

# 2012 El Dorado County Fair

## CONCESSIONS GUIDELINES

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## 2012 HOURS OF OPERATION & FEES

<p>Thursday, June 14 KID'S &amp; SENIOR DAY</p>	<p>Main Building Vendors Outside vendors: Non-Comm Exhibit Buildings Carnival Opens</p>	<p>11:30 a.m. Open for school tours Noon – 10:00 p.m. Noon – 11:00 p.m. (May stay till Midnight) Noon – 10:00 p.m. Noon – Midnight</p>
<p>Friday, June 15 TEEN DAY</p>	<p>All Vendors Outside vendors: Non-Comm Exhibit Buildings Carnival Opens</p>	<p>Noon – 11:00 p.m. Noon – 11:00 p.m. (May stay till Midnight) Noon – 10:00 p.m. Noon – Midnight</p>
<p>Saturday, June 16 LIVESTOCK AUCTION</p>	<p>All Vendors Outside vendors: Non-Comm Exhibit Buildings Carnival Opens</p>	<p>10:00 a.m. – 11:00 p.m. 10:00 a.m. – 11:00 p.m. (May stay till Midnight) 10:00 a.m. – 10:00 p.m. Noon – Midnight</p>
<p>Sunday, June 17 FATHER'S DAY</p>	<p>All Vendors Outside vendors: Non-Comm Exhibit Buildings Carnival Opens</p>	<p>Noon – 10:00 p.m. Noon – 10:00 p.m. Noon – 10:00 p.m. Noon – 10:00 p.m.</p>

### DAILY ADMISSION

Adult (13+)	\$9
Seniors (60+)	\$7
Children (7-12)	\$7
Children (6 & under)	Free

**\*Discounted tickets must be purchased through the fairgrounds no later than 6 pm on June 13th. Tickets may also be purchased online at [www.eldoradocountyfair.org](http://www.eldoradocountyfair.org).**

**\*DISCOUNTED PASSES** Please see website [www.eldoradocountyfair.org](http://www.eldoradocountyfair.org) or call 530-621-5860

### **ADMISSION & PARKING CREDENTIAL INFORMATION**

Twenty (20) Daily Vendor Passes and one (1) parking credential will be issued to each vendor. Admission credentials may be used at any admission gate. Be sure your staff is given the correct amount of credentials or are prepared to pay full price at the gates. NO ONE will be permitted on the grounds without credentials. Lost credentials will not be replaced. Parking permits are valid in the Vendor Parking Lot only (location to be determined) and once that lot is full, vendors must use public parking.

The El Dorado Transit shuttle will be picking up at various locations and dropping off at the Green Gate (Placerville Drive) throughout the fair. Please advise your staff about this service, since this parking and shuttle are **free**. Complete shuttle locations and times will be available by calling the fair office in May or by checking our website [www.eldoradocountyfair.org](http://www.eldoradocountyfair.org).

**Credentials will be available at the Blue Gate starting Monday, June 11th. Your vehicle must have the parking permit that is in your packet, on your dashboard. The permit must include a valid phone number in order to contact you while you are on grounds. If additional cars are needed during your setup, additional 4-hour temporary passes are available at the Blue Gate. These additional passes must also include a valid phone number and must be displayed on the vehicle's dash. If you have fees, insurance or other paperwork to turn in, you will be given a temporary parking pass and you will then proceed to the Fair Office and you will be helped as staff becomes available. Once cleared at the office you may receive your vendor packet and begin using the full day parking pass. Additional Vendor Admission credentials are available for purchase at \$6.00 each, up to 52. No additional parking credentials are available.**

Entrances: On Grounds vehicles will only be allowed at the following times: Thursday 7 – 10:30 am due to school tours, Friday 9 - 11 am, Saturday & Sunday 9 - 11 am. There are two separate entrances for vendors who have an admission credential. Blue Gate near Raley's, and Yellow Gate on Fair Lane. After these ending times **NO VEHICLES WILL BE ALLOWED ON GROUNDS!**

## AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) makes it illegal to discriminate against anyone because of a physical or mental impairment. It is the responsibility of each licensee and their employees to adhere to the requirements of ADA. In simple terms, every effort should be made to allow guests with disabilities to participate in the purchase of food or merchandise, receive services, etc. The following specific examples will be of assistance in accomplishing compliance.

