

## 2012 Lassen County Fair Concession Handbook

# OPERATING INFORMATION

### ADDRESS

Lassen County Fair  
195 Russell Avenue  
Susanville, CA 96130

Phone: (530) 251-8900  
Fax: (530) 251-2715  
Email: [lcfair@co.lassen.ca.us](mailto:lcfair@co.lassen.ca.us)

### OFFICE HOURS

Regular Schedule  
Mon-Fri 8 AM - 5 PM

### Fairtime **July 18th- 22nd 2012**

Monday-Friday Sat - Sun  
9 AM - 5PM 9 AM - 2PM

### Vendor Check In- Vendor Check Out-

Tues. July 17<sup>th</sup> before 5pm  
Sun. July 22<sup>nd</sup> 9 PM - 11PM

### FAIR HOURS AND DAYS

**July 18<sup>th</sup> - 22<sup>nd</sup>**

Wed - Sun (5 DAYS)

Wednesday	11AM - 11PM
Thursday	11AM - 11PM
Friday	11AM - 11PM
Saturday	11AM - 11PM
Sunday	11AM - 10PM

### TICKET PRICE DAILY

Adults	\$6.00
Children (6 to 12 Yrs.)	\$4.00
Senior (60+)	\$4.00
Children 5 & under	FREE
Adult Season Pass	\$15.00
Child/Senior Season Pass	\$6.00

### PARKING

All Lots

FREE



## 2012 Lassen County Fair Concession Handbook

Dear Concessionaire:

Thank you for your interest in the Lassen County Fair. This Concessionaire's Handbook is designed to bring you the most up-to-date information regarding our Fair and its operation. These policies have been established for the benefit of all involved in the Lassen County Fair. By following these rules and regulations, we can ensure that everyone has an enjoyable, successful, and rewarding experience at the Fair.

These rules apply to all concessionaires, sponsors, novelty operators and all other individuals, corporations, associations, fairgoers etc., while on the Lassen County Fairgrounds. **Please keep a copy of this handbook in your stand for the duration of the Fair.**

By signing Attachment "A", you are acknowledging that you have read and understand the following rules and regulations. **It is your responsibility to know the rules.** The Fair reserves the right to decline, restrict, prohibit or remove any Concession and/or Concessionaire and to permit only such matter and conduct as the rules and regulations approve. This reservation covers persons, exhibitors, products, conduct, printed matter, advertising, souvenirs and emblems, and all else which affects the Fair, prior to and/or during the Fair. Management retains the right to remove any licensee (exhibitor) from the Fair at any time without notice for reasons deemed necessary by Fair Management. **It is important that all representatives or employees working in your Concession be aware of the rules set forth in this booklet. These rules and regulations will be strictly enforced.**

The management of the Lassen County Fair reserves the right to amend, add to and interpret the following Rules and Regulations and to determine finally all questions and differences with respect thereto, arising out of, connected with or incident to the Fair. This booklet summarizes the rules and conditions published annually governing the use and conduct of concession space and are referenced in the Concession Agreement.

***We are looking forward to seeing you at the Fair!***



## **APPLICATION FOR SPACE**

Concessionaires in good standing from the previous year's Fair are sent an invitation to participate in the upcoming Fair. Applications must be received at the Fair Office by the designated date. The Fair reserves the right to refuse space to any applicant for any reason or relocate any exhibitor without notice.

## **SPACES**

All Outdoor Spaces are sold in increments of 12' frontage x 20' deep and are limited. Any additional frontage space may be purchased at \$25 per foot.

All Indoor Spaces are sold in increments of 10'x10' and are limited. No additional footage may be purchased.

## **CONTRACT**

A Contract, signed by the Fair Manager, will be mailed to you if your application for space is accepted. Read, acknowledge, sign both copies and return one copy of the contract form to the Fair Office as soon as possible. Your space is not guaranteed until the contract is signed by all parties and all fees are paid.

## **PAYMENT OF FEES**

A 50% deposit of base cost is required with all signed Contracts for space reservation. The balance is due payable on or before the deadline date stated in the Contract. Full payment is acceptable at any time prior to the deadline date. Failure to comply may result in cancellation of contract by Fair Management. The terms of the contract are the guarantee. A percentage of 20% may be collected by the Fair if it is greater than the guarantee.

