5" on each side.** The view of the adjacent space must be clearly visible. **DO NOT** affix items to the drapery. **YOU WILL BE RESPONSIBLE FOR DAMAGED DRAPE.**
- Outdoor space height requirements are limited to 12 feet. You must have written approval for any signage over 12 feet.
- Pets (except service animals) are prohibited on the grounds.
- Every person working/volunteering in any booth must submit the required information pertaining to the Megan's Law background check: Complete the forms included in your contract package.
- Sacramento County Fair is a smoke-free environment. Smoking is permitted in designated areas located off the property.

### ADMISSION & PARKING CREDENTIALS-

**- Vendors must check into the fair office before setting up to verify all required paperwork and fees are in order and to pick up passes:**

Concessionaires will be issued daily admission passes. Commercial exhibitors will be issued ten daily admission passes and may purchase additional admission passes in advance for \$4 each day.

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**PARKING PASSES** - Commercial exhibitor and concessionaire will be responsible to purchase parking passes. Parking passes are valid only in designated parking areas. Parking passes may be purchased through the Sacramento County Fair office. The cost for each 5 day parking pass is \$30.00 and each single day parking pass is \$6.00 if purchased before fair opening. After opening day the cost will be \$10 at the gate.

Each exhibitor and concessionaire will receive 1 delivery pass that covers all 5 days of the fair - this pass is only good before/after fair hours.

- Forms are available online @ [www.SacFair.com](http://www.SacFair.com) to park Stock Trucks & RV's. Additional fees do apply.

- As in years past, you may trade in both daily admission and parking passes for a season pass.

**- ANY VEHICLE REMAINING ON THE GROUNDS DURING FAIR HOURS IS SUBJECT TO TOW!**

**- VEHICLES PARKED OVERNIGHT IN PARKING LOTS C/D ARE SUBJECT TO TOW**

#### **LIABILITY LIMITATIONS OF PARKING:**

- The Fair as a Lessee hereby declares it is not responsible for fire, theft, damage to or loss of such vehicles or articles left therein.

- No parking permits will be given out until the contract is paid in full and all supporting documentation has been completed and received by the Sacramento County Fair. Any person visiting the facility, who parks in any non-designated area does so at his own risk, and **IS SUBJECT TO TOW.**

- It is illegal for any parking permits issued to be sold.

- Credentials **MUST** be in your employees/representatives possession BEFORE entering the Fairgrounds. If employee/representative does not have a credential in hand they WILL NOT be admitted to the Fair without payment of full admission and parking price.

- Lost credentials will be replaced at fair-time cost. Admission - \$5 and parking - \$10.

- SKATEBOARDS (manual or motorized), ROLLER SKATES/BLADES are strictly prohibited on the fairgrounds. SCOOTERS, manual or motorized, require permits.

#### **VIOLATIONS OF RULES AND REGULATION WILL BE DOCUMENTED.**

- This will seriously jeopardize consideration for returning. The Sacramento County Fair reserves the right to terminate a contract immediately and without advance notice to concessionaire/vendor/exhibitor upon violation of any of the applicable rules and regulations.

#### **FOOD CONCESSIONS:**

- Initial payment of \$500.00, which is a guarantee vs. 25% of the gross receipts not including sales tax, whichever is greater.

- Current Health Department Permit, additional fees to apply.

- Sacramento County Fair reserves the right to resell any space that is not paid for by the contract date.

- Height, including awnings and signs, **MAY NOT** exceed 12' without written approval from fair management.

All menu signs must state pricing for approved menu items. Signs may NOT be handmade.

- All food stands must have water available for any fairgoer that requests it. No stand may refuse to give water (sample size) to anyone asking for it, nor may they charge for the same size water. There is no obligation to provide bottled water or ice to anyone.

- Your booth or stand must have visual screening to hide service & storage areas from public view.

