

14th District Agricultural Association

Santa Cruz County Fair

Fair Time operations policies

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Fair Time operations policies

COMPETITIVE EXHIBITS

The entry guide will be updated annually and posted on the fair web site. The policies pertaining to competitive exhibits are included in the "rules" sections of the Entry Guide published by the Association. These "rules" cover both state rules (mandated by the Division of Fairs) and local rules (determined by the Association.)

DEPARTMENTS

Each department will have a chairperson or co-chairpersons who is chosen by and reports to management. Management has the ability to pay the chair persons a fee for services and reimburse the chairpersons for expenses based on a budget agreed upon for each department during the pre fair planning process. All financial obligations, purchase of supplies, sponsorships and contracts must be agreed to and processed by management. Fair management must be notified of all committee meetings 10 days in advance.

FOOD CONCESSIONS/COMMERCIAL EXHIBITS

All food concessions operations and commercial exhibits will be inspected by management to insure satisfactory service to the public. Health permits and health inspections are required.

An audit shall be conducted. Such audits shall include daily reports, cash handling procedures and an evaluation of each concession booth and any other procedures as set forth by the contract.

In accordance with the Fairs and Expositions Directors Handbook space rates will be set annually by the Board of Directors.

All operators shall sign contracts which contain the rules & regulations which they must comply with.

ALCOHOL CONCESSIONS (FAIRTIME)

All alcohol sold or hosted to be provided by the Santa Cruz County Fair Heritage Foundation. See Alcohol Policy located in Operational Policies section.

FREE SPACE:

Space will be allocated to governmental agencies, sponsors and/or non-profits and be limited to that which is available after space sales are completed, at the discretion of the CEO.

ELECTED OFFICIALS AND POLITICAL PARTIES

1. Distribution of promotional or campaign materials shall be from booths ONLY. This includes campaign buttons and brochures, etc.
2. The use of STICK ON DEVICES is prohibited on the grounds and in the parking lots.
3. Novelty items for give away in a commercial booth must be approved by management as they cannot compete with the concessionaires who have exclusive rights on items such as caps, balloons, yard sticks, etc.
4. Elected officials may be introduced at grandstand events and it will be done only as is convenient. Introductions will be made only if officials have reported their presence in advance. Speeches will not be allowed.
5. If elected officials are on the grounds, they should check into the Administration Office so that proper courtesy can be extended.

REFUNDS

Definition of Cancellation, Rescheduling or Delay of an entertainment event

- A. A cancellation of a paid Fair event is defined as any performance or event that did not occur. This non-occurrence of the event could be due to performer breach of contract (no show), equipment or power failure, act of God, or the Fair Board rescinds or nullifies an outstanding contracted performance.
- B. A rescheduling of a paid Fair event is defined as a paid event scheduled at a later time/or day than originally planned and advertised as a result of a previous cancellation.
- C. A delay of a paid Fair event is defined as a postponement of the starting time of a paid event other than that which was advertised as the time of performance. A delay, which constitutes reason for ticket refund, would be more than a two-hour duration. An announcement would be made regarding ticket refund procedures, which would be determined by the CEO.

Refund Request

- A. **Cancellation**: In the event of a cancellation of a paid Fair event, the holder of the ticket for the performance, which was cancelled, would be entitled to a refund for the cost of such ticket.
- B. **Rescheduling**: A ticket holder to a paid Fair event, which was rescheduled, should be allowed the option of attending the rescheduled performance or

requesting a refund in the amount of the purchase price of the ticket to such event. Refund subject to Section IV.

C. **Delay:** A paid Fair event delayed would constitute a refundable event.

Maximum Time Period Allowed for Honoring Request for Ticket Refund

- A. As a result of a cancellation, rescheduling or deemed delay of a paid Fair event, the holder of a paid event ticket must apply for a refund from the Santa Cruz County Fair within 30 days of such cancellation, rescheduling or deemed delay.
- B. Such refund must be requested by presenting ticket to paid event to the ticket office of the Administration Building located on the Santa Cruz County Fairgrounds within the 30-day time limit.
- C. If it is inconvenient or impossible to present paid ticket in person for refund, then such ticket should be mailed to the CEO of the Santa Cruz County Fair, 2601 East Lake Avenue, Watsonville, CA 95076, with request for such refund postmarked within 30 days
- D. No refund will be made for any reason after 30-days.
- E. There will be no refunds for any complimentary tickets for any reason.
- F. No refunds will be made for any ticket trade giveaways.
- G. Discounted tickets will be refunded at the discounted price.

IV. Refund Related to Fair Admission. Parking and Carnival

All refunds are subject to management approval. Refund requests must be submitted in writing and contain original tickets.

CONCESSIONS

- 1. If cancellation of space is 45 days or more prior to the Fair a 20% fee for administrative cost will be withheld from deposit refund.
- 2. No refunds will be made if cancellation is within 44 days of the Fair.

COMMERCIAL SPACE

- 1. If cancellation of space is 90 days or more prior to opening day of Event 100% of payment will be refunded.
- 2. If cancellation of space is 30 days to 89 days prior to opening day of Event 50% of payment will be refunded.
- 3. If cancellation of space is less than 30 days prior to opening day of Event **NO REFUNDS**

- 4. Cancellations of space are understood to give the Fair permission to resell the space.