**No checks will be accepted after June 15, 2012. AFTER THIS DATE, CASH, CERTIFIED CHECK, MONEY ORDER, and/or CASHIER'S CHECK WILL BE THE ONLY PAYMENT ACCEPTED.**  
**PAYABLE TO: LASSEN COUNTY FAIR**

A \$30 administrative fee may be charged for lost contracts that need to be replaced and for any check returned for any reason.

Concessionaires shall pay all required fees, taxes, and/or deposits, and shall obtain licenses applicable to operation of said exhibit, and shall be responsible for other city, county, and state permits and licenses required by law.

## **REFUND INFORMATION**

No refunds will be made for any reason.

## **OWNERSHIP**

It is agreed and understood by the parties that the physical, on-site presence of the current owner or approved owner representative of the Concessionaire is a condition precedent to the performance of the agreement. In the event that the company should be sold to a third party and/or the current owners for any reason should cease to be active in the management and operation of the named company at any time during the lifetime of the agreement, the Fair at its sole option shall have the right to terminate the agreement. Concessionaire must notify the Fair within 30 days if company is sold.

## **SUB-LEASING AND RELOCATION**

Concessionaires may not assign, sub-lease, or apportion any part of the assigned space, at any time.

## **STATE SALES PERMIT**

Concessionaire must have a State Sales Permit Number (Tax Resale I.D. #) entered on application submitted & on file with the Fair. There is no charge in obtaining this permit. Contact:

**State Board of Equalization**  
**PO Box 492529**  
**Redding, CA 96049**  
**Phone: (530) 224-4729**  
**Fax: (530) 224-4891**

### ***INSURANCE CERTIFICATE***

(FEE REQUIRED, unless you have a provider)

All Concessionaires are required to provide an original "Certificate of Insurance" in the amount of \$1,000,000 by the date specified in the contract. All certificates must list the Additional Insured (\*see below) and the correct dates of Fair.

If you wish to purchase insurance via the Fair Office, please send: **\$115** (food & beverage) or **\$90** (all other concessionaire and exhibitors) **per stand, (cashier's check, money order or certified check ONLY, Payable to: California Fairs Services Authority).**

\*Additional Insured: "The State of California, The County of Lassen, Lassen County Fair, their agents, directors, officers, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned." **The Cancellation Clause:** 30-day Cancellation notice required.

### ***UTILITIES***

(FEE REQUIRED)

No fee will be charged for water. Electricity can be purchased for \$75.00 for each space. The Fair must be informed of all electrical needs in advance. Please submit utility fees with space fees by date specified on the contract. During non-show and set-up hours, Management will require conservation of energy. A minimum number of lights will be turned on during set up.

### ***FIRE AND SAFETY REGULATIONS***

The Health and Safety Code of California will govern all Concessions. All decorative materials must be fire proofed. Crepe paper may not be used for any reason. All electrical installations shall conform to the State Electrical Safety Code. All concessions will be inspected by the Fire Marshall.

### ***FIRE EXTINGUISHING SYSTEMS***

All concession stands must provide at least one (1) 2A/10BC rated fire extinguisher. Where deep fat frying is conducted, the operator must also provide a dry chemical, 40-BC rated fire extinguisher. All fire extinguishers must have approved current service tags and must be mounted and placed in a clear accessible location. All automatic extinguishing systems are required to have a current 6-month service tag.

### ***COMPRESSED GAS CYLINDERS***

The Fire Marshal requires that all compressed gas cylinders (i.e. propane tanks) must be chained to a secured structure. All cylinders must have a current hydrostatic test date. Provide a "No Smoking" sign where cylinders are stored.

### ***ELECTRICAL ENERGY SHORTAGE***

In the event of an electrical power energy shortage whereby the public utility company deems it necessary to reduce, cut or rotate electrical services to the Lassen County Fair, the Fair shall not be liable for any losses suffered by Lessee due to the power shortage. In the event that water, gas or electricity is cut off because of causes beyond the Fair's control, the Fair shall not be liable for any losses suffered by Lessee.

### ***HEALTH DEPARTMENT***

The Lassen County Health Department will be conducting inspections on each Concessionaire at the fair to ensure

proper procedures and regulations of the Department have been met. Drainage from refrigeration units shall be conducted in a sanitary manner to a floor sink or other approved device by an indirect connection or an evaporator. Please contact the Lassen County Health Department at (530) 251-8183 for any inquiry.

