

Concessionaires Manual

2010



WASHINGTON COUNTY FAIR INC.

392 Old Schuylerville Rd.
Greenwich, NY 12834

518-692-2464

Fax: 518-692-1021

www.washingtoncountyfair.com
donnawashfair@aol.com

Printed: January 2010



*IF YOU SHOULD HAVE ANY QUESTIONS REGARDING
ANY OF THE AFORE MENTIONED RULES, PLEASE
CALL THE FAIR OFFICE AT 518-692-2464 OR COME
TO THE OFFICE DURING THE FAIR AND SOMEONE
WILL BE THERE TO ASSIST YOU.*

CONCESSION COMMITTEE

Donna Amel I	Harry Booth
John Clark	Jennifer DeMoy
Ken Geroux	Glenda Hamilton
Carol Imhof	Dennis Kelly
Janet Lauder	Jeff Lauder
Emolyn McKernon	Carey Murphy
Julie Murphy	Frank Nestle
George Reid	Thelma Rymph
Mark St. Jacques	Don Tripp
Mary Tripp—Chairperson	

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

* THIS MANUAL HAS BEEN COMPILED TO FURNISH ALL CONCESSIONS AND VENDORS WITH DETAILS AFFECTING THE SUCCESSFUL OPERATION OF THEIR EXHIBIT AT THE WASHINGTON COUNTY FAIR.

* WASHINGTON COUNTY FAIR INC. BY-LAWS, POLICIES AND MANAGEMENT HAVE ADDITIONAL RULES AND GUIDELINES THAT MAY ALSO GOVERN YOUR STAY AT THE FAIR.

* WE URGE YOU TO MAKE THIS MANUAL
AVAILABLE TO THOSE PERSONS WHO ARE
RESPONSIBLE FOR YOUR BOOTH AT THE
WASHINGTON COUNTY FAIR.

ADDITIONAL COPIES ARE AVAILABLE UPON
REQUEST AT THE FAIR OFFICE DURING FAIR WEEK.

TABLE OF CONTENTS

	PAGE
1. OPENING.....	1
2. CONCESSIONS	
A. Banned Articles & Services	1
B. Set Up	1
C. Concession & Exhibit Space Condition....	2
D. Opening/Closing Time	2
E. Pets.....	2
F. Price Posting	2
G. Break Down Times	2
H. Signs	2
I. Sub-Letting of Space	3
3. FOOD	
A. Delivery of Items	3
B. Exclusive Suppliers	3
C. Food Vendor Health Permit	3
D. NYS DOH Regulations	3
E. Food Vendor Menu.....	4
F. Price Posting	4
G. Reporting Daily Gross Receipts.....	4
4. GENERAL RULES & REGULATIONS	
A. Alcoholic Beverages	4
B. Conduct of Concessionaires & Exhibitors	4
C. Liability Insurance.....	5
D. Notice to all Vendors	5
E. NYS Tax ID Certificates	5
F. UPS, FedEx, & USPS	5
5. SAFETY	
A. Fire Extinguishers	6
B. Fire Lanes.....	6
C. Security.....	6

8. APPEARANCE

A. Decorations

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

B. Judging of Concessions & Exhibits

All concessions and exhibits 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:

WASHINGTON COUNTY FAIR Concession Judging Score Sheet					
GENERAL:	Poor	Fair	Good	Excellent	Outstanding
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 ()	()	()	()	()	()
APPEARANCE:	Poor	Fair	Good	Excellent	Outstanding
1. Neat (area free from excess clutter, etc.)	()	()	()	()	()
2. Organization	()	()	()	()	()
3. Effective Display	()	()	()	()	()
4. Use of visual aids (lights, signs, flowers, decorations, colors, etc.)	()	()	()	()	()
SAFETY:	Poor	Fair	Good	Excellent	Outstanding
1. Safety hazards (hoses, lead cords, signs, gas tanks chained, etc.)	()	()	()	()	()
2. Items safely displayed	()	()	()	()	()
3. Walkways free of tripping hazards.	()	()	()	()	()
4. Fire Extinguishers	()		()		
Comments:					
Problems Noted:					Score: _____

C. Sound Systems

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. (8)

B. Electricity

In the Commercial Bldg., and outside spaces at the Handmade & Homegrown Bldg., each concession will receive one (1) 20amp /110volt electrical service. The electric charge is included in booth rent.