All vendors at the El Dorado County Fair must make a special effort to serve guests with disabilities. For example:

- If someone in a wheelchair needs assistance in ordering, examining, or receiving a product, extra effort should be made to assist this person, even if it requires sending an employee outside the exhibit or concession to take their order, show them the product, provide service, or deliver the product.
- Your staff should be prepared to read your product price list and/or menu to a visually impaired guest.

Any questions, comments or complaints should be directed to the Fair Office.

It is the position of the El Dorado County Fair that all guests be treated in an equal and courteous manner so that they may participate in the fun and enjoyment the fair offers while insuring a safe and enjoyable experience for all.

## APPEARANCE OF PERSONNEL

Licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, clean, orderly and polite in their conduct and speech at all times. Models dressed inappropriately (i.e. bathing suits of any kind, etc.) are prohibited.

Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene speech or conduct toward, or in hearing range of the public shall be sufficient grounds for termination of this contract at the sole discretion of Fair Management.

## AUDITS

Each concession stand **must** have a cash register. Please refer to Cash Register Regulations in this guideline. A Concessions Auditor will observe all concession stands for violations. **Our Concessions Auditor will come by opening day to "Z" your registers prior to your first transaction for Fair. If you would like to be "Z'd" earlier, please contact the fair office so arrangements can be made. Upon opening each additional morning, "Z" your own registers and bring the opening tapes to the Fair Office by 10am. Tapes must be marked with concession name and the date. Remember to bring your over ring sheets. Over rings are not the auditors job to locate! On closing night of the Fair, the Concessions Audit staff will close your stand and collect tapes, at which time you must report to the Fair office for final settlement. Arrangements for settlement on Monday must be approved through Fair Management prior to Sunday night.**

## BAD CHECKS

An administrative fee of \$25.00 will be charged for any check returned for ANY reason.

## BEVERAGE CONTAINERS

No glass containers are allowed on the grounds. All beverages must be served in paper cups, cans or plastic bottles.

## BOOTH APPEARANCE/DECORATIONS

Licensee is totally responsible for the maintenance and attractive condition of assigned space. Space must be cleaned and put in attractive condition **prior** to the official opening time each day of the Fair. All storage of supplies, boxes, or cases must **be kept from public view**.

Licensee will maintain booths or displays neat and orderly and provide adequate skirting to screen the underneath, rear, and backside storage from public view.

Licensees may decorate their booths or employ an independent firm to do so at their own cost. All materials must be flameproof with final approval resting with the Fire Marshal and local fire safety authorities.

## BOOTH FEES

50% of the guarantee is due with the return of signed contract and the balance of the guarantee is due no later than May 11, 2012. Contracts returned without payment may not receive their desired booth location. We have special pricing where we will accept cash, checks, Cashier's checks or money orders. Checks may only be received until May 13, 2012. After that date cash, cashier's checks or money orders will only be accepted and you will no longer qualify for the cash discount price. Any contract not returned and not paid in full, including all fees and late charges, is subject to cancellation whenever fair management deems necessary. If paying with a check and the check does not clear, then you will be responsible for the full rental rate as well as a \$25 check fee.

## BUSINESS LICENSES AND PERMITS

All licensees will be required to comply with all applicable licenses & permits.