- Evaluation forms (see back page) will be processed at the conclusion of fair

**- No tip jars are allowed.**

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**COMMERCIAL SPACES:**

Outdoor space: \$725.00 per 10X10 space (this includes standard electrical of one 110 volt/500 watt outlet).

Indoor space: \$500.00 per 10X10 space inline, \$600.00 corner (this includes standard electrical of one 110 volt/500 watt electrical).

- Payment is due by the specified date on the issued contract. If payment is not made by said date, you will forfeit your space. Prior arrangements can be made but payments after May 1<sup>st</sup> must be made by credit card (additional charges may apply) or Cashier's Check. Sacramento County Fair reserves the right to resale any space that is not paid for by the contract date. We do accept credit cards for your convenience. Additional fee may apply.

**BAD CHECKS:**

- Any and all payments by check to secure concession/exhibit space, returned for insufficient funds, will be charged a \$35.00 fee. All future payments for fees and charges must be in cash or by a cashiers check, money order or Mastercard/Visa (additional charges may apply).

**CANCELLATION/REFUND:**

- In the event that a contract is cancelled the following applies: 60 days prior to Fair – 75% of the total amount paid will be refunded; 45 days prior to Fair – 50%. No refunds will be made if cancellation is made 30 days or less prior to the opening day of the Fair.  
- All requests for refunds must be made in writing and are subject to approval by the Board of Directors.

**CASH REGISTER REQUIREMENTS:**

(FOOD AND COMMERCIAL ON CONTRACT FOR PERCENTAGE OF SALES)

You will not be allowed to open until the following register requirements are met and verified by Sacramento County Fair staff:

- Continuous grand total
- Z reading
- X reading
- 30 day battery backup
- "Current" date printed on detail tape
- Consecutive transaction number
- Readable tape

**CLEANLINESS:**

- All participants are responsible for their immediate areas and insuring that their contracted space is kept clean, with no accumulation of trash, paper or other combustible material.  
- Do not sweep or throw rubbish in to the aisles. Trash containers are provided for this purpose in or near all exhibit areas and buildings.  
- All grease **MUST** be placed in sealed 5-gallon containers or in bins provided by fair.  
- All condiment tables **MUST** be kept clean and neat at all times.  
- Personal attire and conduct: Each vendor is responsible for their own presentation. You are the representation of your product. Please represent yourself in the appropriate manner.  
- You must stay within the contracted space location. Screens are required for all storage areas.  
-Do NOT Wash any trailers on the fairgrounds unless you are in a designated wash area that flows to the sewer

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**CLOSING NIGHT:**

- The official closing of the Sacramento County Fair is 7:00 p.m. on Monday. To minimize confusion and closing problems, the Fair has established the following rules - **All outdoor exhibitors must remain open until 7:00 p.m. and indoor exhibitors until 6:00 p.m. ANY EXHIBITOR WHO DISMANTLES THEIR EXHIBIT OR ANY PART OF THEIR EXHIBIT PRIOR TO THE CLOSING (7:00 P.M. FOR OUTDOOR AND 6:00 P.M. FOR INDOOR) WILL FORFEIT THEIR RIGHT TO A RESERVED SPACE FOR THE FOLLOWING YEAR.**

On closing night, no vehicle will be allowed on the grounds until it is deemed safe by Cal Expo Police. Everything must be removed from the fairgrounds by Tuesday following the close of fair by 5:00 p.m. unless prior written permission is obtained from the management.

**DELIVERIES:**

-Deliveries must be prior to fair opening or after closing of Fair each day. You must have a delivery pass for your vehicle to enter through Gate 12 for such deliveries. No vehicles allowed on the grounds during open hours. Do not park in front of building doorways or vehicle traffic lanes. Please unload quickly and get vehicles off the grounds as soon as possible. Please do not take advantage of this courtesy.