Outside concessions/exhibits will be charged at the following rates:

20amps/110v - \$45.00	30amps/220v - \$70.00	50amps/220v - \$110.00
30amps/110v - \$50.00	40amps/220v - \$90.00	60amps/220v - \$130.00
		100amps/220v - \$210.00

All Concessions & exhibitors must supply 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 and Exhibit Space

Outside concession and exhibit space is sold at \$16.00 per ft. of road frontage. Minimum of concession or exhibit space is 12 ft.

D. Stock Trucks/trailers

Stock truck/trailer sites are available at the following rates:

Each Standard site - \$40.00 per week

Each Electric hookup site - \$90.00 per week

E. Tent Rental

We can offer you tent rental for your concession or exhibit. Rental of tent includes light package for tent. *Please allow space for guide wires when ordering.* We have limited quantities of each size tent.

The prices are as follows:

POLE TENT	FRAME TENT
12'x12' @ \$190.00	9'x10' @ \$180.00
20'x20' @ \$230.00	12'x12' @ \$200.00
20'x30' @ \$300.00	15'x15' @ \$240.00
30'x30' @ \$400.00	20'x20' @ \$275.00
40'x40' @ \$600.00	20'x30' @ \$325.00
40'x60' @ \$800.00	20'x40' @ \$400.00

****Other sizes are available. Prices are subject to change.**

Please call the Fair Office for more information.

F. Tents - Vendor Owned

Concessions and exhibits may supply their own tent as long as it conforms to the state regulations and is labeled as such

Please remember when listing required footage on contract to include space that the tent guide wires will require.

Optional light package for tent is available to rent from the Fair for an additional cost of \$50.00. Fair Electrician will install lights.

TABLE OF CONTENTS CONT...

PAGE

6. PASSES

 A. Parking Passes6

 B. Passes for Concessionaires & Exhibitors ..6

7. COST

 A. Camping6

 B. Electricity7

 C. Outside Concession & Exhibit Space.....7

 D. Stock Truck/Trailer7

 E. Tent Rental7

 F. Tents - Vendor Owned.....7

8. APPEARANCE

 A. Decorations8

 B. Judging of Concessions & Exhibits8

 C. Sound Systems8

1. OPENING OF THE WASHINGTON COUNTY FAIR

The Washington County Fair officially opens it's gates to the public at 5:00pm on Monday. All concessions must be ready for business and open by 5:00 pm.

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, drug paraphernalia, laser pointers, silly string, alcoholic beverages, all types of blowguns, and dangerous and otherwise harmful items.

****Raffles and donation collection containers are NOT permitted on Fairgrounds.***

*Absolutely no animal sales or animal give-aways.

*There will be no sale or display of articles of obscene nature. (ANY CONTROVERSY REGARDING WHAT IS CONSIDERED OBSCENE 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 Washington County Fair and sold from a duly authorized location.

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

B. Set up

ALL MONIES AND APPROPRIATE PAPERWORK
MUST BE IN THE FAIR OFFICE
BEFORE ANY SET-UP IS DONE.

Concessions will be able to set up on Saturday, Sunday & Monday. Set-Up times will be from 8:00am to 8:00pm on Saturday & Sunday and 8:00am to 5:00pm on Monday.

(1)

5. SAFETY

A. Fire Extinguishers

All concessions must have a fire extinguisher at their booth at all times. NO EXCEPTIONS ! All food booths must use "BC" Extinguishers (dry powder fire extinguisher not less than 5 lbs.)

B. 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.

C. Security

Limited security will be provided by the Fair. All commercial and exhibit buildings will be closed and secured no later than 10:00pm. All outside concessions will be patrolled by security through out the night.

6. PASSES

A. Parking Passes

All concessionaires and exhibitors will receive 2 (two) parking hang tags for their vehicle(s) from the fair office. This hang tag will only allow your vehicle to be on the grounds before 10 am & after 10:30 pm. There will be no parking or driving within the grounds or on your site between 10 am & 10:30 pm. A concession & exhibitor parking area is available.

