



2025

WASHINGTON 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 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.

1. OPENING OF THE WASHINGTON COUNTY FAIR

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

2. CONCESSIONS

A. Important Dates and Deadlines

- Signed Contracts and 50% Deposit are due to the Fair Office by March 1st of the current year.
- Balance of Contract, Insurance Certificate, and NY Sales Tax Certificate must be turned in by June 1st of the current year
- If all contracts, materials, and deposits are not received by June 1st of the current year, you will have forfeited your rights to your space
- Camper Applications received after June 1st of the current year will be handled based on availability. Due to limited space, camping requests may not be able to be accommodated.

B. Banned Articles & Services

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

*The following items are absolutely not allowed: knives (with the exception of kitchen cutlery), poppers, firearms, cap guns, smoke bombs, fireworks, explosives, drugs, drugs paraphernalia, laser pointers, silly string, alcoholic beverages **Exception tasting and selling events during Board Approved Hours in the County Bounty Building*, all types of blowguns, and all other dangerous and otherwise harmful items.

****Raffles and Donation Collection Containers are NOT permitted on Fairgrounds.***

*Absolutely no animal sales or animal giveaways

*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 a contract issued with the Washington County Fair and sold from a duly authorized location.

C. Set-Up

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

Concessions can begin on Tuesday - Thursday from 8:00 am - 4:00 pm. Friday, Saturday, and Sunday from 8:00 am to 8:00 pm. Monday 8:00 am - 4:00 pm. Unless other arrangements are made with Fair Management

D. Concession Space Condition

Concessionaires are responsible for keeping the surrounding area of their concessions clean. Your space after the fair shall be returned to the condition in which it was found prior to the opening of the Fair. **No smoking/vaping is allowed within the fenced-in area of the fairgrounds.**

E. Opening Time

All concessions will be open on Monday, from 5:00 pm to 10:00 pm, Tuesday through Saturday from 10:00 am to 10:00 pm and Sunday 10:00 am to 9:00 pm. These hours are for both inside and outside concessions. Vehicles will not be allowed on the Fairgrounds 5:00 pm - 10:00 pm on Monday. Tuesday - Saturday 10:00 - 10:30 pm & Sunday 10:00 am - 10:00 pm. Your concession MUST be manned by at least one (1) responsible person at all times.

F. Pets

Pets are not allowed on the Fairgrounds. An exception is made for the pets of concessionaires. Pets 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 discreetly. Pet owners are required to have a 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.

G. 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.

H. Break Down Times

No concession will be taken down before 9:00 pm on Sunday. If dismantling or packing occurs prior to closing, your concession **may not** be invited to return to future fairs. Vehicles can not be moving around the grounds at 10:00 pm.

I. Signs

All concessions must be clearly identified with the concession name (use name you put on the 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.

J. Sub-Letting of Space

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

K. Drawings & Giveaways

All concessions must fill out and hand in the Drawing/Giveaway Form which is available at the Fair Office. All must be drawn during the Fair and the results must be posted at your booth and a list turned into the Fair Office

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 10:00 am. Please have someone available to receive your deliveries, the fair is not responsible for deliveries

***Ice & soda suppliers will be on the grounds all day. If you wish to contact these suppliers, please leave a 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./Valley Beverages** to be the **exclusive supplier** for **all** Soft-drinks, bottled water, New Age and fountain beverages.

Representatives from Valley Beverages/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 by August 1st. **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. Please refer to your packet for more information

The address and phone number 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. New York DOH Requirements

All Potable Water tanks must be emptied before entering Fairgrounds and filled with water from the Washington County Fair.

- ◆ A backflow preventer must be installed on all water lines.
- ◆ Food-grade hoses must be used.
- ◆ All Hoses including hose splinters. Must have Vacuum Breakers attached* These are available for purchase at the Fair Office
- ◆ 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 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. 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** to report each day's gross receipts. Sheets must be turned in at the Fair Office by 10 am (before opening) the following day. Non-For-Profit and For Profit concession's final payment is based on a %.

H. 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.

I. Liability Insurance

All concessions must carry liability insurance in the amount of \$1,000,000. *The Washington County Fair Inc. must be named as additional insured on the insurance certificate.* Insurance can also be purchased from the Fair's insurance company for a fee. *A correct insurance certificate must be received **by the Fair Office by August 1st.***

J. 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 or Greywater Tanks are available for Rent
Please Ask the Fair Office for More information on rentals or refer to the map in the vendor packet

K. 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 submitted **EVERY YEAR** 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 & are selling goods/services, a copy of your tax-exempt certificate must be submitted with your contract.

L. Deliveries

Carriers will be at the Fair Office (usually around 11:00 am) 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.

4. 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 the owner's expense. All concessions must have a fire extinguisher in their booth, no exceptions.

B. Security

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

5. PASSES

A. Parking Passes

All concessionaires 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 parking area is available at Gate C Service Gate.

B. Passes for Concessionaires

All non-food vendors will receive 2-week passes or 14 day passes. Additional passes may be purchased at a discounted rate per pass until Tuesday at 9:00PM.

All food vendors may receive additional passes as needed but they **MUST** provide a staff schedule.

Passes will be given only after all monies and appropriate paperwork has been received at the fair office.

These passes cannot be sold.

6. Cost

A. Camping

Camping is on a first come first serve basis. We have limited camping spaces with hookups. Camping with hookups is \$40.00 per night for a camper and \$75.00 per night for dorm trailers. Lead cords must be #12-3 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 for that fine. Septic pump out information is available at the Fair Office.

- Food Vendors are limited to two camping spaces per stand
- Non-Food Vendors are limited to one camping space per stand
- Only 2 cars are allowed to be parked by camping sites

B. Electricity

Concession spaces in the Commercial Bldg, County Bounty, Grange/Community Living will each receive one (1) 20 amp/110 volt electrical service. There is a maximum of 400 watts per booth. The electric charge is included in booth rent.

Outside concessions & exhibits will be charged for electric at the following rates for the week:

20 amps/110v - \$70.00	50 amps/220v - \$135.00
30 amps/110v - \$75.00	60 amps/220v - \$155.00
30 amps/220v - \$95.00	100 amps/220v - \$250.00
40 amps/220v - \$115.00	

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. Internet

Food Vendors will pay an additional \$50.00 for fair internet service.

D. Outside Concession Space

Outside concession, space is sold at \$24.00 per foot of road frontage. The minimum of concession space is 15 ft.

E. Inside Concession Space

Inside concession space is sold at \$300.00 per 10x10 booth.

F. Stock Trucks/trailers

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

\$90 per site for the week - see electric rates for power fees

***Anything over 50 amp subject to an additional fee

G. Tent Rental

We can offer you tent rental for your concession. The rental of tents includes a light package for the tent.

Please allow space for guide wires when ordering. We have limited quantities of each size tent. For pricing and availability, please contact the Fair Office

H. 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. ***

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

7. 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. See Criteria in your packet - winners will be announced on Saturday of the Fair.

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 altogether. HAWKING WILL NOT BE PERMITTED.

***IF YOU SHOULD HAVE ANY QUESTIONS REGARDING ANY OF THE AFOREMENTIONED 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***