## CASH REGISTER REQUIREMENTS

- Every concession stand **must** have a working cash register that has a removable tape. The register shall be visible to customers when placing an order. Maintenance of registers is the Licensees' responsibility. Please report downtime to Fair Office immediately.
- All sales must be rung up on the cash register. Cash drawers will be closed following each sale. Continuously opening cash drawer or use of separate cash box is prohibited.
- Please keep "No Sales" to a minimum. Excessive use of the "No Sale" key will be construed as an unrecorded sale and a factored amount will be added to daily sales by Fair auditors.
- **Over rings** - All sales must be rung into the cash register. If a cashier makes an error after the sale is finalized on the register, then it **must be recorded on the over ring report and circled on the cash register tape. Do not ring a void or try to credit the sale.** The correct sale amount must be re-rung in to the cash register. If excessive over rings occur, licensee will be required to use a register with pre-set price keys that can be cancelled before hitting the cash key. Once the cash key is entered, voids are prohibited. Attach receipt tape to over ring report. **Reporting over rings is your responsibility. The concessions auditor will not be able to locate your over rings for you.**
- **Under rings** - There should be no under rings.
- **"Z" Tapes** - The auditor will take readings from your stand on opening day, or earlier by arrangement with Fair Office. Each day thereafter you will "Z" your tapes before opening for the day and bring the "Z" and all register tapes to the office by 10am, clearly marked with the date and concession name. Daily sales figures as reported by the Concessions Auditor will be used as the basis for your final sales figures. On closing night, our auditors will come around to "Z" you out. **Under no circumstances should a concessionaire "z" themselves out on closing night! Do not leave the grounds without being "Z'd".**
- **Legible** daily cash register tapes and over ring reports must be kept by each concessionaire and turned in to the Fair office by 10am each morning. Please start the fair with a new ink cartridge! These tapes will not be returned to you.
- Every concession stand must have a cash register. No stand may operate from an open cash drawer. Each register must have the following capabilities:
  - ⇒ Customer Display (must be visible to public -pivot display suggested)
  - ⇒ Continuous grand total
  - ⇒ Cumulative Z counter
  - ⇒ 30-day battery back-up
  - ⇒ Readable tape
  - ⇒ Consecutive transaction number
  - ⇒ X reading
  - ⇒ Key protector
  - ⇒ **CURRENT PRINTED DATE & TIME ON DETAIL TAPE**
  - ⇒ **DUAL TAPE CASH REGISTER IS HIGHLY SUGGESTED!!- If you do not have a dual tape, you must be able to provide customer receipts.**

Fair reserves the right to approve the type of cash register used.

While it is not mandatory, it is recommended that cash registers have pre-set keys.

We strongly encourage point of sale registers to avoid mistakes.

All sales are to be rung into the register; **no scrip** is to be taken unless you obtain prior fair management permission.

**Any cash register problems must be reported immediately to the Concessions Auditor!!!**

## CLEANING YOUR BOOTH

All booths must be kept clean and orderly at all times. Rubbish must not be swept into aisles except immediately after closing. Do not stack empty boxes. Instead, break them down and place in trash receptacles or outside building entrances after the fair is closed. Refuse cans are provided outside the exhibit buildings for the licensee's convenience. Please be sure that cardboard goes in the appropriate containers. When vacating your space, please be sure it is left clean and free of debris. **Outdoor vendors must be aware that a water truck is used on grounds at night to keep the dust down. Please keep all items off the ground.**

## CLOSING NIGHT/TEAR-DOWN PROCEDURES

The official closing of the 2012 El Dorado County Fair is Sunday, June 17 at 10 pm. **All vendors must remain open until this time. No exceptions!** Any vendors who dismantle their stand or any part thereof prior to 10 pm **will not be invited to return next year.** Detailed instructions will be included in your vendor packets.

Unless otherwise authorized, all exhibit material must be removed from the grounds **within two days** after the closing of the fair (Tuesday, June 19 by 3pm). Failure to remove exhibit material(s) by this deadline will result in moving/storage fees of not less than \$100.00 per day and material(s) will be subject to disposal at owner expense, at the Fair's discretion. Fair management is not responsible for any merchandise or booth material(s) left on the grounds.