**PRODUCTS INFORMATION:**

- It is to be expressly understood that concessionaires and exhibitors are prohibited from selling any articles or products, or rendering services except those listed in their contract.  
- If said concessionaire/exhibitor shall make false representation as to their 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.

**VOICE & SOUND CONTROL:**

- The use of a sound system 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 should be adjusted or discontinued.

**PRODUCTS SOLD:**

- Any product the Sacramento County Fair deems bordering on pornographic (i.e. sexually explicit or a suggestive nature), or to be drug oriented, must be IMMEDIATELY removed from the concession/exhibit space. It will be the decision of the Fair Management as to what constitutes a product or exhibit bordering on pornography, drug orientation, or bad taste.

**PROTECTION FROM THEFT:**

- There is a 24-hour security service on the grounds, but it is impossible to prevent theft completely. Plan to lock up 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.  
-The Sacramento County Fair has put new measures in place this year to increase security in commercial building and ensure the safety of vendors products.  
- Please report any losses or infraction to the Security Personnel and Fair Management.

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**RAIN/INCLEMENT WEATHER:**

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

**SHIPMENTS:**

- All shipments to a concessionaire or exhibitor must be PREPAID and should be properly addressed. Management is not responsible for delivering these goods to you. Shipments will be held in the County 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.
- Fair staff will NOT sign for any merchandise delivered on pallets or too large for hand delivery to our office. Please make arrangements to meet a delivery driver for large items.

**SLEEPING IN STANDS/BOOTH:**

- There will be NO sleeping overnight in any stand or booth.

**VIOLATIONS:**

- ALL INFRACTIONS OF RULES AND REGULATIONS WILL BE DOCUMENTED.  
It is your responsibility to familiarize yourself and your employees with the above Rules and Regulations.
- The Fair reserves the right to terminate a contract immediately and without advance notice to concessionaire/exhibitor upon violation of any of the applicable Rules and Regulations.

**2017 Sacramento County Fair  
Food Concessions Evaluation**

**Concessionaire:**

**Space/Location#**

**Owner/Manager:**

Our purpose is to provide the visitors of the Sacramento County Fair with the highest quality product in an attractive environment. This evaluation is based on information stated in the Concessionaire Manual.

Date of Evaluation \_\_\_\_\_ 1 2 3 4 5 (1=Lowest 5=Highest)

All documents received by due date	1 2 3 4 5
Personnel Attire and Conduct	1 2 3 4 5
Professional signage	1 2 3 4 5
Stand and storage area within contracted space	1 2 3 4 5
Back area clean and safe	1 2 3 4 5
Proper skirting on trailers	1 2 3 4 5
Screens for storage	1 2 3 4 5
Visible/legible menus	1 2 3 4 5
Using 'dual tapes'	1 2 3 4 5
Meet minimum requirements	1 2 3 4 5
Health Inspection process	1 2 3 4 5
Courteous to customers	1 2 3 4 5

Comments:

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**2017 Sacramento County Fair  
Commercial Exhibit Evaluation**

**Exhibitor:**

**Location/Space#:**

**Owner/Manager**

Our purpose is to provide the visitors of the Sacramento County Fair with the highest quality of merchandise in an attractive environment. This evaluation is based on information stated in the Concessionaire Manual.

**Date of Evaluation** \_\_\_\_\_ **1 2 3 4 5 (1=Lowest 5=Highest)**

All documents received by due date	1 2 3 4 5
Approved products being sold	1 2 3 4 5
Booth staffed at all times	1 2 3 4 5
Confined to assigned space	1 2 3 4 5
Prices marked on items, signs or handouts	1 2 3 4 5
Professional signs, no handwritten signs	1 2 3 4 5
Sound producing devices not interfering with others	1 2 3 4 5
Personal & courteous to customers	1 2 3 4 5
Booth clean and neat	1 2 3 4 5
Proper storage of excess boxes, cartons, etc.	1 2 3 4 5
Personnel attire and conduct	1 2 3 4 5

**Comments:**

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