

## CONCESSIONAIRE RULES AND INFORMATION – 2025

**RULES & INFORMATION:** *By initialing this section, I/this organization or business agrees that the rules and information listed on this page have been reviewed and will be adhered to. Should I/this organization fail to do so may result in immediate remove from the event and the possibility of not being invited back.*

1. **SPACE:** The fair reserves the right to allocate available space, to select vendors, and to limit the number of similar products in a manner which the management deems is most beneficial to all concerned and to the successful operation of the fair. First choice of space and/or location will be given to satisfactory concessionaires from past Siskiyou Golden Fairs. Space may be assigned in accordance with utility requirements. NO SPACE will be reserved unless the contract has been signed and returned to the fair office by the deadline for past vendors and as requested for new vendors. Fair Management has the right to not invite a concessionaire back to a future fair if the hours and rules and not followed.
2. **SET UP/TEAR DOWN:** Concessionaires may start setting up the Monday prior to fair. Set up hours on Monday will be from 8:00 AM to 5:00 PM and on Tuesday from 8:00 AM to 8:00 PM. All concessions MUST be set up by 3:00 PM on Wednesday (opening day of fair). Your stand must be properly staffed at all times during the fair's operating hours. Remember, you will need to schedule breaks throughout the day and need help to staff your stand while you are away. All stands must be open at 11:00 AM on Thursday, Friday, Saturday, and Sunday, except those serving breakfast or want to open earlier. All stands outside must stay open until 10:00 PM or later each day, except for Sunday when concessions must close at 8:00 PM. Concessions located inside the Commercial Building will close at 10:00 PM when the building closes. Units cannot be broken down or removed until after 8:00 PM on Sunday (closing day of the fair) and must be completely removed or cleaned out within two (2) days after the close of the fair.
3. **RESTRICTIONS AND REGULATIONS:**
  - a. All menus are restricted to pre-approved items listed on or attached to the contract. We would appreciate each concession providing a menu food item for under \$5.00, kid's size item/menu with smaller portions to provide our customers with value options.
  - b. All food and drink concessions are required to use a cash register and submit Z tapes or use square/clover software. One register tape/report per cash register is to accompany the report(s) turned into the fair office on a daily basis (or emailed). The register tape needs to show the "z" totals, which are the totals for each category (depending on how you have your cash register programmed) for each day. Service concessions are not required to use a cash register but must turn in daily reports.
  - c. There are to be no tip or donation jars at individual booths.
  - d. All food/drink concessions must have a valid Serve Safe Certificate posted.
  - e. No bottled or canned products may be sold except for water. No glass containers.
  - f. All drinks (soda, water, etc.) need to have lids attached to comply with the fairgrounds Consumer Protection program in the livestock area.
  - g. Selling outside of your designated space is strictly prohibited.
  - h. Vendor space cannot be sublet without approval from Fair Management.

- i. People working in the stands are required to be clean and properly attired, including shirts and shoes at all times.
  - j. Vendors must, at all times, keep their space properly cleaned and free of debris.
  - k. Each vendor shall be fully responsible and liable for any pilferage or theft.
  - l. All propane tanks must be secured to a stand or building as per State fire code Title 19 Section 3.14.
  - m. As per the Office of State Fire Marshall, no display or exhibit shall be installed or operated that will interfere in any way with access to any exit or with the visibility of any exit sign. No display shall block access to firefighting equipment, such as fire extinguisher stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment. Please refer to the tent requirements located on the website [www.sisqfair.com](http://www.sisqfair.com) to make sure that your tent conforms with California State law.
  - n. No pets are allowed on the grounds.
  - o. Concessionaires will be responsible for having a holding tank if a sewer drop is not available.
  - p. Concessionaires must comply with all workers compensation requirements.
  - q. There are to be NO golf carts, ATV's or other such vessels being operated on the fairgrounds by vendors without prior fair approval and appropriate insurance on file.
  - r. **Permanent Concession Stands ONLY (local concessions):** Renter must provide a 2A10BC fire extinguisher in the concession stand during the fair as per State fire code Title 10 Section 3.29. All storage items, equipment and perishable items need to be removed from the stand no later than 5:00 PM on the Tuesday following the fair.
  - s. **Alcohol Vendors ONLY:** Sunday of the fair at 5:00 PM, price may be discounted to try to deplete leftover inventory.
4. **VENDOR PACKETS (ADMISSION AND PARKING):** Two weeks prior to opening day of fair, packets will be available at the front office to be picked up. Your contract file must be complete before the packet will be released: signed contract, insurance, sellers permit, health permit and payment if applicable, etc.
    - Non-profit concessionaires will be provided with 40 gate admission passes and professional vendors will be provided with 24 passes. Any additional passes needed, will be sold at regular price online. Many organizations have volunteers working but a ticket is still necessary for admission. Prior to the main gates opening vendors may enter through the fair office with payment or admission ticket. There will be no "free" admission or tickets held at the front office.
    - Due to limited parking, each vendor will be given two parking passes for the Exhibitor Parking Lot. Vehicles will be allowed on the grounds until 9:30 AM; no vehicle will be allowed to remain inside the gate after that time so it must be removed to the Exhibitor Parking Lot. It is the responsibility of the vendor to pick up, distribute, and maintain passes. All vendors must park in the designated area only.
  5. **STOCK TRUCK/STORAGE UNITS/RV FACILITIES:** There is a fee for these spaces for the duration of the fair. Any vendor, including employees, that are staying on the grounds MUST notify the fair office. Spaces with 110/220V outlets are available for stock trucks that require electrical hookups. RV spaces will be allocated on a first-come basis. These spaces are for RV's only (not automobiles). Most RV spaces are not to exceed 30' in length due to fire lane restrictions; we do have a few spaces that will accommodate an RV 35' in length. All spaces include water and one 30-amp electrical plug. There is a dump station on site. Space is limited for each of these parking types so to ensure a space please include the payment with your signed contract or contact us with a Visa or MasterCard. Once the spaces go on sale to the public there is no guarantee that there will be anything available.
  6. **GARBAGE & RECYCLING:** Concessionaires MUST remove their own trash to the designated dumpsters (behind the Permanent Concession Stands or in the Exhibitor Parking Lot). Located behind the permanent

concession stands are grease barrels for your use. Please do not dump grease into garbage cans or dumpsters. All cardboard must be broke down and set next to your concession stand each night. Do not throw cardboard in the garbage cans or dumpsters. Local non-profits in the permanent concession stands must break down all cardboard and leave it at the north end of the drop box each night. You will be subject to a fine or not invited back if this rule is violated.

7. **ICE VENDOR:** The ice distributor is located behind the Commercial Building (south stock truck parking). Hours will be posted on the truck.
8. **MEAL VOUCHERS:** The fair will provide various individuals with meal vouchers (ex. judges, staff, etc.). Please accept these vouchers; they are not to exceed \$15.00 in value. These meal vouchers have no cash value. Retain the meal voucher cards and turn them in each day to the auditor with your reports and they will be deducted from your gross sales.
9. **PAYMENT AND REPORT SETTLEMENT:** Reports are due at the fair office by 11:00 AM each morning (Thursday – Sunday). The reports are to include credit card sales, this figure is included in total gross sales. Payment will be due with the final report at closing. Please schedule with the fair office/concessionaire auditor on opening day a specific closeout time. Please make payments by check or money order to the 10<sup>th</sup> DAA.
10. **CANCELLATION & REFUND POLICY:** If a vendor cancels more than 30 days prior to fair opening, a refund will be issued if the space can be filled. If it is less than 30 days, there will be no refund issued. All cancellations and refund requests must be submitted to the fair office in writing.