### **CONDIMENTS**

Each stand must provide napkins and straws to be available upon request. Condiment areas must be kept cleaned and fully stocked at all times.

### **COPYRIGHTED / LICENSED MERCHANDISE**

Any Licensee that is selling copyrighted or licensed merchandise must provide documentation upon request that supports their right to sell these items.

### **ELECTRIC OR GAS CARTS / MOPEDS / SCOOTERS**

All carts and mopeds are prohibited on fairgrounds during Fair hours. Such vehicles are considered a safety hazard and Fair management shall have sole discretion to determine their use and limits on the grounds. **Skateboards or roller skates/blades** are prohibited on the fairgrounds at all times.

### **EMPLOYEE DISCOUNTS**

Licensees are not expected to offer, nor are they obligated to extend, discounted merchandise or food to employees or officers of the Fair. You are encouraged to notify the Fair Office if approached or solicited by any employee asking for free or discounted merchandise/food.

### **EVALUATIONS / VIOLATION SLIPS**

Vendors not adhering to written guidelines are subject to violation slips. Please note that each booth must maintain a copy of the Guidelines at all times in their assigned space. Failure to do so will result in a written violation. **Food space evaluation** includes, but is not limited to: food quality, proper use of cash register procedures, posting of microwave sign, observation of hours of operation, compliance with recycling regulations, cleanliness/appropriate attire of personnel, courtesy of personnel, proper clean-up and disposal of waste products, professional menu board posted with prices.

It is your responsibility to make your employees aware of the impact these evaluations have on future participation at the fairgrounds. Response to written violations should be provided on the back of the violation slip and returned to the Fair Office within 24 hours. Violations play an important role when deciding to invite a Licensee back to the El Dorado County Fair.

Licensees are required to comply with any adjustments deemed necessary as a result of an evaluation conducted by the Fair.

### **FIRE EXTINGUISHERS**

Each Fair owned food service location shall be provided with a portable fire extinguisher. Self-contained units must provide their own extinguishers. They must be fully charged and serviced. Fire Marshall will verify existence.

### **FIRST AID**

Professional medical personnel are on the grounds during all operating hours of the fair. First Aid is now located in the center of the fairgrounds. Please direct persons seeking assistance, to First Aid located in the area behind the Tiki Bar, which is outside the Corker Building and across from the Beer Tree Area.

### **FORKLIFTS**

Forklifts with operators for unloading heavy material are available upon request through the Fair Office. Arrangements must be made in advance and for a specific time. The cost of forklift assistance is \$75.00 per hour or any portion thereof, and payment is the sole responsibility of Licensee. Please note that the Fair **reserves the right of first priority** for use of the forklift. The forklift will not be available in the Mark D. Forni Building after 4pm on Tuesday, June 12. The outdoor areas will be dependent on accessibility. Vendors using their own forklifts must be certified to operate on grounds. Fair staff can revoke the use of forklifts for safety reasons.

### **GIVEAWAYS**

Exhibitors may not give away advertising novelties that compete with concessionaires' merchandise, who have paid for the privilege of selling these items. List intended giveaways on your application as prior management approval is necessary for any giveaway. If the giveaway is to be a food item or cups of water, a health permit will also be necessary. All licensees that handle food in the booth (including pre-packaged items and sampling) must obtain a health permit from the County of El Dorado. Permit fee is \$135.00 for hazardous items and \$68.00 for prepackaged items. Forms can be downloaded by going to : [http://www.co.el-dorado.ca.us/emd/pdf/TFF\\_Application.pdf](http://www.co.el-dorado.ca.us/emd/pdf/TFF_Application.pdf). Return forms and money to EDC Environmental Health c/o Emily Lyman, 2850 Fairlane Ct., Bldg. C, Placerville, CA 95667 no later than 14 days prior to event opening. If submitted after that date, the fees are \$169.00 and \$68.00 respectively.

