

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.

DEPARTMENT SPONSORSIPS:

Sponsorship passes will be determined by the dollar amount contributed, as follows:

\$100 = one (1) one day pass

\$101 to \$200 = two (2) one day passes

\$201 to \$300 = three (3) one day passes

\$301 to \$400 = four (4) one day passes

\$401 to \$500 = five (5) one day passes

\$500 and over to be negotiated by the CEO

EMPLOYEES:

Employees that are hired before August 1st will receive 1 employee wristband, and 10 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 \$6.00 with identification (admission only) on any 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.