



# 2024 ERIE COUNTY FAIR PARTICIPANTS MANUAL

This manual includes all the rules, requirements, procedures and general information for Concessionaires and Vendors contracted with the Erie County Agricultural Society, host of the Erie County Fair.

Failure to comply with the policies and procedures in this manual may result in a financial penalty or exclusions as a concessionaire or vendor.

## GATE HOURS ~ ERIE COUNTY FAIR

Wednesday, August 7 through Sunday, August 18 • 11:00am - 10:00pm

**Please keep a copy of this manual in your booth  
so ALL employees are familiar with Fair policies.**

**\*Management reserves the right to make revisions or additions to this manual\***

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### ERIE COUNTY AGRICULTURAL SOCIETY BOARD OF DIRECTORS & OFFICERS

Fair Manager/C.E.O.            Jessica L. Underberg, CFE

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Secretary	Tama J. Gresco-Sauers
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Kevin N. O’Gorman, MD  
 Harry J. Lockwood  
 Joseph M. Solomon

### ERIE COUNTY AGRICULTURAL SOCIETY MISSION STATEMENT

The basic purpose of the Erie County Agricultural Society, sponsor of the Erie County Fair, is to preserve and enhance, by educational endeavors, the agricultural and historical legacy of New York State.

# IMPORTANT DATES & TIMES

## Concessions Office Hours:

Non-Fair Monday thru Friday 8am-4:30pm  
Fair Hours August 3<sup>rd</sup> (Saturday) 8am-2pm  
August 4<sup>th</sup> (Sunday) 8am -12pm  
August 5<sup>th</sup> 8am-7pm  
August 6<sup>th</sup> 8am-5:00pm **CLOSING FOR MANDATORY CONCESSION MEETINGS**  
August 7<sup>th</sup> & 8<sup>th</sup> 8am-7pm  
August 9<sup>th</sup>-17<sup>th</sup> 10am-7pm  
August 18<sup>th</sup> 8am-8pm  
August 19<sup>th</sup> 8am-12pm

Return to "non-fair" hours on Tuesday after Fair

## Mandatory Vendor Meetings:

**Tuesday, August 6<sup>th</sup>** at Family Entertainment Complex (located on 42nd Street)

5:30pm – Outdoor Vendors

6:30pm – Indoor Vendors

**\*NEW\*** A \$250 fine will be assessed to each vendor that does not send a representative to the meeting.

## Hours of operation

11:00am to 10:00pm – Fairgrounds

12:00pm to 11:00pm – Carnival

Penalties for closing a booth before 10pm will be **STRICTLY ENFORCED and FINED**, see page 12

**\*\*Daily closing message will be sent via the IAmResponding message system nightly**

**Sensory Hours** - Tuesday, August 13<sup>th</sup> from 11am to 2pm. There will be no PA announcements, no lights on concessions stand, no music in the carnival. There will be no sound checks during this time and all livestock show announcements will be turned down. PLEASE be sure to relay this information to your staff working on this day.

# IMPORTANT CONTACT INFO

## CONCESSIONS DEPARTMENT

Concessions Office of the Erie County Fair at (716) 649-3900 ext. 6419

Concessions Office & Administration – **Jessica Krajacic** (716) 649-3900 ext. 6419

Concessions & Commercial Exhibits Manager - **Paula Struble**, CFE (716) 649-3900 ext. 6402

## Emergency

**DIAL 911** – tell the call taker that you are at the Erie County Fair and provide an accurate location of your position on the Fairgrounds **\*RED NUMBERS** will be at every concession/vendor booth, this will help identify locations.

**\*NEW\*** The Erie County Fair Emergency Management Team will **ASSIST** vendors in placement of the signs.

## Non-Emergency or alternate for Onsite Emergency Services

716-649-3007 – Safety, Security and Emergency Management Office

# RULES & REGULATIONS

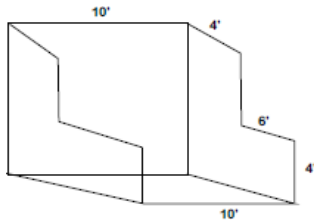
**Adhesive Stickers** - The distribution of adhesive stickers and decals at either no charge or for a nominal fee (less than \$1.25) is prohibited.

**Alcohol** - No alcohol is permitted on the grounds for personal consumption. Alcoholic beverages can be purchased and consumed on the fairgrounds only in designated areas.

**Approved Purveyors** - We **STRONGLY** encourage all concessionaires to purchase their necessary supplies from a list of approved purveyors. Purchases from our purveyors will influence renewal for next year's Fair (excluding specialty items as approved by the Concessions Manager).

**Back Flow Valve** - All food concessionaires are required to have vacuum breakers on all water connections.

**Booth Guidelines** - Your booth should be set up in accordance with the diagram below. It is not permissible to block the view of your neighbor's booth. Your booth should look professionally designed and display your corporate image and product. Each booth, including equipment, is to be aesthetically pleasing and in good structural condition. All tables must be covered and skirted. All table skirting and coverings must be wrinkle free and of good quality. All stored stock and equipment must be out of public view. ***All products, materials and manpower related to the operation of the booth must be contained within its interior wall at all times.*** The Society is not responsible for any damage or loss of the concessionaire's merchandise, equipment and/or exhibit area. It is the individual concessionaire's responsibility to provide insurance on these items. All booth spaces are subject to change in either design or location by the Erie County Agricultural Society, host of the Erie County Fair. The Society reserves the right to videotape or otherwise record and maintain a visual record of any concession or exhibit area.