FAIR RV SPACE

1. Any cancellations 60 days or more prior to the opening day of the Fair will receive a full refund.
2. No refunds will be made if cancellation is within 59 days of Fair.
3. Cancellation of space is understood to give the Fair permission to resell the space.
4. See R.V. Park Rules and Regulations (non-fair time) located in operational Policy section).

CREDENTIALS

ALCOHOL CONCESSIONS:

Foundation volunteers will receive admission and parking credentials based on the staffing schedule approved by Fair management.

BOARD OF DIRECTORS:

Directors will be given 10 daily gate admission passes and 5 parking passes to be distributed for promotional purposes as part of our marketing plan. Directors will pay for special event tickets, but will be given priority on location as available.

BUILDING MONITORS:

Gate admission and parking credentials will be given to building monitors only for the day(s) they work as requested by the building monitor coordinator.

CARNIVAL:

Carnival employees will be admitted with a photo I.D. badge or other credential as approved by management.

COMMERCIAL EXHIBITORS:

Pass program will be determined annually when rates for space are set. The application packet will contain the information.

COMMUNITY ENTERTAINMENT:

A list of entertainers/chaperones will be submitted to the stage coordinator. Only those on the list will be admitted at the Community Stage gate at no charge. All guests of the entertainers will purchase admission passes.

CONCESSIONAIRES:

Passes will be issued by management based on size & scope of concession operations. Concessionaire and vendor stock truck parking is permitted with fees and location to be determined by management.

EMPLOYEES:

Employees that are hired before August 1st will receive 1 employee wristband, and 12 daily admission passes. Employees hired after August 1st will be provided with 1 employee wristband.

HANDICAP PARKING:

The handicap public will be required to pay the general parking fee in the designated lots.

HOME ARTS. ART, PHOTO. ETC.:

Volunteers will receive a wristband for admission and parking. Exhibitors receive no passes.

LIVESTOCK: 4-H. FFA. GRANGE & INDEPENDENT EXHIBITORS:

A \$20 exhibitor packet will include an admission wristband which includes parking. A limited number of livestock trailer parking spots are available. Fees and location at the discretion of management. Fees to be reviewed for possible changes yearly by the Board of Directors.

LIVESTOCK ADVISORS:

Advisors for livestock may purchase a wristband for admission and parking.

MILITARY:

Active military no charge with identification (admission only) on opening day.

PRESS:

Credentials will be issued at the discretion of management. .

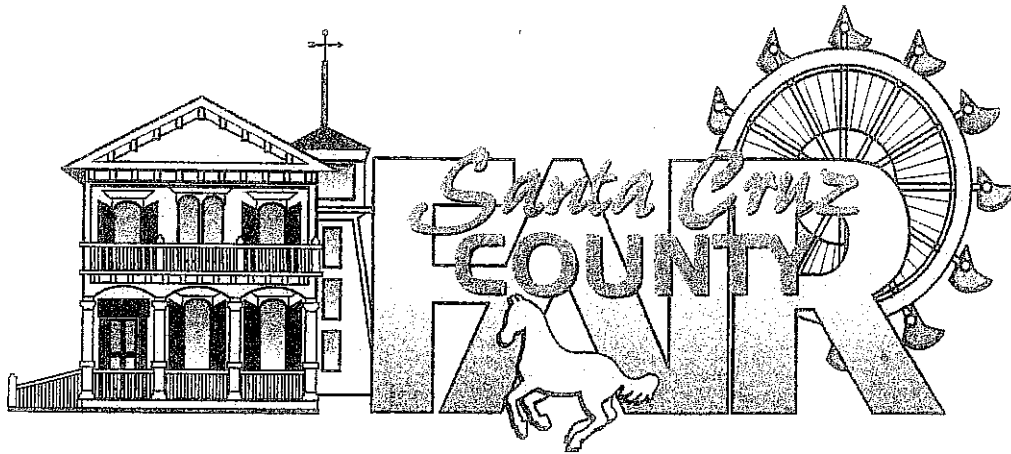
WESTERN FAIR CREDENTIALS:

WFA Credentials will entitle bearer admission to the fair.

THEME CONTEST:

A theme contest will be held prior to each annual Fair. The Fair department heads and management will choose the theme.

SANTA CRUZ COUNTY FAIRGROUNDS
14th District Agricultural Association



2015 Concessionaire Handbook
Rules and Regulations
(Addendum A)

Watsonville, California
September 16th - 20th

www.sccfa.org

Santa Cruz County Fair Concessionaire Rules and Regulations, Addendum A

Santa Cruz County Fair Concessionaire RULES AND REGULATIONS Addendum A

Thank you for your interest in the Santa Cruz County Fair. Please read this information carefully. This booklet summarizes the rules and conditions governing the use of concession space and conduct of concessionaires. Addendum A is referenced in the Agreement for Concession Space. The rules and regulations contained in Addendum A apply to all exhibitors, sponsors, food and novelty operators and all other individuals, corporations, association fairgoers, etc., while on the Santa Cruz County Fairgrounds.

