

VENDOR RULES & REGULATIONS – 2011

GENERAL INFORMATION

Hours of Operation

The hours of operation for the fair will be 3:00 PM to 11:00 PM on August 10-14, 2011. All concessions and displays are required to be open for business each day of the fair during the above-specified opening times and may close no earlier than 10:15 PM. Sales are not permitted after 11 PM. Alcoholic beverages are not permitted on fair property. All vendors are expected to be neat, clean and courteous.

Should weather conditions present safety concerns, the fair association reserves the right to make decisions about the early closure of concessions, rides and/or planned events. At times, a decision may be made to close only select areas of the fair.

All past vendors will be given preference to return the subsequent year. If site is not reserved with 50% down by **January 9, 2011**, the site will not be held.

The fair association reserves the right to make periodic inspections for hygiene and safety. Any problems will be reported to the vendors for immediate correction. If vendors do not correct problems as directed, the fair association reserves the right to close any stand until the problem(s) are corrected to the satisfaction of the inspector. No refunds will be given.

Subletting is not permitted!

Vendor Passes/Parking

Only staff or volunteers working in a stand may use a vendor pass for entrance into the fair. These passes are non-transferable and any vendor found to be distributing passes to other than staff or volunteers working in their booth will not be invited to participate in subsequent fairs. All vendors will be supplied with one-time use passes. These must be surrendered at the gate upon entering. If a worker leaves the grounds they must receive a hand stamp for re-admittance or will be charged accordingly. Additional vendor passes may be purchased at the fair office during fair week. Vendor parking will be in a specially designated area. Vendor passes will only be accepted at the vendor gate. Absolutely no vehicular traffic will be permitted on the fairgrounds during hours of operation. All vendors should stock their stand with necessary supplies before the opening of the fair, or on a daily basis. All vehicles must be removed from the fairgrounds 15 minutes prior to opening of the gates. The fair will provide a utility vehicle for any vendor needing to bring supplies into the grounds during operating hours, pending availability and safety. Inquire at information booth. To ensure entry into the vendor parking lot, the vendor parking pass must be prominently displayed on the driver's side of the dashboard.

Regulatory Requirements

All food vendors, who do not have one, will be required to purchase a vendor license from the PA Department of Agriculture (temporary license). In addition, if applicable, all vendors will be required to submit a copy of their state sales tax license and a food safety certification. Vendors will not be permitted to open without these documents. All vendors should be prepared for inspection and licensing the opening day of the fair. All vendors are required to adhere to the Commonwealth of Pennsylvania, Department of Agriculture Food Code.

All vendors are required by law to charge and submit PA sales tax. The fair association is not responsible for any violations pertaining to food safety or sales tax reporting.

Stand Construction

All stands are to appear attractive. Stands which are not of mobile design are to be of sturdy construction, be painted attractively and have the sponsoring organization or business name displayed on the front. To maintain the attractiveness of our midways, vinyl tarps should only be used as roofing material or for a covered seating area. Screens are not mandatory; however, where insects, rodents or other animals are present or danger exists of them being present, some protection against their entry must be shown.

Square Footage

All vendors must abide by the minimum space purchase requirements per their specific contract category. Each Vendor needs to purchase adequate square footage sufficient to service their stand at the sides, front and rear. Vendors will only be given the amount of space that they purchase. ***CCLLFA reserves the right to limit frontage of all vendor area(s).***

Electrical Service

Vendors will be responsible to furnish their own heavy-duty extension cords long enough to plug into electrical supply provided (110v). All vendors will have 110v power within fifty feet of their stand. If any vendor is in need of 220v supply, registration form must note this. Special provisions can be made with advance notice.

SPECIAL NOTE - NO ELECTRIC ranges, ovens, deep fryers or grills are permitted, unless powered by bottled gas to be provided by each vendor. Gas bottles are not permitted inside stands. Electric appliances such as cookers, coffee pots, frying pans, hot dog makers, etc. are permitted. Vendors must make arrangements for their own delivery and pick-up of propane tanks. Absolutely no air conditioners permitted.

Electrical service will begin on the Monday immediately prior to the opening day of the fair and will be discontinued by 5PM on the Monday immediately following the fair.