### **GRAY WATER**

Concessionaires are not allowed to release gray water onto the fairground's landscaping, pavement or storm drains. Concessionaires are required to be totally self-contained for the duration of the Fair. If you cannot be self-contained for the duration, please contact Fair Management to discuss options prior to application submittal.

## GREASE DISPOSAL

Do not dispose of grease in planters, trash bins or sewers---you **will** be fined \$250.00 plus damages for each violation. It is the entire responsibility of the Licensee to have all grease removed at the end of the fair. **Failure to use the proper containers for disposal of your grease or remove all grease after the fair will result in a \$250.00 fine plus damages**, and you will not be allowed to return to the fairgrounds the following year.

## HATE AND DISCRIMINATION-FREE

On February 8, 2005, the Mayor of Placerville declared, "that the City of Placerville opposes any acts of bigotry and prejudice against any individuals and declares itself a hate-free and discrimination-free city." In keeping with this declaration, the fairgrounds reserves the right to refuse any vendor that the fairgrounds management deems is in opposition to the spirit of this declaration.

## HEALTH DEPARTMENT PERMIT

All licensees that handle food in the booth (including prepackaged items and sampling) must obtain a health permit from the County of El Dorado. Permit fee is \$135.00 for hazardous items and \$68.00 for prepackaged items. Forms can be downloaded by going to: [http://www.co.el-dorado.ca.us/emd/pdf/TFF\\_Application.pdf](http://www.co.el-dorado.ca.us/emd/pdf/TFF_Application.pdf). Return forms and money to EDC Environmental Health c/o Deana Watkins Howey, 2850 Fairlane Ct., Bldg C, Placerville, CA 95667. Forms and money must be received by Environmental Health no later than 14 days prior to event opening. If submitted after that date the fees are \$169.00 and \$68.00 respectively.

## INCLEMENT WEATHER

In the event of inclement weather, all booths (outdoor locations included) are expected to continue operating as per normal fair hours. Licensees are expected to make any necessary provisions for protecting stock from sun, wind, inclement weather, flooding, sprinklers, etc. The Fair is not responsible for damage to booth merchandise. Breezeway vendors under the shade cloth are not allowed to have canopy tops unless there is inclement weather.

## INSURANCE – GENERAL LIABILITY

A Certificate of Insurance for general liability is mandatory for all food vendors and must be submitted directly from your agent to the Fair Office. **All vendors will be required to provide \$1,000,000 public liability insurance naming the County of El Dorado, El Dorado County Fair, and the State of California as additionally insured.**

**CFSA Master List - if you have coverage through CFSA and are on their Master List, please provide your number to the fair office.**

Insurance coverage may be purchased through the fair office. Payment must be made in the form of a business check, Cashier's Check or Money Order only, made payable to: EDCF. The current rate is \$90.00. (Price subject to change) This should be submitted no less than 20 days prior to opening day.

## INSURANCE – WORKERS' COMPENSATION

California State Law Requires:

All employers must carry Worker's Compensation Insurance whether you have full, part-time or temporary employees. The policy must be current, valid and in force under the name of your legal entity which would be the same as your registration with the California State Board of Equalization, Employment Development Department and the Internal Revenue Service.

Employees include ANYONE who is not a legal owner or a legal partner of the business.

## LANDSCAPING

No licensee shall cut, trim, damage, or place anything in any of the Fair's landscaping. **Dumping of wastewater or other liquids into landscaping is prohibited.** Violators will be charged time and material for repairs.

## MENU/PRICE LIST

Menu boards at each stand must be easily readable and visible from the front of the stand. Once submitted and approved, menus cannot be changed without written approval from Fair Office. All signage must be of a professional nature. **No handwritten signs will be allowed.**

## MICROWAVE NOTICE

If a microwave is used in food preparation, concessionaires must post a notice visible to the public to that effect.