By signing your contract for space, you are acknowledging you have read and understand these rules and regulations. The Fair reserves the rights to decline, restrict, prohibit or remove any concession, concessionaire or proposed concession or concessionaire, not approved. Management retains the right to remove any concessionaire from the fairgrounds at any time without notice for reasons deemed necessary by Fair management. It is important that any representative or employee working in your concession be aware of the rules set forth in this booklet.

The management of the Santa Cruz County Fair and Fair Association 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.

CONCESSION APPLICATION

Fair reserves the right to refuse any application for any reason or relocate any concessionaire without notice.

PAYMENT OF FEES

Payment is due by the deadline date stated in the contract. Failure to pay on time will result in cancellation of the contract by Fair management.

After August 8, 2015, **CASH, CERTIFIED CHECK, MONEY ORDER OR CASHIER'S CHECK ONLY**, payable to: Santa Cruz County Fair or S.C.C.F. A \$25.00 administrative fee will be charged for checks returned for any reason.

Concessionaires must schedule an appointment to make final reports and payments to the Santa Cruz County Fair after close of fair, September 20, 2015. NO EXCEPTIONS!! Payment must be made in the Fair administration office to receive a signed Exit Release authorizing concessionaire to leave the fairgrounds. Outstanding invoices due to accounting errors will be billed by mail.

Concessionaire will pay all required fees, **including all sales and/or monies drawn from their ATM (25% to Fair)**, taxes, and deposits and will obtain licenses, applicable to the operation of said concession and will be responsible for other city, county and state permits and licenses required by law.

REFUND INFORMATION

No refunds will be made if cancellation is less than 60 days prior to the Fair's opening day. Requests for refunds must be made in writing and are subject to the approval of the Santa Cruz County Fairgrounds management.

CONTRACT

A contract will be mailed to you if your application for space is accepted. Read, acknowledge, sign and return one copy of the contract agreement with payment to the Fair office by the due date.

Santa Cruz County Fair Concessionaire Rules and Regulations, Addendum A

STATE SALES PERMIT (NO FEE REQUIRED)

Those selling at the Fair must have a CA State Sales Permit (Tax Resale I.D. #) on file with the Fair (State Board of Equalization in San Jose, California). Sales tax in Santa Cruz County is currently 8.25%. The tax rate is subject to change.

INSURANCE CERTIFICATE (NO FEE REQUIRED, UNLESS YOU NEED A PROVIDER)

All Concessionaires are required to provide an original "Certificate of Insurance" (minimum of \$1,000,000) by the date specified in your contract. **All certificates must list the Additional Insured's** (see language below). In most cases, insurance can also be purchased through the California Fair Services Authority (CFSA). If you wish to purchase insurance, send \$125.00 per stand. For golf carts see page 6.

Required language on Certificate of Insurance: "That the State of California, the District Agricultural Association, County Fair, the County in which the County Fair is located, Citrus Fruit Fair, or California Exposition and State Fair, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."

Cancellation Clause: 30 day cancellation notice required on insurance.

STAND SET-UP

All preparation for stands must be completed by 10 AM on opening day. Concessionaires are responsible for the installation and disassembling of their own stands. If you plan on arriving more than one week prior to the start of the Fair, you must make arrangements with the Fair office.

CREDENTIALS/PASSES

A maximum of 36 daily passes will be provided to each concessionaire. Passes can be picked up at the Fair office prior to Fair or upon arrival at the Fair during set up hours. The sole purposes of these passes are for admission of employees who are actually engaged in the operation of the contracted space. **PASSES ARE NOT TO BE GIVEN TO PATRONS OF THE FAIR.** Concessionaires needing additional daily passes may purchase a maximum of 36 per stand @\$9.00 each in the Fair office. **No additional free concessionaire credentials are available.** Passes may be picked up in the Fair office after September 8, 2105 or during set up days.

CONCESSION LOCATION AND CHECK IN

Upon arrival and prior to the set up of booth, concessionaires will be required to check in with the Fair office to receive their CREDENTIALS, CONCESSION LOCATION, ETC. Please do not unhook any equipment without checking in at the Fair office.

PERSONNEL

Concessionaires shall be solely and absolutely responsible for conduct and personal appearance of all personnel in their employ. Employees shall be neatly dressed, orderly and be 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 their contract.

AUDITORS

The Fair will assign auditors to check food and beverage sales grosses and operation. Auditors will be identified with a Fair ID 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 concessionaire will be responsible for reporting their daily sales (cash register receipts) each morning to the Fair office. If you wish to drop off your register receipts each night, you must make arrangements with the Fair auditor prior to the opening day of Fair. "Shoppers" (unidentified fairgrounds staff) will be working with the auditors to monitor daily sales procedures and concession personnel's interaction with the public.

Santa Cruz County Fair Concessionaire Rules and Regulations, Addendum A

MENU & PRICES

Menu and sales pricing must be submitted with application for concession space and may not be changed prior to or during fair time without written notice to Fair manager and approval.

CASH REGISTER

All concessionaires are required to provide and use a cash register with tape, X/Z capability and a digital price monitor. The digital price monitor must always be in plain view of the public. Concession auditors will monitor to ensure this is done. First warning, verbal; second warning, written; third warning, concession closed for remainder of Fair and concessionaire will not be invited back to any future fair.

