2019
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 5:00pm 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 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 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/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 8:00am to 8:00pm on Saturday & Sunday and 8:00am to 5:00pm 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. **No smoking within vendor display.**

D. 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 on Monday - Saturday until 10:30 pm & on Sunday until 10:00 pm.* Your concession MUST be manned by at least one (1) responsible person at all times.

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 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.

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 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.

I. Sub-Letting of Space

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

J. 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 10:00am. 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./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 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:
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.
- 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 fro approved sources in a manner that protects it form 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** for reporting each day's gross receipts. Sheets must be turned in at the Fair Office by 10 am (before opening) the following day.

4. GENERAL RULES & REGULATIONS

A. Alcoholic Beverages

Absolutely no alcoholic beverages of any kind will be allowed anywhere on the fairgrounds. (*Exception is for beer & wine tastings which are mandated by NYS regulations)*

B. Conduct of Concessionaires

All concessionaires, their employees and volunteers of concessions must conduct all business from with- in 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 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 each concession/exhibit. *A correct insurance certificate must be received **one (1)** week before opening of Fair or you will be charge $100.00 for insurance with the 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 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 & are selling goods/services, a copy of your tax exempt certificate must be submitted 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 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 10:00pm. All outside concessions will be patrolled by security through out the night.

6. 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

Each concession will be given 2 week passes & up to 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. **A schedule of people manning you booth must be provided to determine pass count**. **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.* General electric hookup camping is $100 for the week. A camping form is included with your contract. All campers must have a working fire extinguisher. 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.

B. Electricity

Concession spaces in the Commercial Bldg., and at the Handmade & Homegrown Bldg., will each receive one (1) 20amp/110volt 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:

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

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

<u>All food vendor electrical hookups must be done by Fair Electricians.</u>

C. Outside Concession Space

Outside concession space is sold at $20.00 per foot of road frontage. Minimum of concession 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. 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 (Pole in middle of tent)	FRAME TENT (No pole in middle of 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 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. Fair Electrician will install lights.

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.

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
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.	( )	( )	( )	( )	( )

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.

- *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.*