### ***SERVE- SAFE PROGRAM***

All food concessionaires are required to send a copy of their Serve-Safe Certification with their application. If you are exempt, you must submit a letter of exemption from the Lassen County Health Department. If you have any questions regarding the Serve-Safe program, please contact the Lassen County Health Department at (530) 251-8183.

### ***MENU/PRICES***

Menus and prices submitted upon application for Concession space may not be changed prior to or during the Fair without written notice to the Fair Manager and approval thereof.

### ***MICROWAVE OVENS***

If microwave ovens are used, a sign stating this must be posted in the front of the concession stand.

### ***CASH REGISTER***

**PLEASE NOTE: Each register should have a front & rear display, electronic operations, and battery backup with memory protection. Auditors will spot check.**

All concessionaires are required to provide and use a cash register with readable tape, X/Z capability, consecutive transaction number and a digital price monitor. The digital price monitor must always be in plain view of the public. For those concessionaires wanting their Z tapes, we would recommend to either have dual tape registers or use NCR tape in their

register. **Auditors will not give the Z tapes back.**

**Concessions renting a 'selling space' must turn in a daily report of sales and readable Z Tape daily by 10:30 AM the following day to the Fair Office.**

Concessionaires must turn in their final report of sales and make their settlement before leaving the fairgrounds. Failure to comply will result in the concessionaire never being allowed to return to the Lassen County Fair.

### ***EXCLUSIVE SALES***

The Lassen County Fair grants exclusive product licenses for the following products only: Beer, Wine, and Ice. Sale of these items is prohibited by any unauthorized concessionaire.

### ***ICE***

Only one ice concessionaire is authorized to sell ice at the fair. Ice will be delivered and sold to your stand several times daily. Ice from other companies is not allowed onto the Fairgrounds.

### ***PRODUCTS SOLD***

Only the products listed on the application may be sold. NO SUBSTITUTIONS can be made without prior approval of management. No product or service of pornographic or drug related nature will be permitted. Management will determine whether a product or service is offensive, in bad taste or in conflict with another exhibitor and shall reserve the right to refuse any concession, concession item or concessionaire before or during the Fair. No stink bombs, snap guns, poppers or other exploding devices, including fireworks will be allowed. In addition silly string, lighters, laser pointers, toy cigarettes, drug paraphernalia, explicit drawings or pictures are strictly prohibited.

## **Roving solicitation is prohibited!**

### **GIVE AWAY ITEMS**

All promotional give away items must be listed on the application and approved by Fair Management. Only balloons with exhibitor name or logo will be allowed. Any vendor that intends to give away helium balloons must follow all Fire Marshal specifications. Helium tanks must be secured to the wall with a chain. Any vendor that brings a helium tank must request an outside wall space to safely secure the tank. "Party tanks" may be secured to tables.

### **RAFFLES AND DRAWINGS**

The Lassen County Fair will accept paperwork for three raffles per fair. The raffle item must be approved by the Fair Manager and Fair Board and then will be put into a lotto system. No organization can have a raffle for a consecutive fair season. In order to comply with all applicable federal, state and local statutes and ordinances, paperwork must be submitted to The Office of the Attorney General. Vendor must provide proof of acceptance in order to hold the raffle. Raffles are limited to vendor's booth space only, no roaming is permitted. All drawings must be held prior to the close of Fair.

### **SKIRTING**

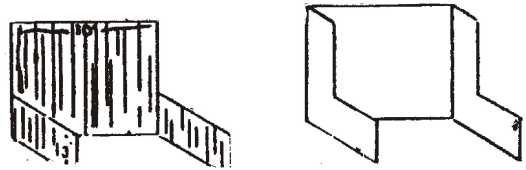
All portable concession trailers must have proper skirting to cover from the bottom of the stand to the ground.

### **INDOOR DISPLAY AREA**

Display heights of back walls of all indoor booths shall not exceed eight feet (8ft.). No part of the exhibit shall extend beyond the 10' X 10' diameter of booth or block the aisle or the view to adjoining Concessionaires .

**SIDE DISPLAY MATERIALS IN THE BOOTH SHALL NOT EXCEED 48 INCHES IN HEIGHT, IN THE FIRST 5 FEET FROM THE AISLE (see drawing**

**below).** This will guarantee that no neighboring exhibitor is hidden. All above-mentioned height requirements **MUST** be observed. Noncompliance could affect future participation with the Lassen County Fair. Licensee may decorate their booths or employ an independent firm to do so at their own cost. All materials must be flame proof with final approval resting with the State Fire Marshal and local fire safety authorities.