B. Passes for Concessionaires & Exhibitors

Each concession/exhibit will be given 2 week passes & 24 day passes for the purpose of manning their concession or exhibit. The 2 - week passes may be exchanged for 14 day passes. Passes will be given only after all monies and appropriate paperwork has been received at the fair office. **These passes cannot be sold.**

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 \$25.00 per night for a camper and \$30.00 per night for dorm trailers. A camping form is included with your contract. All campers must have a working fire extinguisher. Lead cords must be #14-3 size or bigger. If NYS Dept. of Health fines the Washington County Fair for a violation which involves your camper/site you will be responsible in reimbursing the Fair for that fine. Septic pump out information is available at the Fair Office.

(6)

C. Liability Insurance

All concessions and exhibits must carry liability insurance in the amount of \$1,000,000. *The Washington County Fair Inc. must be named as additional insured on insurance certificate.*

Insurance can also be purchased from the Fair's insurance company. The fee is \$100.00 for all concessions and exhibits. *A correct insurance certificate must be received before opening day of the Fair or you will automatically be charge for Fair insurance.*

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 through out 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 site at your concession.

***Anyone who does not hold a valid certificate, must register as a vendor with the State of New York, State Tax Department and collect taxes on all sales. **If you do not have such a certificate, the Washington County Fair shall deny your participation in our fair. THERE WILL BE NO EXCEPTIONS.*

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

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. 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 deliveries every day of the Fair (except Sunday). Please check at the Fair Office for deliveries.

C. Concession & Exhibit Space Condition

Concessionaires and exhibitors 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/Closing Time

All concessions and exhibits will be open on Monday from 5:00pm to 10:00pm, Tuesday through Saturday from 10:00am to 10:00pm & Sunday 10:00am to 9:00pm. These hours are for both inside and outside concessions and exhibits. No vehicle movement allowed on the Fairgrounds Monday - Saturday until 10:30pm and Sunday until 9:30pm. Your concession or exhibit **MUST** be manned by at least one responsible person at all time.

E. Pets

Pets of concessionaires or exhibitors 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 concession or exhibit will be taken down before 9:00 pm on Sunday. If dismantling or packing occurs prior to closing, your concession or exhibit may **not** be invited to return to future fairs.

H. Signs

All concessions and exhibits must be clearly identified with same concession name used on contract. All signs and the placing thereof must meet the approval of the Washington County Fair. All signs must be neat, inoffensive and within the limits of your concession. The Washington County Fair has the right to remove any signs which are considered undesirable.

(2)

I. Sub-Letting of Space

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

3. FOOD VENDORS

A. Delivery of Items

Suppliers of soda products, milk, bread products, produce, ice, etc. will be on the grounds making deliveries before 10:00am.

Please have someone available to receive your deliveries.

**Ice & soda 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. Exclusive Suppliers

The Washington County Fair has contracted with **Fitzgerald Brothers Beverage Inc.** to be the exclusive supplier for all soft-drinks, bottled water, New Age and fountain beverages. *Representatives from Fitzgerald Bros Beverages Inc. will be on the grounds all week to supply all vendors.* Beverages must not be brought in from an outside source.

C. 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 for the NY State Department of Health for our district is:

NEW YORK STATE DEPARTMENT OF HEALTH
GLENS FALLS DISTRICT OFFICE
77 MOHICAN ST.
GLENS FALLS, NEW YORK 12801
(518)793-3893

D. NYS DOH Regulations

- All potable water tanks must be emptied before entering the fairgrounds & filled with water from the Washington County Fair.
- A backflow preventer must be installed on all water lines.
- Food grade hoses will be used.

- No hose splitters will be used.
- No dumping of waste or gray water on the ground.
- 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 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. No artificial or substitutes for dairy products may be used.

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.

G. Reporting Daily Gross Receipts

All food concessions will be issued **daily sheets** for reporting each days gross receipts. Sheets must be turned in at the Fair Office by 10 am the following day.

4. GENERAL RULES & REGULATIONS

A. Alcoholic Beverages

Absolutely no alcoholic beverages of any kind will be allowed anywhere on the fairgrounds.

B. Conduct of Concessionaires & Exhibitors

All concessionaires, exhibitors, employees, and volunteers of concessions and exhibits 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. No petitioning or sale of items by non-registered vendors is allowed on the fairgrounds.