



APPLICATION FOR CONCESSION SPACE

2025 CHOWCHILLA-MADERA COUNTY FAIR
MAY 15 – 18, 2025

Thank you for your interest in The Chowchilla-Madera County Fair. We are excited to be planning the 2025 Fair! Please complete and return the enclosed Concessions application.

All applications will be considered with particular emphasis placed on the type of food items being offered before a contract is issued. Concessionaires must submit a completed application along with photos of your concession stand and a full menu for each stand you wish to bring. You will be contacted once the application has been reviewed, notifying you if we have available space for you.

Direct Inquiries To:

Stephanie Eatmon
559-665-3728
Chowchilla Madera County Fair
1000 S. Third St.
Chowchilla, CA 93610
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FOOD CONCESSION SPACE APPLICATION
May 15 – 18, 2025

Chowchilla-Madera County Fair Concessionaire Application

Completing this form does not guarantee a space at the 2025 Chowchilla-Madera County Fair. This is an application only. You will be notified of the status once reviewed. Please print clearly.

Business/Concession Name: _____

Contact Name: _____

Mailing Address: _____

Email: _____

P: _____ Instagram: _____ Facebook: _____

Contact Information for the responsible party/supervisor who will be on-site during the event:

Name: _____ Cell Phone: _____

Size of trailer or unit: _____ Trailer Hitch ____ (L) ____ (R)

Requested concession footprint size: _____ (include counters & "backyard" space)

Self-contained unit or hook-ups required for water & sewer: _____

Electrical Requirements: _____ 220 Service _____ 110 Service _____ Amps required

Requesting Supply/Stock truck _____ RV Space _____ (Complete RV Application)

Concessionaries must have a valid Seller's Permit on file in the office by May 12, 2025 and

visibly posted in the concession stand. State Seller's Permit Number: _____

Insurance Type: _____ WFA Master List _____ Purchase Ins. (call for quote) _____ Own Policy

***If you have your own policy the following information must be listed:** That the State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agriculture fairs, the directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this this contract are concerned. ***Additionally, ensure that the "Certificate Holder" at the bottom of the page has** "Chowchilla-Madera County Fair P.O. Box 597, 1000 S. Thirds Street, Chowchilla, CA 93610" listed.

Please attach a complete list of your menu items and pricing along with a picture(s) of your booth. You may E-mail to stephanie@chowchillafair.org or mail to Chowchilla-Madera County Fair, Attn: Concessions, P.O. Box 597, Chowchilla, CA 93610.

I have read, understand, and agree to follow the rules set forth by the Chowchilla-Madera County Fair.

Name

Signature

Date

2025 CHOWCHILLA-MADERA COUNTY FAIR CONCESSION SPACE – GENERAL INFORMATION

FAIR DATES: The 2025 Chowchilla-Madera County Fair, May 15th – 18th.

We will have Livestock Exhibitors on the grounds beginning Monday May 12, 2025. You will be allowed to sell beginning Monday however you must report these figures to the Fair Office daily. There are also special needs guests that come with their families on Thursday May 15th from 10:00 am – 2:00 pm.

CONCESSION OPERATING HOURS: Concessions will be open to the public as follows: Thursday 3:00pm – 11:00pm, Friday 12pm – Midnight, Saturday 11:00 am – midnight, Sunday 3:00 pm – 10:00 pm.

CONTRACTS Every concessionaire must have a written and signed Rental Agreement with the concessionaire's activities. Chowchilla-Madera County Fair reserves the right to cancel all contracts of any kind should an Act of Providence such as war, riot, fire, flood, storm, or pestilence prevent the holding of the Fair in whole or part. All county, state or federal license, inspections or permits required for the installation or operation of concessionaire's booth shall be obtained by concessionaire, at its expense, by deadlines noted in said contract.

CONCESSION RATES The fair receives a guarantee of \$500 or 25% of gross sales, after taxes, whichever is greater.

TERMS The guarantee is due by date noted in your contract. Balance due, based on daily register tape audits, to be paid in one payment by 2:00 p.m., Monday, May 19, 2025.

CONCESSION CHECK-IN, SET UP AND RESTOCKING
Upon arrival at the fairgrounds you must check in at the Fair Administrative Office to confirm your location, make sure your insurance is approved, and that all concession fees are paid according to the terms of the contract. No Concessionaire is permitted to enter the grounds until this step has been completed. Concessionaires may arrive as early as Thursday, May 8, 2025 to begin set up. Note security will not be on grounds until Saturday, May 10th. Concessionaires must be in place by 6:00 pm on Wednesday, May 14th with set-up completed by Thursday May 15th at 2:00pm.

CONDUCT OF BOOTH PERSONNEL:

All displays, booth personnel and soliciting activities will be confined to their assigned space. No moving down walkways or leaning out into aisles to seek patronage. Booths must be manned at all times during the times listed for your area. Any service vehicle permitted on the grounds will be expected to abide by the 2025 fairgrounds policy. The rules will be strictly enforced and violation of these rules will be cause for removal of privilege. Assume the responsibility of keeping the area around your space clean. If you need to resupply your booth you are permitted to drive on grounds to do so. All

vehicles must be removed from the grounds by the following times: 9:00 am on Thursday, 11:00 am Friday, 10:00 am Saturday and 2:00pm Sunday. All vehicles must be parked in the designated parking areas. No animals allowed on the fairgrounds.