Water Service

All food vendors will be supplied with a water hook-up within fifty feet of their respective stand. Each vendor must supply his or her own approved water hose. An approved water back-flow valve must be attached to all hose bibs before any hose can be attached. To be safe, look for the NSF or NC marking or for the plumbing BOCA Code on the device. **There can be no exceptions.** No T's, Y's, splitters, leaking connections, fittings or hoses will be allowed. Water service will also begin on the Monday immediately prior to the fair and will continue until 5PM the Monday following the fair. ***All wastewater must be disposed of in the receptacles provided by the fair association. Dumping on the grounds is not permitted.***

Safety Issues

Each stand should be equipped with a first aid kit. Each stand must be equipped with a medium or larger size fire extinguisher (Not small kitchen types). Freestanding canopies are suggested for dining areas; however, if any ropes and/or stakes are used they must be placed as close to support poles as possible and must be marked or covered with safety tape or a florescent material. NO stakes or ropes will be permitted in any walkways. All stands will be inspected for safety before and during the fair. All dining areas should be lighted. All tables and chairs in dining areas should be solid and in good condition. All vendors are required to keep all property within their respective areas and not infringe upon walkways and other vendor's areas. Sales area is restricted to the space purchased.

The Fair Association assumes no responsibility for accidents to any person, property, loss or damage done; by the vendor under contract or by his/her or its employees or agents,

nor to such holder, his employees or agents; by water, fire, theft, storm, utility failures, acts of terrorism, or third parties or any other causes, both they and their property being on the grounds of the Fair Association, Inc. entirely at their own risk; and such holders or their employees or agents agree to indemnify the Fair Management/Board of Directors against all legal or other proceedings with regard thereto.

Housekeeping

All vendors are responsible to keep their assigned area clean at all times. This includes any area that is used for serving which may be located in front of your respective area but not necessarily on your site. All litter should be placed in containers provided. All dining areas should be kept clean (tables, chairs and ground). All trash produced by concessions should be stored to the rear of the respective stand during operating hours. Upon closing at the end of the business day, all trash should be placed in front of stands along midways but not blocking them. All cardboard boxes must be broken down and stacked flat. All trash must be placed in plastic trash bags and tied. Bags should not exceed 35 LB each. Recycling bins are available on the fairgrounds and vendors are encouraged to use them. Grease or cooking oils may not be placed out in the trash. These items must be deposited in special receptacles provided by the fair association. If you are uncertain of the location of these receptacles, please check with the fair office.

Security

Round the clock security will be provided beginning Saturday prior to the fair; however, the fair association will not be responsible for any theft or vandalism of any items or equipment left in your stand overnight. Leave no money or valuables.

Support Services

Bagged ice will be available at time(s) to be announced. Products will be available from Zimmerman's Dairy. Food vendors are encouraged to stock their stand daily and not hold large amounts of food/supplies on the fairgrounds.

Carbonated beverages

All vendors selling carbonated beverages will be assessed a \$25.00 fee, payable to CCLLFA by **July 1, 2011**. All vendors will be responsible for making their own arrangements for the purchase and delivery of carbonated beverages and/or coolers.

Insurance

All vendors are required to present a current certificate of insurance by July 1, prior to the start of the fair. A minimum of one million dollars general liability naming Carbon County Fair and Carbon County Lion/Lioness Fair Association as co-insured is required. This certificate must be attached to the vendor contract. If a vendor needs to purchase insurance, it can be accomplished by attaching a check to the vendor registration form for the amount specified on the registration form, payable to CCLLFA. This coverage will be provided by our insurance agency. All vendors must be insured. If written evidence of current insurance coverage is not provided prior to the start of the fair, the vendor will not be permitted to participate in the fair.

Refunds

All requests for refunds must be made in writing and must be postmarked no later than July 1 of each year. For requests submitted prior to July 1, all funds will be returned, less a 25% processing fee. Vendor fees will not be refunded after July 1. If an emergency situation arises, with board approval, the vendor fee may be applied to the subsequent year's fair.

Set up and tear down

Vendor set up may begin the Saturday immediately before the opening day of the fair. Set-up should be finalized by 2:45 PM on the opening day of the fair. Any set-up prior to this date will require the permission of the vendor chairperson. Tear down should be completed by the first Tuesday evening following the closing of the fair. Vendors are required to remove all items from the fairgrounds, including storage crates, etc.

The Carbon County Fair reserves the right to add or delete rules and regulations as deemed appropriate.

Revised: 05/23/2010