HEALTH DEPARTMENT PERMIT (FEE REQUIRED)

The Santa Cruz County Health Department will inspect each food facilities daily at the fair to ensure proper procedures and regulations of the department have been met including the purchase of a Santa Cruz County Health Permit. A food facility shall not be open for business without a valid permit. Each Concessionaire will receive an application for permit and an information packet and is responsible for reading and understanding all requirements of the Santa Cruz County Department of Health Services. The health permit fee is \$151 (subject to change), payable to the Santa Cruz County Health Services Agency. You may be eligible for a Veterans Exemption of fees by attaching a copy of your VA CARD, DRIVER'S LICENSE, AND VA PAPERS with your Permit Application. Send application and fee and/or supporting documents to the Santa Cruz County Fairgrounds. Advance purchase of a Santa Cruz County Health Permit can be obtained at the: SANTA CRUZ COUNTY HEALTH SERVICES AGENCY, 701 OCEAN STREET, ROOM 312, SANTA CRUZ, CA 95060, (831) 454-2022.

FIRE AND SAFETY REGULATIONS

The Health and Safety Code of California will govern all concessions. All decorative materials must be flame proofed. UNDER NO CIRCUMSTANCES MAY CREPE PAPER BE USED. All electrical installation shall conform to the Electrical Safety Code of California.

ALL CONCESSIONS WILL BE INSPECTED BY THE FIRE MARSHAL AND SHOULD BE PREPARED FOR THE INSPECTION ON OPENING DAY. State of California Office of the State Fire Marshal, Sacramento Headquarters, 1131 "S" Street, Sacramento, CA 95811; (626) 705-7318 or Fax 916-324-3784.

GROUND ACCESS

During fair hours NO vehicles will be allowed on the grounds. Parking is available in designated areas. Credentials are required for entry. A hand stamp is needed for re-entry. *It is your responsibility to notify your purveyors of the delivery hours.*

ELECTRICAL ENERGY SHORTAGE

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

UTILITIES

MANAGEMENT RESERVES THE RIGHT TO DENY REQUESTS FOR UTILITIES. All phone installation and electrical work required (other than above mentioned) must be installed at concessionaire's own expense, and under the supervision of the Fair Maintenance Department. All such installations shall conform to regulations established by State of California.

ICE

Only one ice concessionaire is authorized to sell ice at the Fair.

Santa Cruz County Fair Concessionaire Rules and Regulations, Addendum A

CLEAN UP

Concessionaires are responsible for the clean up of the area directly around their stand(s). All boxes, canisters, trailer entrance, etc. must be kept from public view with the use of barricades or screens. Any boxes for disposal must be broken down for recycling. Clean up efforts are greatly appreciated. The ground your stand occupies must be protected from grease, coals, or other substances.

ANIMALS

Dogs, cats, birds, or other animals are not permitted on the fairgrounds at any time. Service dogs are the only exception and are allowed on the fairgrounds, but not in food concession booths.

UPS DELIVERIES

Deliveries are not the responsibility of the Santa Cruz County Fair and Fair staff will not accept deliveries.

SUB-LEASING AND RELOCATION

Concessionaire may not assign, sub-lease or apportion any part of assigned space at any time. Concessionaire may be relocated as deemed necessary by Fair management.

SECURITY

There is 24-hour guard service on the grounds, but it is impossible to prevent thefts completely. Plan to lock up any valuables. Please report any losses or infractions to the security office. Management will not be responsible for lost, damaged, or stolen merchandise.

FIRST AID

First aid will be available during all hours of the Fair at a fixed first aid area on the fairgrounds.

RV FACILITIES (FEE REQUIRED)

A limited number of camping spaces with hook ups are available. RV spaces will be allocated on a first come basis and must be paid for in advance to reserve. Reservations must be made for space by returning the Concessionaire Business Form with fee payment. RV with hookups, \$220 per space; without, \$110 per space.

GOLF CARTS & OTHER UTILITY VEHICLES

Golf cart usage is restricted. All carts must be registered with the Fair office. Liability insurance for golf carts for up to 8 days is currently \$75 (see Concessionaire Business Form) otherwise please send proof of insurance for your golf cart. Please see attached utility vehicle rules.

CLOSING NIGHT

TO ALLOW FOR PUBLIC SAFETY, CARS AND TRUCKS WILL NOT BE ALLOWED ON THE GROUNDS UNTIL MANAGEMENT ALLOWS. Concessionaires must make final payment to the Fair closing night and obtain a signed release form before any concession vehicle may be removed from the grounds.

**Thank you for participating in the 2015
Santa Cruz County Fair**

We are looking forward to a fun, safe, enjoyable, and successful fair!

FOOD BOOTH REQUIREMENTS AND PROCEDURES

GENERAL REQUIREMENTS

A Health Permit to Operate is required prior to selling or giving away food from any temporary food facility. The Permit must be posted while open for business.
*Application for a Health Permit must be received at least two weeks prior to the event to allow timely processing of the application.