*Booth materials may not exceed 48" in height more than 5' from the front of the booth.*

### **STAFFING YOUR STAND**

**Your stand must be properly staffed at all times during the fair's operating hours.** Remember, you will require breaks throughout the day and will need help to staff your stand while you're away. Concessionaires in need of additional personnel may contact the local Employment Development Department at 530-257-6050.

### **LOCATION & CHECK-IN**

Upon arrival and prior to the construction of booth, LICENSEES WILL BE REQUIRED TO CHECK- IN at the Fair Office located on Russell Avenue. A fully executed contract must be on file in order to proceed with the check in process. Information will be issued at this time, which will include such necessary items as: CREDENTIALS, booth location, etc. Concessionaires are required to check in **no later than 5:00 PM on Tuesday July 17th, 2012.** Any exhibitor, who has not checked in or contacted the Fair Office by **5:00 PM Tuesday July 17th, 2012** may be required to forfeit their space and the paid space fees.

### **CONCESSION SET-UP**

Concessions may be installed **Tuesday July 17<sup>th</sup>, 9 AM – 5 PM.** Early arrivals may be arranged with prior approval of Fair Management. Concessionaires must be ready for business by 11 AM on opening day (Wednesday). Licensee will be responsible for the installation and disassembling of their own trailer. Fair Maintenance will place the trailers in their locations. Concessionaires must check in at the office prior to placement & set up. Concessionaires must wait for placement. If you need to plug your trailer in, let fair staff know at check in. Trailers will be placed in order of arrival and ability to place with respects to neighbors and position.

### **PARKING PASSES/POLICY**

Exhibitor parking will be in the Main Lot. Parking is FREE.

### **GROUNDS ACCESS**

During the hours of Fair operation, no vehicles will be allowed on the grounds. The Main parking lot entrance will be accessible to concessionaire needing morning grounds access between the hours of 8:00 AM and 10:00 AM each day.

A delivery pass for entrance into the grounds to deliver product or other items required in operation of your booth will be in your Exhibitor Packet that you will receive upon checking in. These permits will not allow for parking of vehicles on grounds, you may park in main parking lot. Any vehicle without the proper exhibitor delivery pass will be towed. You will need to be sure the proper delivery pass is displayed in the window of your vehicle for entrance onto the grounds. All vehicles must be removed from the fairgrounds by 10AM each morning.

### **CREDENTIALS/PASSES**

**A maximum of two (2) free “Concessionaire Passes”** will be allotted to each Concessionaire per

space. **No additional “free” exhibitor credentials are available.**

Concessionaires requiring additional work passes (limit of four additional half-price concessionaire passes @ \$8.00 per pass) will have to purchase through the Fair. If you need additional passes you may purchase Season Passes at \$15.00 per pass. Please do not encourage or send employees up to the Fair Office, we cannot verify that they work for you. It is the responsibility of the Concession contact person to purchase the work passes and to pick up work passes at check-in. Please notify the Fair Office of pass requirements by filling out the Pass Request Form on “Attachment A” and returning it by the date stated on the contract. Passes must be picked up upon arrival check-in during set-up hours.

**The sole purpose of these passes is for admission of employees who are actually engaged in the operation of the contracted space.**

### **RV FACILITIES**

(FEE REQUIRED)

There are limited amounts of RV spaces with water and electrical hook ups available. RV spaces will be allocated on a first come, first served basis and must be paid for in advance. These spaces not for autos. RV with water/electrical hookup is \$25.00 per space per night. Only trucks with campers on them will be allowed to park in the RV area, no tents are allowed. Autos will not be allowed to park in the RV area. Auto parking will be in the parking lots. Vehicles pulling trailers must be unhooked and parked in the parking lot. Arrangements must be made in advance of arrival.

### **PROTECTION FROM THEFT**

There is a 24-hour guard service on the grounds, but it is impossible to prevent thievery completely. Plan to lock up any valuables or items, which may be

carried away by hand. Any losses or infractions should be reported to the fair office immediately upon detection.

### **HOURS**

Concessionaires must open daily at 11 AM and may remain open one (1) hour after official close of Fair each night if so desired. **Pre-Fair sales require prior approval.**

### **AUDITORS**

The Fair will assign auditors to check food and beverage sales, gross profits and operation. Auditors will be identified with a Fair I.D. badge. You are expected to permit the auditor in and around your concession stand to read the register tapes, take visual sales counts, etc. as needed. "Shoppers" (unidentified concession staff) will be working with the auditors to monitor daily sales procedures and concession personnel's interaction with the public. Keep smiling!