## OUTSIDE FOOD & DRINK POLICY

Vendors, concessionaires, and their employees will be allowed to bring in a small ice chest, food items and commercially sealed plastic or canned drinks. **(NO ALCOHOL ALLOWED!!)** As a courtesy to your patrons who are not allowed to do this, we ask that you bring in your coolers prior to fair opening. There will be a **separate gate entrance for vendors to bring in cooler** refills if needed. Please be prepared to have guest services check the contents of your ice chest or bags.

## PAINTING

No painting of floors, booth backgrounds or space dividers will be permitted without written permission from fair management.

## PARKING

Parking is at a premium on the grounds during the fair. Licensees are responsible for advising their employees of all parking regulations.

- \* Vehicles will not be permitted within the enclosure of the fair at any time fair management deems necessary. See section "Admission & Parking Credential Information" for details.
- \* Licensees are expressly prohibited from selling, duplicating, or reissuing parking credentials. Violators will be removed from the fairgrounds and will be unable to operate at future fairs.

## PARKING LIABILITY LIMITATIONS

The Fair is not responsible for fire, theft, damage to, or loss of vehicles; or articles left therein, on the premises. Any person parking in non-designated areas does so at their own risk, and is subject to towing and storage fees.

**Vehicles without a valid parking pass are subject to towing, this includes RV's & Stock Trucks.**

## PERMANENT CONCESSIONS STANDS

Permanent concessions stands will be supplied with the first batch of paper towels and soap. If additional towels and soap are required they can be purchased through the maintenance staff.

## POSSESSORY INTEREST TAX

This rental may create a possessory interest subject to property taxation and the licensee may be subject to the payment of property taxes levied on such interest. In brief, the law states:

"Under State law, a possessory interest is the taxable value for the private use of nontaxable public property. The taxable value of the possessory interest is determined by considering the length of the rental, the rental payments, and the permitted use of space."

## PRODUCT SALES / RESTRICTIONS

Only those products listed on the contract may be sold or displayed. If a request to sell certain items on the application is not reflected on the contract, those items were not approved for sale. No substitutions can be made without prior approval of management.

Misrepresentation of product or business on the application will result in cancellation of the contract.

## PROHIBITED ITEMS

The following may not be sold, displayed, or given away on the fairgrounds: Items determined offensive by Fair Management, in its sole discretion, will be ordered removed.

- **Items referring to alcohol abuse, drug use, violence, pornography, hatred, and discrimination or are suggestive in nature. No law enforcement, FBI, or Security t-shirts are to be sold.**
- **Stun guns, switchblades, brass knuckles, high-powered water guns, rubber band toys/guns, fireworks, knives, pyrotechnical equipment and martial arts weapons.**

If you're unsure about an item, please have management's approval prior to offering it for sale.

A fine of \$500.00 per violation applies to the distribution of flyers outside your booth. Advertising by means of posters, handbills, flyers, etc., on buildings, trees, posts, parked vehicles or other places is not permitted, nor will anyone be permitted to distribute advertising material outside their assigned space. Placing of advertising material on or in automobiles on the fairgrounds is specifically prohibited.

Fair Management reserves the right to determine whether an item is considered offensive or in poor taste, and to prohibit the sale/display of such an item. Failure to comply will result in immediate termination of the contract.

## RAFFLES / FREE DRAWINGS

Raffles are not allowed to be conducted during the fair. Free drawings may be conducted within booth space and winners may be drawn by closing day of the fair. Copies of entry forms and names must be supplied to fair management.

## REFUND INFORMATION

If a Licensee cancels prior to the fair, the refund of payments made is as follows:

Fair Office receives cancellation notice **in writing**:

Less than 30 days prior to Fair – no refund

More than 30 days prior to Fair - minimum 25% retention fee of booth cost

**If we are unable to replace with similar concessionaire, no refund will be issued.** All requests for refunds must be made in writing and are subject to approval by the Board of Directors.

## SECURITY / THEFT PROTECTION

The Fair will provide 24-hour general grounds and building security. Licensee is responsible for any booth left unattended and during non-fair hours. Fair management will not be responsible for lost, damages or stolen merchandise.