STRUCTURAL STANDARDS

1. Food booths must be entirely enclosed with four (4) complete sides and a roof of 16 mesh screening. The only openings allowed are entrances and service openings. Entrances and food service openings shall be equipped with tight fitting closures to minimize the entry of insects. The service openings are limited to 216 square inches. There shall be overhead protection over all food preparation, storage and warewashing areas.
2. Operations which sell pre-packaged foods that are prepared in an approved kitchen (i.e. restaurant, delicatessen, etc.) or by a manufacturer shall not be required to have complete booth enclosures.
3. Construction materials such as plywood, canvas and/or 16-mesh fireproof screening, can be used. Check with the local Fire Department for approved construction materials. Floor surfaces must consist of one of the following materials: concrete, asphalt, tight wood, or other similar cleanable material kept in good repair.
4. Counters, shelves, and preparation tables shall be made of non-toxic materials that are smooth and easily cleanable. Food preparation tables shall be located away from serving counters. Food displayed on front counter must be protected with appropriate covers or sneeze guard.
5. Food booths must be completed before they are supplied with food.
6. Toilet facilities shall be provided convenient to employees (Maximum distance is 200 feet from the booth).
7. Food booth must be identified by the facility name, city, state, zip code, and operator's name. The facility name shall have a minimum of 3" lettering. The city, state, zip code and operator's name must have a minimum of 1" lettering. Both shall have letters of a contrasting color to the surface on which it is posted.

OPERATIONAL STANDARDS:

1. All food handling and preparation shall take place either in the food booth or at an approved food facility (permitted restaurant, delicatessen, etc.). **FOOD STORED OR PREPARED AT HOME IS PROHIBITED.** Out of county facilities must be pre-approved.
EXCEPTION: Open-air barbecuing is allowed with the following conditions: a) if on the same premises and in reasonable proximity to food booth; b) The open-air barbecue must be located in an area reasonably protected from dust, as determined by Environmental Health; c) No other food may be prepared or stored on the barbecue except for food cooked wholly on the barbecue.
2. All cooking (except "Barbecuing" and "Deep fat frying") must be done inside the food booth. Special attention is necessary for ventilation and fire protection. Check with your local Fire Department for any additional Food Booth cooking and Fuel restrictions.
3. All food service is to be single-service (i.e. paper plates, cups, plastic eating utensils - disposables).
4. Mechanical refrigeration IS required unless alternative methods have been approved. Ice used for refrigerating non-perishable foods and beverages must be kept in separate bins or containers. Perishable foods shall be kept at 45° F or less or kept heated to 135° F or higher. **FOOD IN TRANSIT MUST ALSO BE KEPT AT 45° F OR LESS.** Ice used for refrigerating foods cannot be used for consumption. Provide a probe thermometer.
5. All food and food containers (including ice) shall be stored a minimum of 6 inches off the ground on shelving or pallets located within the food booth.
6. Open condiment containers are prohibited (relish, catsup, mustard, etc.). Condiments must be pre-packaged, in squeeze bottles, in containers fitted with plungers, or dispensed by other methods approved by Environmental Health.

[OVER]

7. All drink dispensing units must drain into catch containers. Liquid waste must go into a holding tank or to an approved sewage disposal system and not discharged onto ground.
8. Utensil - Washing Facilities: Booths with food preparation require three 5 gallon labeled containers for the cleaning of equipment, utensils, and for general cleaning purposes. The buckets shall contain soapy water, clean water and a bleach/water solution (use 1 tablespoon of bleach per gallon of water).

Hand-Washing Facilities: Provide a 5 gallon water container with a dispenser valve that is capable of providing a continuous stream of water from an approved source that leaves both hands free for to allow vigorous rubbing with soap and warm water for 10 to 15 seconds. Hand washing facilities shall be equipped with cleanser and single-use paper towels. A catch basin shall be provided to collect wastewater. Wastewater must be properly disposed into a sanitary sewer or other approved wastewater disposal system.
9. Provide leakproof and flyproof refuse containers for each booth and keep the booth area free of garbage and litter. Arrangements for clean up and final disposal of all solid waste must be approved by Environmental Health.
10. Clean clothing shall be worn by those preparing and serving food. Aprons are recommended.
11. Smoking is prohibited in food booths.
12. Remove all perishable food items after daily operation. Food must be stored at the approved food facility unless approved mechanical refrigeration is provided on site.

EASY STEPS FOR HEALTHY FOOD SERVICE

WASH YOUR HANDS	Thoroughly wash your hands with warm water and soap before beginning work and after each break.
KEEP COLD FOODS BELOW 45°F	Check refrigeration temperatures regularly and store all perishable foods under refrigeration.
KEEP HOT FOODS ABOVE 135°F	Check temperature of foods in steam tables and hot displays regularly.
DO NOT WORK IF YOU ARE ILL	Report illness to your supervisor and stay away from food handling activities.
MINIMIZE HAND/FOOD CONTACT	Use utensils, single service paper, or disposable gloves for food handling, whenever possible.
NO SMOKING	No smoking in work areas. After smoking, wash your hands before returning to work.
KEEP SERVICE OPENINGS SCREENED	Minimize the number of flies by keeping openings screened and doors closed at all times.
WEAR CLEAN CLOTHING	Wear clean uniforms including aprons and garments. Store coats, etc. away from food areas.
WEAR A HAIR RESTRAINT	Confine your hair to prevent contamination of food and utensils.
CLEAN ALL WORK AREAS	Remember: "If you have time to lean, you have time to clean!"