### **RESTOCKING OF BOOTHS**

The Commercial & Industrial Exhibit buildings will open at 9 AM prior to the Fairs opening at 11 AM for booth restocking. Concessionaires may drive up to the building during the following hours with proper credentials:  
**Wednesday-Sunday 8 AM-10:00 AM**

All major restocking of booths, refilling of spas and booth maintenance must be completed at least 15 minutes prior to opening each day. No vehicles will be allowed to park on the grounds.  
**Any vehicles left on the grounds after 10:00 AM will be towed.**  
**Please Review Section "Grounds Access" for more information.**

### **UPS DELIVERIES**

Concessionaires may receive UPS deliveries Wednesday - Saturday near the Main Entrance for CODs. Non COD orders are delivered to the rear of the

Fair Office on Russell Avenue. Think ahead, early supply planning will prevent the need for UPS. Deliveries are not the responsibility of the Lassen County Fair and no COD order will be received by the office or fair staff.

### **OTHER DELIVERIES**

The main gate will be used for acceptance of deliveries (drive in) between the hours of 8AM - 9AM, Wednesday - Sunday.

### **STOCK TRUCK PARKING**

Limited spaces are available for stock truck parking. There will be a designated area for stock truck parking, which will be \$25/day with electrical hook-up. **No stock trucks will be allowed to park behind concession stands.** Vehicles pulling trailers must be unhooked and parked in main parking lot. Stock Truck spaces will be no larger than 15 feet wide. Please note our space is limited and plan accordingly.

### **SOUND EQUIPMENT**

Radios, television sets, loud speakers, organs, etc., are subject to the approval of the Fair Management. If used, they must be so controlled as not to interfere with other Concessionaires.  
**This privilege may be revoked at any time.**

### **VOICE AMPLIFICATION SYSTEMS**

Voice amplification systems will be permitted in buildings. However, the volume MUST be kept at a reasonable level. Complaints received regarding abuse of the privileges will result in removal of the amplification system and jeopardize future participation at the Lassen County Fair.

### **ALCOHOL RESTRICTIONS**

**Vendors and/or Concessionaires are not allowed to bring or dispense alcoholic beverages on Lassen County Fair property.** Violations of

this policy will jeopardize future participation at the Lassen County Fair.

### **NO SMOKING ORDINANCE**

The County of Lassen has enforced a *Smoking Ordinance prohibiting smoking in all buildings*, on all County facilities, including grandstands, all carnival areas, and kids play areas. WE REQUIRE THAT ALL CONCESSIONAIRES ABIDE BY THIS ORDINANCE. For a copy of the ordinance contact the County of Lassen. A designated smoking site will be on the west side of the Industrial building.

### **PERSONNEL**

Licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel under his/her employ. Such employees shall be neatly dressed, orderly, and polite in their conduct and speech at all times. 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 contract at the sole discretion of Fair Management.

### **LAWNS**

Please preserve our lawns. Grease barrels will be located in the concessionaire's area. Use of barrels are for your convenience. Do not dump grease in garbage cans or put into storm drains. You will be subject to a fine of \$125 if this rule is violated.

### **NO ANIMALS**

No dogs, cats, birds or other animals are permitted in or near a concession stand or on the Fairgrounds at any time.

### **CLEAN-UP**

Concessionaires are responsible for the clean up of the area directly around their stand. This includes condiment tables, etc. All boxes, canisters, trailer entrance, etc. must be kept from public view with the use of barricades or screens. Clean-up efforts in your designated area is your responsibility and is greatly appreciated.

### **CLOSING NIGHT**

Concessions may not be dismantled before 10pm on Sunday evening. However, Fair Management reserves the right to close the show earlier. VEHICLES WILL NOT BE ALLOWED ON THE FAIRGROUNDS UNTIL THE GROUNDS ARE CLEARED OF PATRONS AND THE MANAGEMENT DEEMS IT SAFE TO BRING VEHICLES ON THE FAIRGROUNDS. Concessionaires must make final percentage payment to the Fair on closing night and obtain a signed release before any concession vehicle may be removed from the grounds. All vehicles in their entirety must be removed prior to 12:00 Noon on Monday July 23<sup>rd</sup>, following the Fair.