CASH REGISTERS – FOR ALL CONCESSIONAIRES

All cash registers must be inspected and certified by the Concessions Manager prior to the first sale. Percentage based concessionaires are REQUIRED to use cash registers that meet the following specifications:

1. Registers must have non-adjustable grand total.
 2. Registers must have the non-re-settable "Z" counter.
 3. Registers must have the ability to take daily "X" readings that will not alter the running "Z" totals.
 4. Registers must always have detailed journal tape.
 5. Registers must have two-way displays and both the register and display must be always placed in plain view of the customers. Fair Management or auditors reserves the right to request a change of cash register location.
 6. Registers shall print the date and time of each transaction and have consecutive transaction numbers on the detail tape and be accurately set.
 7. Registers must have battery backup with memory and surge protection in operation.
 8. All non-sales and over rings must be circled, initialed and have a written explanation noted on the register tape.
 9. Chowchilla-Madera County Fair auditors shall approve all register systems prior to use.
 10. Downtime on registers must be reported to Concession Manager immediately.
- RECOMMENDED BUT NOT REQUIRED**
11. Preset key prices
 12. Waterproof keyboard layouts
 13. Department keys
 14. Cashier identification
 15. Compulsory closed-door mechanism
 16. High amount lockout
 17. Customer change computation
 18. Error correction and refund/void keys should be separate on both keyboard and financial report.
- CONCESSIONAIRES ARE NOT PERMITTED TO WORK FROM AN OPEN CASH DRAWER, MONEY APRON, OR CASH BOX.**

DAILY REPORTING: Report figures daily prior to opening of the Fair in Fair Office. You will be reporting previous days figures (i.e.: Friday am you are reporting Thursdays sales). There will be a bin in the Fair Office for you to drop off your tapes. Failure to report your figures before the opening of the Fair each day may result in a \$50.00 fine per day. Final day of Fair – the option will be given to report your figures after losing or by returning to the Fair Office the following morning, Monday). You can sign-up for a time in the Fair Office. Totals can also be e-mailed to info@chowchillafair.org

USE OF BOOTH: No sub-leasing is allowed. An assigned space is to be used by the original lessee only. Items to be sold will be confined to items on contract. We are trying to control duplication of items. Booths serving beer or wine must announce **“LAST CALL” 15 minutes Prior** to closing. Food booths must close at designated time and no after hour sales are to be conducted. Concessionaires remaining in booths after closing time for clean-up, etc., are expected to do so with subdued lighting, with flaps at least partially closed. Video projections are subject to prior approval of the Fair Manager. what is to be handed out. Amplified sound systems, guests, booth personnel must not be so loud as to distract from other booths.

INSPECTIONS: Your concession may be inspected by representatives of the State Fire Marshal's Office, State Health Department and State Board of Equalization. Please cooperate. Failure to pass any inspection or be in possession of necessary permits will result in your inability to open until all cited items are taken care of and required permits are obtained.

HEALTH DISTRICT REQUIREMENTS: Fair Management requires all Concessionaires that are handling food in any manner apply for appropriate health permits. With concessionaire's contract, the health permit application will also be mailed. Checks should be made payable to Chowchilla-Madera County Fair and fair staff will process and submit fees and applications to the Madera County Health Department by April 01, 2025. Any paperwork received after this date will be subject to a late fee of \$100.00.

CLEANING YOUR CONCESSION: All concessions and surrounding area should be always kept clean and orderly. Cooking oils and grease are to be disposed of in centrally located containers clearly labeled for such disposal. Concessionaires may maintain a storage area behind their location, inside a screened enclosure, out of public view. Large trash items (cardboard boxes, crates, etc.) are to be stored in or by trash receptacles provided by the fair. Use sewer drains provided, **DO NOT** overflow hoses onto fairgrounds surface.

GROUND RULES During the fair, vehicles must be removed from the grounds as follows 10:00 am on Thursday, 11:00 am Friday, 10:00 am Saturday and 2pm Sunday. All vehicles must be parked in the designated parking areas. No dogs allowed on the fairgrounds.

CLOSING NIGHT Concessions may not close or be removed from the fairgrounds before 10:30 pm closing night.

GIVEAWAYS: Giveaways and giveaway items (pens, key chains, pencils, etc.) must be approved in advance by Fair Management. Sticky-backed giveaway items and helium balloons are strictly prohibited. Concessionaire shall not engage in any raffle, chance drawing, lottery, or other game of chance without prior consent of the Fair and in compliance with all applicable laws and regulations, including approval of the California State Gambling Commission. Define your give-away policy. If you plan to give-away something and ask for donations,

you are selling and therefore must have a Concession Selling Contract.

INSURANCE: When returning signed contract, all concessionaires must provide one of the following: 1) CSFA Master List insurance number 2) Acceptable Certificate of Insurance meeting all requirements of the State of California. 3) A check (payable to Chowchilla-Madera County Fair) in the amount of \$170 for purchase of insurance through CFSA.

ADMISSION CREDENTIALS - PARKING FEES: Chowchilla-Madera County Fair will provide at no charge, 20 single daily admission passes. Additional admission passes may be purchased through the fair office if needed. Any attempt on the part of the concessionaire to sell, exchange, barter or gift any privilege of admission or parking passes issued by the Fair will be sufficient cause for cancellation of the contract and removal from property. Allotted passes are for the use of concessionaire staff only.

RV SPACE Limited RV spaces are available on the fairgrounds at the rate of \$300 per week. You **MUST** submit an RV application. The \$300 fee covers arrival no earlier than 8:00 a.m., Saturday, May 10 and departure no later than 5:00 p.m., Monday, May 19. If you wish to arrive before the 10th, prior approval must be obtained from the fair office. A daily rate for the additional days may be charged. A check in the amount of \$300 returned to the fair with your signed contract will secure your RV space. Spaces are available on a first come first serve bases.

DIRECT INQUIRIES TO:

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