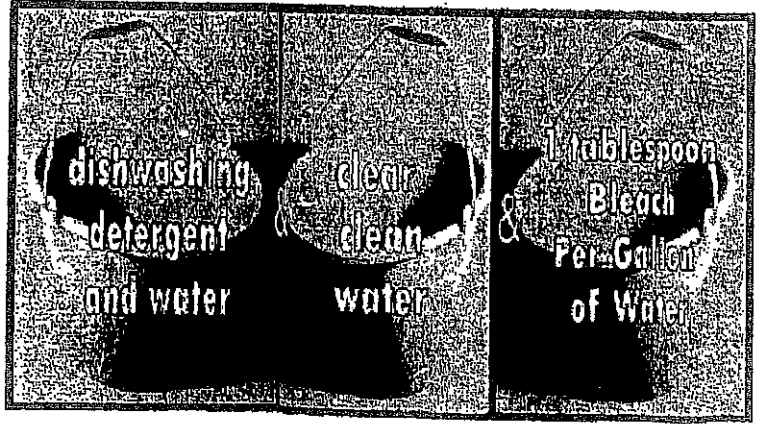
*This is a partial listing of the requirements for a Temporary Food Facility (food booth).

EHS-19(Rev. 6/09)

Hand-Washing Facilities – Provide a five (5) gallon water container capable of providing a continuous stream of water at a temperature of 100°F with a dispensing valve to leave hands free for washing, a waste-water container, soap dispenser, and paper towels for hand washing within the food booth.



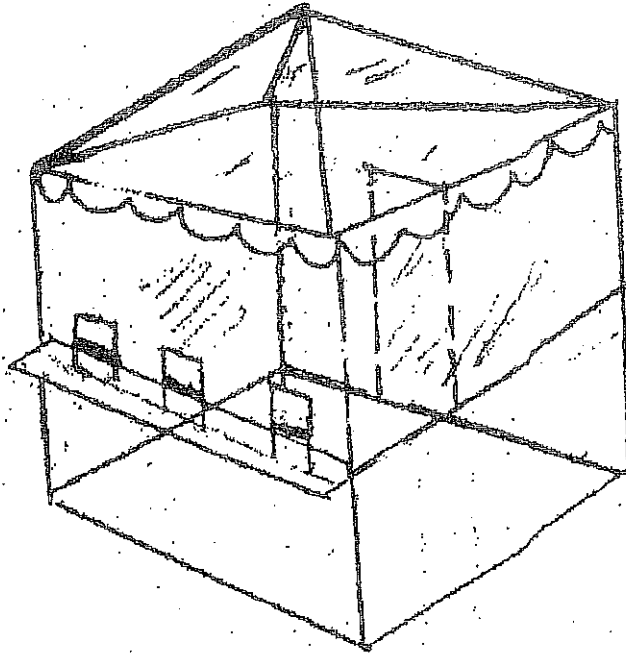
Utensil-Washing Facilities – Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils, and for general cleaning purposes. The buckets shall contain soapy water, clean water, and a bleach/water solution.



Note: Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power, and sewer connections are available.



The following is an approved sample booth design. Any other proposed design for a booth shall be reviewed and approved by the Health Department prior to construction.



14TH DAA/SANTA CRUZ COUNTY FAIR

2015 Exhibitor Handbook Addendum A

**Watsonville, California
September 16 – 20, 2015**

**Fair Theme:
Country Nights and Carnival Lights**

Santa Cruz County Fair Exhibitors RULES AND REGULATIONS

Thank you for your interest in the Santa Cruz County Fair. Please read this information carefully. These rules and regulations have been established for the benefit of all involved in the Santa Cruz County Fair. These rules apply to all exhibitors, sponsors, food and novelty operators and all other individuals, corporations, and fairgoers, while on the Santa Cruz County Fairgrounds.

By signing your contract for space, you are acknowledging you have read and understand these rules and regulations. The Fair reserves the right to decline, restrict, prohibit or remove any Exhibit, Exhibitor or proposed Exhibit or Exhibitor, not approved by Fair Management. This reservation covers but is not limited to persons, exhibitors, items, conduct, printed matter, advertising, souvenirs and emblems, and all else, which affects the Fair, prior to and during the Fair. Management retains the right to remove any Exhibitor from the fairgrounds at any time without notice for reasons deemed necessary by Fair Management. It is important that all representatives or employees working in your exhibit be aware of the rules set forth in this booklet. These rules and regulations will be strictly enforced.

The management of the Santa Cruz County Fair and Fair Association 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 related to the Fair. This booklet summarizes the rules and conditions governing the use of exhibit space and conduct of exhibitors.

