

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

OFFICE HOURS

Regular Schedule 8 AM - 5 PM

Fairtime July 21st- 25th 2010

Monday-Saturday
9 AM - 5PM

Check Out 9 PM-11PM

FAIR HOURS AND DAYS

July 21st -25th
Wed - Sun (5 DAYS)

Wednesday	10 AM - 11 PM
Thursday	10 AM - 11 PM
Friday	10 AM - 11:30 PM
Saturday	10 AM - 11:30 PM
Sunday	10 AM - 10 PM

TICKET PRICE DAILY

Adults	\$5.00
Children (6 to 12 Yrs.)	\$3.00
Senior (60+)	\$3.00
Children 5 & under	FREE
Adult Season Pass	\$10.00
Child/Senior Season Pass	\$6.00

PARKING

All Lots FREE

ATTENDANCE

2005 Attendance:	48000
2006 Attendance:	49000
2007 Attendance:	54000
2008	
2009	

2010 Lassen County Fair Concession Handbook

Dear Concessionaire:

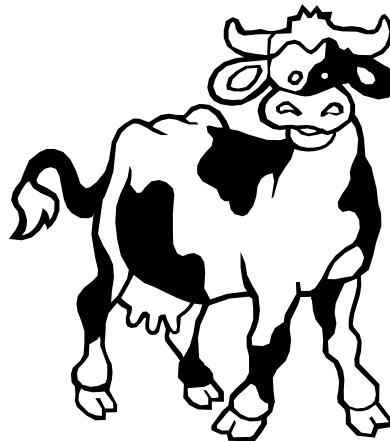
Thank you for your interest in the Lassen County Fair. This 2010 Concessionaire's Handbook is designed to bring you the most up to date information regarding our Fair and its operation. These policies have been established for the benefit of all involved in the Lassen County Fair. By following these rules and regulations, we can ensure 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 entire run of the Fair.**

By signing Attachment "A", you are acknowledging you have read and know these rules and regulations. **It is your responsibility to know the rules.** The Fair reserves the right to decline, restrict, prohibit or remove any Concessionaire, Concession or proposed Concession or Concessionaire, not approved by it, and to permit only such matter and conduct as it may approve. This reservation covers persons, exhibitors, things, 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



FAIR TIME RULES AND REGULATIONS

APPLICATION FOR SPACE

Concessionaires in good standing from previous year's Fair are sent an invitation early in the year to participate in the upcoming Fair. Applications must be received at the Fair Office or by the designated date. 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 will be mailed to you if your application for space is accepted. Read, acknowledge, sign and return all copies of the contract form to the Fair Office as soon as possible. Upon receipt, the Fair Manager will sign the agreement and your copy will be mailed to you. Your space is not guaranteed until the contract is signed by all parties and all fees 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 or a percentage of the gross whichever is greater. The percentage is 20%.

No checks will be accepted

after June, 15 2010. CASH, CERTIFIED CHECK, MONEY ORDER, CASHIER'S CHECK ONLY WILL BE ACCEPTED AFTER THIS DATE. 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, deposits, 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.

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

(NO FEE REQUIRED)

Concessionaire must have a State Sales Permit Number (Tax Resale I.D. #) entered on application submitted & on

FAIR TIME RULES AND REGULATIONS

file with the Fair. There is no charge in obtaining this permit. Contact:

**State Board of Equalization
319 Hemsted Dr., Redding, CA
Phone: (530) 224-4729**

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 your contract. All certificates must list the Additional Insured (*see below). If you wish to purchase insurance via the Fair Office, send: **\$108** food & beverage and **\$84** all other concessionaire and exhibitors **per stand, (cashier's check, money order or certified check ONLY, Payable to: California Fairs Services Authority).**

A correct Certificate of Insurance must be submitted on or before the date stated in your contract.

*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 and one 110V. electrical outlet. **Additional** 110V outlets can be purchased for \$50.00 each and 220V outlets for \$75.00 each. The Fair must be informed of all electrical needs in advance. Please submit utility fees prior to **May 12, 2010**. 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 flame proofed. CREPE PAPER MAY NOT BE USED FOR ANY REASON. All electrical installation shall conform to the State Electrical Safety Code. All concessions will be inspected by the Fire Marshal.

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. You may blow up your balloons off grounds and bring them in.

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 TIME RULES AND REGULATIONS

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 insure 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 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

Menu and prices submitted upon application for Concession space may not be changed prior to or during Fairtime without written notice to 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 back their Z tapes from the auditors, we would recommend to either get dual tape registers or use NCR tape in their register. Auditors will not give the X tapes back.

Concessions with cash transaction must turn in a daily report of sales and readable Z Tape daily by 9:30 AM the following day.

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

FAIR TIME RULES AND REGULATIONS

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. Stickers of any kind will not be allowed. Exceptions will be made to licensees who sell pre-packaged sticker sheets, however prior approval must be obtained from the Fair Manager. No Stink bombs, snap guns, poppers or other exploding devices, including fireworks will be allowed, in addition to silly string, lighters, laser pins (lights), toy cigarettes 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. No Stickers will be allowed. 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 at back walls of all 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 IN FROM THE AISLE.

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 back 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

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local Employment Development
Department at 530-257-6050.

During the hours of operation of Fair,
no vehicles will be allowed on the
grounds. The Main parking lot entrance

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 20th, 2010**. Any exhibitor, who
has not checked in or contacted the
Fair Office by **5:00 PM Tuesday July
17th, 2007** may be required to forfeit
their space. Spaces will be resold. All
fees paid will be considered forfeit.

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 Exhibit Packet.
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

CONCESSION SET-UP

Concessions may be installed **Monday
July 14th 9 AM- 5 PM and Tuesday
July 15th, 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. 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.

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 @
\$5.00 per pass) will have to purchase
through the Fair. If you need
additional passes you may purchase
Season Passes at \$10.00 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.
Please notify the Fair Office of pass
requirements by filling out the Pass
Request Form on “Attachment A” and
returning it by date stated on contract.
Passes must be picked up upon arrival
check-in during set-up hours.

PARKING PASSES/POLICY

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

GROUND ACCESS

FAIR TIME RULES AND REGULATIONS

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 1st-come 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 established Fair hours 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. Each "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 9:00 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 9:00 AM will be towed.**

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**

FAIR TIME RULES AND REGULATIONS

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 seriously jeopardize future participation at the Lassen County Fair

ALCOHOL RESTRICTIONS

Vendors and/or Concessionaires are not allowed to bring or dispense alcoholic beverages on the 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, 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.

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. 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 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. Concessionaires check in with the OFFICE prior to set-up on lawns.

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 10 pm on Sunday evening. However, Fair Management reserves the right to close the show earlier.

FAIR TIME RULES AND REGULATIONS

VHICLES 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
payment to the Fair on closing night
and obtain a signed release for before
any concession vehicle may be removed
for the grounds. All vehicles in their
entirety must be removed prior to 12:00
Noon on Monday following the Fair.