

Lassen County Fair

Concession Handbook

OPERATING INFORMATION

ADDRESS

Lassen County Fair
195 Russell Avenue
Susanville, CA 96130
www.lassencountyfair.org

Phone: (530) 251-8900
Email: lcfair@co.lassen.ca.us

OFFICE HOURS

Regular Schedule
Mon-Fri 8AM - 5PM

TICKET PRICE DAILY

| | |
|--------------------------|------|
| Adults | \$10 |
| Children (6 to 12 Yrs.) | \$5 |
| Senior (62+) | \$5 |
| Children 5 & under | FREE |
| Adult Season Pass | \$15 |
| Child/Senior Season Pass | \$10 |

FAIR DAYS & HOURS

July 17th – 21st (5 DAYS)

| | |
|-----------|-------------------|
| Wednesday | 11 a.m. – 11 p.m. |
| Thursday | 11 a.m. – 11 p.m. |
| Friday | 11 a.m. – 11 p.m. |
| Saturday | 11 a.m. – 11 p.m. |
| Sunday | 11 a.m. – 10 p.m. |

PARKING - FREE

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 the concessionaire application you are acknowledging that you have read and understand the following rules and regulations. **It is your responsibility to know the rules. 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 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. The Lassen County fair reserves the right to refuse or expel any concessionaire prior to or during the Lassen County Fair for any reasons determined necessary by the fair management.

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. All Indoor Spaces are sold in increments of 10'x10' and are limited

CONTRACT

A Contract, signed by the Fair Manager, will be mailed to you if your application for space is accepted. Read, acknowledge, sign and return a copy of the contract 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. Terms of the contract are the guarantee. A percentage of 22% may be collected by the Fair if it is greater than the guarantee.

Credit card payments will have a fee of 2.5%
All checks made payable to Lassen County Fair

A \$30 administrative fee may be charged for lost contracts that need to be replaced. 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.

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

SUB-LEASING AND RELOCATION

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

CONCESSION SET-UP

Concessions may be setup Monday, July 15th, 8 am – 5 pm and Tuesday, July 16th 9AM – 6PM.

Early arrivals may be arranged with prior approval of Fair Management. Concessionaires must be ready for business by 11 a.m. 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 and wait for placement. At this time concessionaires will receive their vendor packets including passes. No packets will be issued until the Fair has received all necessary forms and payment. Fair staff will place trailers in their locations. Trailers will be placed in order of arrival and ability to place with respects to neighbors and position.

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.

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: **\$135 (food & beverage) or \$110 (all other concessionaire and exhibitors) per stand, this fee is payable to made payable to "Lassen County Fairgrounds" via check, cash or credit card.**

*Additional Insured language: "That the State of California, The District Agricultural Associations, County Fairs, 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

No fee will be charged for water. Electricity will be charged to each space at \$75.00. The Fair must be informed of all electrical needs in advance. Please submit utility fees with space fees by date specified on the contract.

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. 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.

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.

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, e-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. 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.

SKIRTING

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

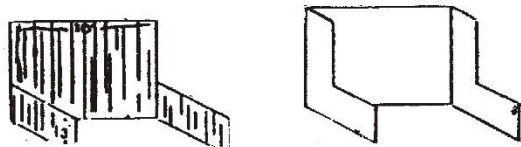
INDOOR DISPLAY AREA

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. 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.

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 p.m. on Tuesday July 18, 2024.** Any exhibitor, who has not checked in or contacted the Fair Office by **5 p.m. Tuesday July 18, 2024** may be required to forfeit their space and the paid space fees.

HOURS

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

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 a.m. and 10 a.m. 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 the 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 10 a.m. each morning.

CREDENTIALS/PASSES

A maximum of two free Concessionaire Passes will be allotted to each Concessionaire per space. Concessionaires requiring additional work passes (limit of four additional half-price concessionaire passes at \$10 per pass) will have to purchase through the Fair. If you need additional passes you may purchase season passes at \$15 per pass. 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. Passes must be picked up upon arrival check-in during set-up hours.

RV FACILITIES

There are limited numbers 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 are not for autos. RV with water/electrical hookup is \$25 per space per night. Only trucks with campers on them will be allowed to park in the RV area, no tents are allowed. Vehicles pulling trailers must be unhooked and parked in the parking lot

PROTECTION FROM THEFT

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.

AUDITORS

The Fair will assign auditors to check food and beverage sales, gross profits and operation. 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.

RESTOCKING OF BOOTHS

The Commercial & Industrial Exhibit buildings will open prior to the Fair's opening at 11 a.m. for booth Re-stocking. Concessionaires may drive up to the building during the following hours with proper credentials: Wednesday – Sunday 8am to 10am Any vehicles left on the grounds after 10 a.m. will be towed. Please Review the “Grounds Access” Section 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. 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 8 a.m. – 10 a.m., Wednesday - Sunday.

SOUND EQUIPMENT

Radios, television sets, loud speakers, organs, etc., are subject to the approval of 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 will 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.

NO SMOKING ORDINANCE

The County of Lassen has enacted a No Smoking Ordinance prohibiting smoking in all buildings, on all County facilities, including grandstands, all carnival areas, and kids play areas

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.

GREASE

Grease barrels will be located in the concessionaire's area. Use of barrels is 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. If you see a full barrel please inform fair management so we may take care of it.

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 cleanup 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 are your responsibility and are greatly appreciated.

CLOSING NIGHT

Concessions may not be dismantled before 10 p.m. 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 management deems it safe to bring vehicles on the fairgrounds. Concessionaires must make final percentage payment to the Fair on closing night. All vehicles in their entirety must be removed prior to noon on Monday, following the Fair.