EXHIBIT APPLICATION

Exhibitors in good standing from previous year's fair are invited early in the year to participate in the Fair. New locations may be requested, but there are no guarantees that requests will be granted. A \$300.00 non-refundable deposit is to be submitted with application. The balance due is payable on or before the deadline date stated in the contract. Full payment is also acceptable. Failure to pay on time will result in cancellation by Fair Management. No checks will be accepted after August 22, 2015; only cash, certified check, money order or cashier's checks will be accepted after this date. A fee of \$25.00 will be charged for all returned checks. **The Fair reserves the right to refuse any application for any reason or relocate any exhibitor without notice**

REFUND INFORMATION

There are no refunds

Santa Cruz County Fair Exhibitor Rules and Regulations
Addendum A

CONTRACT

If your application is approved, a contract will be mailed to you. Please read, acknowledge, sign and return all copies of the contract to the Fair office by the due date. Only the products listed on the contract may be sold. There are no exclusive sales (other than Fair logo items, ice and balloons) given to any Exhibitor. There may be the possibility of similar or like-items sold at the Fair. All products displayed or sold must be listed on the contract. No substitutions can be made without prior approval of Fair Management. Fair Management will determine whether a product or service is offensive, in bad taste or in conflict with another exhibit and shall reserve the right to refuse any exhibit, exhibit item or exhibitor before or during the Fair

EXHIBITOR CHECK-IN

Upon arrival and prior to the set up of the Exhibitor's booth, the Exhibitor will be required to check-in at the Fair Office.

SUB-LEASING AND RELOCATION

Exhibitor may not assign, sub-lease or apportion any part of assigned space at any time. If sub-leasing of any type is found, the licensee will be asked to leave the grounds. Exhibitors may be relocated as deemed necessary by Fair Management.

CREDENTIALS/PASSES

Exhibitors must submit a list of employees who will be working each day in booths. A maximum of 30 daily passes will be allowed to each exhibitor. Passes may be picked up in the Fair office prior to fair or upon arrival at the fair during set-up hours. The sole purpose of these passes is for admission and parking of Exhibitor's employees who are actually engaged in the operation of the contracted space. **PASSES ARE FOR PEOPLE WORKING IN YOUR BOOTH AND ARE NOT TO BE GIVEN TO PATRONS OF THE FAIR.** Additional daily passes may be purchased for \$9.00 each in the Fair office. You may pick up passes in the Fair office after August 25, 2015 or during set-up days

PERSONNEL

Exhibitors shall be solely and absolutely responsible for conduct and personal appearance of all personnel in their 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, obscene speech or conduct toward, or in hearing range of the public shall be sufficient grounds for termination of this contract. Your booth must be properly staffed at all times during the Fair's operating hours.

BOOTH SET-UP

Sunday, September 13; 9:00 AM – 5:00 PM; Monday and Tuesday, September 14 and 15; 9:00 AM – 6:00 PM

All preparation for booths shall be completed by 10 AM on opening day, Wednesday, September 16, 2015. The Exhibitor will be responsible for the installation and disassembling of their booth.

Santa Cruz County Fair Exhibitor Rules and Regulations Addendum A

HOURS

Exhibitors must be open daily at established Fair hours, and remain open until the Fair closes.

DAILY OFF GROUNDS TIMES

Wednesday and Thursday, September 16 and 17: 8:00 AM; Friday, September 18: 11:00 AM;
Saturday and Sunday, September 19 and 20: 9:00 AM.

TABLES, CHAIRS AND CANOPIES

The Fair does not provide tables, chairs, and table skirts or exhibit materials. You are responsible for providing any necessary tables, chairs, or other special items you may require. The Fair provides canopies for your booth space. Side dividers in each booth can be no higher than 3 feet

PRODUCTS SOLD

All items sold or given away must be family oriented. Any Exhibitor who intends to take money for the equivalent of goods or services to be delivered at a future date, must post in a prominent location, the following notice "The Santa Cruz County Fair does not guarantee future delivery of any item or return of any deposit." The following items may not be sold, displayed, or advertised at any Exhibit Booth, in any Fair Building, or anywhere on Fair property without expressed written approval of Fair Management: tobacco products, alcoholic beverages, weapons of any sort, replica firearms, items prohibited by Fair policy, items prohibited by Fair dress code or any items prohibited by law. The Santa Cruz County Fair also prohibits the sales of products with the Fair logo, balloons, any type of "laser" pointers, tools, drug paraphernalia, pornographic material, lighters, stink bombs, pop caps, and potato guns. Exhibitors, Exhibitor's agents, their employees or representatives who violate this section forfeit the Exhibitor's ability to continue operation on Fair property. Violators may be required to immediately cease operation and remove themselves and all Exhibitor property from the Fair and Grounds without a refund.

RAFFLES

Raffles will not be permitted under any circumstances. Only free drawings that have been approved by the Fair Management and comply with all applicable federal, state and local statutes and ordinances will be permitted. All drawings must be held prior to the close of Fair and a winner's list submitted to the Fair Office within 48 hours of Drawing. All drawing entries must be collected within contracted space assignment. Roving solicitation is prohibited.

FOOD SELLING AND SAMPLE GIVEAWAYS

Exhibitors selling or giving samples of food (candy, cookies) must receive written approval from the Fair Management. All booths handling food will be inspected by the Santa Cruz County Health Department. A Health Permit is required, even if product is prepackaged.

Santa Cruz County Fair Exhibitor Rules and Regulations
Addendum A

STATE SALES PERMIT

Exhibitors selling at the Fair must have a State Sales Permit Number on file with the Fair. There is no charge for obtaining this permit from the State Board of Equalization in San Jose, California. Currently, the sales tax in Santa Cruz County is 8.25%; however the tax rate is subject to change.

