

2012 El Dorado County Fair

VENDOR GUIDELINES

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2012 HOURS OF OPERATION & FEES

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

DAILY ADMISSION

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

***DISCOUNTED PASSES** Please see website www.eldoradocountyfair.org or call 530-621-5860. ***DISCOUNTED TICKETS** must be purchased through the fairgrounds no later than 6pm on June 13th. Tickets may also be purchased online at www.eldoradocountyfair.org.

ADMISSION & PARKING CREDENTIAL INFORMATION

Sixteen(16) 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 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 let your staff know of this service, as 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.

Credentials will be available at the Blue Gate starting Monday, June 11th. You must place 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, 7 - 9 am and Sunday 9 – 11am. 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, 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 within hearing range of the public, shall be sufficient grounds for termination of this contract at the sole discretion of Fair Management.

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 neat and orderly booths or displays 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 height may not exceed 8 feet if in the center of the room and 7 ½ feet if on a hard wall, and 4 feet on sides, unless prior approval is given by fair management. **This includes all signs, display materials, and product!** (Please be courteous to your neighbor!) You will be asked to remove such items!

BOOTH FEES

50% of the booth fee is due with return of signed contract and the balance of the contract is due within 60 days of submission of application or no later than May 11, 2012 whichever is first. Contracts returned without payment may not receive their desired booth space. We have special pricing where we will accept cash, checks, Cashiers checks or money orders. Checks may only be received until May 13, 2012. However if you pay with a check and the check does not clear or your final payment is received after this date; then you will be responsible for the full rental rate as well as a \$25 check fee for non-cleared checks.

Any contract not returned and not paid in full, including all fees and late charges, is subject to cancellation whenever fair management deems necessary. In the event that there are unpaid fees due June 1st, only cash, cashiers check, or money orders will be accepted.

BUSINESS LICENSES AND PERMITS

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

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 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 the 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 may 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. Vendors **MUST** have credentials on person during set up and tear down.

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.

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.

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 between the Corker Building and the Marshall Building 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 Main 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 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. 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 and \$68 respectively.**

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 fairgrounds management deems is in opposition to the spirit of this declaration.

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. **Booths located in the Breezeway can use the tops to their pop-ups only in the event of inclement weather.** The fair does not have access to pop-up tops for vendors. Store one in your vehicle for the unexpected. The Fair is not responsible for damage to booth merchandise.

INSURANCE – GENERAL LIABILITY

Unless otherwise approved by Fair management, a Certificate of Insurance for general liability is mandatory for all 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 – WORKER'S COMPENSATION

California State Law Requires: All employers must carry Worker's Compensation Insurance whether you have full-time, 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 waste water or other liquids into landscaping is prohibited.** Violators will be charged time and material for repairs.

MICROWAVE NOTICE

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

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 security 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.**

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 States 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 and you may be asked to remove those items from sale. No *substitutions* can be made without prior written approval of management.

Misrepresentation of product or business on the application will result in cancellation of 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, gangs and/or 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, swords, fireworks, knives, pyrotechnical equipment and martial arts weapons.**

If you are unsure about an item, please have management's approval prior to offering item 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 contract.

RAFFLES/FREE DRAWINGS

Raffles are not allowed to be conducted during the fair. Free drawings may be conducted within booth space and winners must be drawn by closing day of the fair. Copies of entry forms and names of all winners 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 sell all the space in your area, such as Main Building, (not your exact spot) 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, damaged or stolen merchandise.

SELLER'S PERMIT

Any licensee who will be selling or taking orders must obtain a California State Seller's 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, 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 (June 13 or 14 only with prior management approval)

Breezeway & Outdoor: Tuesday, June 12, 9 am to 6 pm and Wednesday, June 13, 9 a.m. to 9 p.m. Monday, June 11, **Only** with prior management approval.

Main Building: Monday & Tuesday, 9 am to 6 pm and Wednesday, June 13, 9 a.m. to 9 p.m.

Pavilion Tent: Tuesday, June 12, 9 am to 6 pm and Wednesday, June 13, 9 a.m. to 9 p.m.

Dates / Hours of set up are subject to change.

PLAZA VENDORS, PLEASE NOTE: DUE TO OUR VIP/MEDIA PARTY, ALL **VENDORS LOCATED IN THE PLAZA** MUST HAVE VEHICLES REMOVED FROM BOOTH AREA 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. If possible, you may be notified of all shipments so if you are expecting a shipment please check with Fair Office. Fair management is not responsible for loss or damages to merchandise. All shipments will be held at the Fair Office unless otherwise notified.

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 licensee's booths, Grandstands, Carnival Areas, Kids Corral (free children's activity area), Livestock Areas, concession row, in the buildings, and within 20' of any building at all times. Smoking is allowed in the following areas: Behind the Grandstands, Beer Tree, Main Lawn except under shade cloth.

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 received. **Any stock truck without a valid pass will be towed!**

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 an 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 located upstairs inside the Mark D. Forni Building, 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 Vendor to keep their area 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 trash cans 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) or other electrical powered equipment.

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

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