## SELLER'S PERMIT

Any licensee who will be selling or taking orders must obtain a California state sellers' permit number. Any information regarding sellers permits and applications for same, are available through the State Board of Equalization. **All licensees must file for this permit and the number must be listed on your agreement.** For further information, contact the State Board of Equalization at 916-255-3350. Vendors without a valid sellers permit during the fair will be closed down.

## SET-UP SCHEDULE

Licensees will be responsible for the installation and disassembling of their own displays. **No part of the display should interfere in any way with another exhibit.** Lumber, tools, electrical fixtures, extension cords, light bulbs, plastic trash liners, paper towels, etc. are **not available** on the fairgrounds. Such material **must** be obtained from local suppliers at Licensee expense.

Set-up dates and times are as follows:

Self-Contained Units and

All Food Stands:

Saturday June 9, 9 am to 5 pm, Monday June 11 and Tuesday June 12, 9 am to 6 pm. (Sunday, June 10 or Wednesday, June 13 only with prior management approval). **Please check in with office upon arrival. Do not set up until you have been spotted by fair management.**

Breezeway & Outdoor:

Tuesday, June 12, 9 am to 6 pm and Wednesday, June 13, 9 am to 9 pm  
Monday, June 11, only with prior management approval

Main Building:

Monday/Tuesday, 9 am to 6 pm and Wednesday, June 13, 9 am to 9 pm

Pavilion Tent:

Tuesday, June 12, 9 am to 6 pm and Wednesday, June 13, 9 am to 9 pm

**Dates/Hours of set-up are subject to change.**

**PLEASE NOTE: DUE TO OUR VIP/MEDIA PARTY, ALL VENDORS LOCATED IN THE PLAZA MUST COMPLETE SET-UP BY 4 PM, WEDNESDAY, JUNE 13.**

If you have ANY questions about your location please contact Fair Management prior to setting up!

## SEXUAL HARASSMENT POLICY

The El Dorado County Fair is committed to providing a work environment, which is free from sexual harassment. **Sexual harassment refers to behavior, which is not welcome, personally offensive and interferes with employees' effectiveness and work environment.** Sexual Harassment is unacceptable and will not be tolerated.

## SHIPMENTS

C.O.D. shipments are never accepted! Fair personnel are not permitted to handle money or checks, please do not ask them to do so on your behalf. All prepaid shipments to licensees should be addressed as follows:

**Licensee Business Name  
El Dorado County Fair  
100 Placerville Drive  
Placerville, CA 95667**

Fair management is not responsible for delivering these goods to you. You need to check with the Fair Office to locate your delivery. Fair management is not responsible for loss or damages to merchandise. All shipments will be held at the Fair Office unless due to their size they will be in Maintenance. **Please note that the Fair staff does not go to the P.O. Box during Fair. Do not have items sent to our P.O. Box.**

## SIGNAGE

All booth signage (price signs, etc.) must be of a professional nature. **No handwritten signs will be allowed.**

## SMOKING

Smoking is prohibited in all licensees' booths, Grandstand, Carnival Areas, Family Fun Zone (free children's activity area) Livestock Areas, Petting Zoo, Concession Row, in the buildings and within 20' of any building at all times.

## STAFFING YOUR BOOTH

Your booth must be properly **staffed at all times** during fair operating hours. **Your booth should never be left unattended!**

## STOCK TRUCKS

Parking for stock trucks is limited and available on a first-come first-served basis. The cost is \$75.00. Please add this amount to your contract, including length and electrical needs. A stock truck pass will be issued after payment is received. **Any stock truck without a valid pass will be towed! No sleeping in stock trucks allowed!**

## **SUBLEASING / BOOTH SHARING**

Licensees are strictly prohibited from subleasing, assigning or apportioning the whole or any part of the contracted space allotted for exhibiting, or selling any goods not sold by the licensee in the regular course of business. No subleasing of space shall be allowed under any circumstances.