OTHER PERMITS AND FEES

Exhibitors shall pay all required fees, taxes, and deposits, shall obtain licenses, applicable to the operation of their exhibit, and shall be responsible for other city, county and state permits, and licenses required by law.

INSURANCE REQUIREMENTS

All Exhibitors are required to provide an original Certificate of Insurance (minimum coverage of a \$1,000,000) by the date specified in your contract. In most cases, for non-hazardous events/exhibits, insurance can also be purchased through the California Fair Services Authority (CFSA).

The following language is required language on the Certificate of Insurance: **“That the State of California, the District Agricultural Association, County Fair, the County in which the County Fair is located, Citrus Fruit Fair, or California Exposition and State Fair, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned.”**

Cancellation Clause: **30 day cancellation notice required on insurance.**

PARTICIPATION WAIVERS

For hazardous participant events, the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter. Hazardous participant events include but are not limited to any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority at (916) 921-2213 for further information.

FIRE SAFETY AND REGULATIONS

Health and Safety Code of California will govern all exhibits. All decorative materials must be flame proofed and treated with fire retardant. Under no circumstances may crepe paper be used. All electrical installation shall conform to the Electrical Safety Code of California (electrical requests must be made in advance). The Fire Marshal will inspect all booths. April Horvatits, Senior Deputy, Office of the State Fire Marshal, 1515 Clay Street, Ste. 202; Oakland, CA 94612; (510) 622-3101. Please refer to the Fire and Safety Requirements in your packet. All Exhibitors must complete and return the Fire Marshal's Fire and Safety Checklist.

Santa Cruz County Fair Exhibitor Rules and Regulations
Addendum A

SOUND EQUIPMENT

Radios, television sets, loud speakers, musical instruments, etc., are subject to the approval of Fair Management. Volume must be controlled so as not to interfere with other exhibitors. This privilege may be revoked at any time.

NOTE: All Commercial Exhibits are within 200-400 feet of amphitheater.

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 Santa Cruz County Fairgrounds, the Fair shall not be liable for any losses suffered due to the power shortage. In the event that water, gas or electricity is cut off because of causes beyond the Santa Cruz County Fair's control, the Fair shall not be liable for any losses.

UTILITIES

Single 110V electric outlets are available within a reasonable distance to all booths. No charge will be made for electrical current, provided no more than 1,000 watts are used for each outlet. If you require more than an 110V outlet, Fairgrounds Office must be advised of the type of equipment needed, voltage-current phase and cycle, and wattage of kilowatt current required when making application for exhibit space. Extension cords must be UL approved, size 12/3.

Management reserves the right to deny request for utilities. All phone installation and electrical work required (other than above mentioned) must be installed at exhibitor's own expense, and under the supervision of the Fair Maintenance Department. All such installations shall conform to regulations established by the State of California.

VOICE AMPLIFICATION SYSTEMS

Voice amplification systems will be permitted in your booth (no stereos or boom boxes); however the volume must be kept at a reasonable level so as not to interfere with your neighbor. Complaints regarding abuse of the privileges will result in removal of the amplification system.

AISLES AND EXITS

All aisles and exits are to be kept clear of exhibit materials, garbage etc. at all times

CLEANING YOUR BOOTH

Keep trash and debris out of the aisles. Trash containers are provided at all exhibit areas and buildings. Exhibitors presenting food demonstrations must provide trash containers, clearly marked and large enough to handle a full day's operation. The containers must be emptied each night for early morning pick up.

Santa Cruz County Fair Exhibitor Rules and Regulations
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ANIMALS

Only service animals are allowed on the fairgrounds.

UPS DELIVERY

Exhibitors may receive UPS deliveries daily at a predetermined time, outside the front office in the parking area. Deliveries are not the responsibility of the Santa Cruz County Fair and Fair Staff will not accept deliveries.

SECURITY

There is 24-hour security service on the grounds; however it is impossible to prevent thefts completely. Secure your belongings and valuables. It is suggested that exhibitors obtain a temporary insurance policy to cover their displays during the fair as added protection against possible losses. Management will not be responsible for lost, damaged, or stolen merchandise.

RV/PARKING (FEE REQUIRED)

A limited number of camping spaces are available. RV spaces will be allocated on a first come basis and must be paid for in advance to reserve. These spaces are for RV trailers, tents and any sleep-in vehicle during the Fair. Motor homes with hookups are \$220.00 per space for Fair week – Tuesday thru Sunday; Motor homes with no hookup or electricity are \$110 per space for Fair week – Tuesday thru Sunday.

GOLF CARTS

Golf cart usage is prohibited during Fair hours by exhibitors. Golf carts are not to be used for fair cruising or used by anyone under the age of eighteen (18). Cart operators must have a valid driver's license. All carts must be registered with the Fair office. Exhibitor must provide insurance for golf cart or purchase insurance from CFSA at the main office for a fee of \$75.00

CLOSING NIGHT

Exhibits may not be dismantled before 10 PM. To allow for public safety, vehicles will not be allowed on the grounds from one hour after closing of the Fair. All exhibits must be removed prior to 12 noon on Monday, following the Fair. **Exhibits and RV trailers, tents and any sleep-in vehicles not removed will revert to interim rules and regulations.**

*Thank you for participating in the
2015 Santa Cruz County Fair*