Subcontracting shall be allowed only to permit a manufacturer to sell its own product through a third party. No subcontracting or subleasing shall be allowed to a third party to sell, advertise, or exhibit anything but the assigned licensee's goods or services.

## **TENTS**

The following fire and life-safety requirements shall be applicable for all tents, awnings, and fabric covered enclosures.

All tents, awnings, and other fabric-covered enclosures shall be made from a non-flammable material or shall be treated and maintained in an approved flame-retardant condition. Documentation shall be maintained with the tent or awning.

All tents with occupancy of 11 or more shall bear the seal of the California State Fire Marshal. No smoking shall be allowed in any tent. NO SMOKING signs shall be posted. No open-flame device shall be permitted in any tent or tent structure.

## **TIPS**

**Visually or verbally soliciting for tips is strictly prohibited.**

## **TOWING POLICY**

Towing cars is a necessary evil to maintain order in our facility and we will not hesitate to do so. In the event your vehicle has been towed, please go directly to the Guest Services Office (upstairs in front of Mark J. Forni Bldg) where you will receive instructions on recovering your vehicle. Be prepared to pay towing charges! Do not go to **the Fair Office, as we will be unable to help you.**

## **TRASH**

It is the responsibility of each Concessionaire to keep the area surrounding their food stand, including tables, free of trash. All trash must be set out after the fair closes at night. Do not leave this until the morning, as daytime pick-ups will not be made. Trash cans are for the use of the public. Do not pile trash next to the trashcans during hours of operation.

## **UNAUTHORIZED USE OF ADDITIONAL SPACE**

Unauthorized use of additional space will result in a violation and the Licensee will be billed at the prevailing rate. In addition, Licensee may not be invited to return. Violations will be issued to vendors working outside their booth space. All vendors must work **within** the confines of the assigned space.

## **UTILITIES**

110v electric outlets are available within 100 feet of all booths. However, **vendor must provide own 3-prong, 12-gauge, 100' extension cord.** If more than one outlet is needed, vendor must provide own power strip with surge protector.

All plumbing and electrical work required (other than the 110v electric outlets) **must be installed at licensee's own expense under the supervision of fairgrounds management.** All such installations shall conform to regulations established by the applicable city, state, and local governmental authorities.

## **UTILITY CONNECTIONS**

Any hard wiring of electrical equipment will be at the discretion of fairgrounds management. Requests for hook-ups must be made at the Fair Office.

Licensees are responsible for the proper installation and operation of their equipment. The fairgrounds will not be responsible for damage resulting from improperly wired or installed equipment.

The Fair is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s).

**LICENSEES LOCATED ALONG THE WALLS MUST NOT BLOCK ACCESS TO FIRE HOSES OR EXTINGUISHERS AND PHONE WIRINGS ON WALLS.**

## **WATER**

Each stand **must** provide cups of water, **free of charge**, to any patron who requests it. Cups will be provided by the Fair and may be obtained in the Fair Office.

## **WATER TRUCK**

**All outdoor vendors and concessionaires must be aware that a water truck is used in order to dampen the streets and keep dust down. Before leaving your booth each night, please pick up any items that cannot get wet and place them on crates or tables.**

### **WATER USE DURING SET UP**

Once the canopies are up for outdoor exhibitors, the problem of water run-off is an even greater nuisance. Use high pressure steam cleaning or a mop and bucket to clean your stands during set up and for the duration of the fair. Washing floor mats and slats in the street after closing is prohibited! Water run-off is a waste of water and prevents a smooth set up for other exhibitors.

### **WILL CALL**

If you wish to leave tickets for someone, please deliver them to the Will Call booth located at the Blue Gate. These items will be held until picked up by the designated person(s) upon presentation of proper I.D.

### **WORK PERMIT**

Employees, less than eighteen years old, must have current school work permits, whether residents of California or out of state.