**Cashiers Window** - Will be located at the Security Building at the top of the Avenue of Flags (the window with the blue awning). Hours to be determined.

**Contract Card** - This will be in your credential packet and must always be displayed in full view, along with your NYS Sales Tax Permit and where applicable Health Permit.

**Credentials** - All vendors must have proper credentials (admission ticket or multi-day pass) to enter the grounds. Accounts paid in full, with complete paperwork on file may pick up their credentials/ticket packet starting Monday, July 15<sup>th</sup>. Admission tickets can be exchanged for multi-day passes at pick up.

***\*Credentials will not be distributed unless all paperwork is completed and payment in full is received in the Concessions office. This includes liability insurance approved by Society's Agent.***

**Credit Card Policy** - The Society has made the decision to not charge credit card fees to the vendors when paying their base rent or other fees. The Society is expecting that in return the vendors do not upcharge guests credit card fees. Here is more information about credit card surcharge compliance: [New York State General Business Law §518](#)

**Delivery Tag** - This tag is to be used for restocking within time restrictions of 6:00am to 10:30am and from close of Fair to 2:00am ONLY. Each vehicle MUST display this tag to be on the grounds during this period. No admittance will be allowed without this tag or in-between the time restrictions. If additional tags are needed, please see the Concessions office. All deliveries after 10:30am must be hand trucked in.

**Drone Policy** - Due to safety and privacy concerns of our guests, employees and the Fairgrounds property, the Erie County Agricultural Society prohibits the operation or use on the Fairgrounds property of unmanned aerial systems, or drones, by the general public-including model aircraft by recreational users and hobbyists - without prior written authorization from Fairgrounds Management. Any violation of this policy may involve suspension of your access privileges to the Fairgrounds, as well as confiscation of any prohibited equipment, and may subject

violators to any liability for damages, including, but not limited to, damages for trespass, violations of privacy, and physical injuries to persons and/or property, as well as legal fees.

**Electric** –If you require an electrical hookup at your space/booth, you must indicate the type needed on the Electrical Tab of the vendor portal, where all amenities are ordered. Exhibitors must supply their own extension cords. All equipment, regardless of source of power, must comply with the current National Electric Code (NEC), as well as State and Local safety codes. All equipment must be properly tagged or marked with complete information as to the type and/or amount of amperage, voltage, etc. required. All exhibitors': 120-volt cords must be of the 2 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. The Fairgrounds reserves the right to refuse any connection to any exhibitor whose equipment is deemed unsafe by the electrical supervisor. All service connections and overload protection to such equipment must be made by a "Fairgrounds Electrician" only. The Fairgrounds is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor. Exhibitors supplying their own breaker boxes (must be pre-wired) are required to have a service cord that is a minimum of 75 feet long (SO cord only).

**Fair Logo** - No products bearing the Erie County Fair logo will be permitted without the written permission from the Erie County Agricultural Society, host of the Erie County Fair.

**Fencing** - *It is the responsibility of outdoor vendors to provide all fencing.* Stockade fencing is required to conceal all areas between concessions and prep areas from public view.

**Fire Extinguishers** - All food concessions are required to have a minimum 10lb or two 5lb 'ABC' Fire Extinguisher at each location. Any concessionaire using fryers, are required to have an additional 'K' type fire extinguisher. All extinguishers must be checked for expiration. It is the responsibility of each vendor to train all employees on the proper operation of the extinguishers.

**Forklift** - Forklift service is available through the Maintenance Department on a first come, first served

basis. To request this service, fill out proper form at the Concessions Office. There will be a minimum charge of \$50.00 per hour rental fee. Forklifts may not be rented without a Fair operator. The Fair does not assume responsibility for any damage or accidents involving the use of Fair forklifts and personnel. Vendors assume responsibility for securing their load(s), as well as proper positioning and placement of the load for forklift operation. To expedite forklift service please have your concessions license name, space number, site description or building available when ordering for such service. Failure to call and cancel your reservation or failure to be present for your appointment may result in a charge to your account.

**Helium Balloons** - Are strictly prohibited on the grounds. There will be a charge for any balloons that need to be removed from inside the buildings.

**Insurance** - NO tickets/credentials will be distributed without an APPROVED 2024 INSURANCE CERTIFICATE on file with the Concessions Office. While you may have uploaded a copy of your insurance to the vendor portal, this does not necessarily mean it has been approved. IT IS YOUR RESPONSIBILITY TO CONTACT OUR OFFICE regarding the status of your insurance prior to the Fair. Lack of compliance may result in severe delays in set up of your booth and/or forfeiture in event participation. **Insurance is due by June 1<sup>st</sup>, 2024.**

**License Agreement** - It is your responsibility to read this legal document in its entirety. The License Agreement must be properly signed and returned with deposit by date noted on Agreement. Failure to do so will result in voiding of Agreement at the discretion of the Concessions and Commercial Exhibits Manager. Be sure to read all pages of your Agreement for rules and regulations. Again, the License Agreement is a legal document. It is your responsibility to keep a copy for your records. This License Agreement does not guarantee the exclusive sale of your product. The License Agreement must specify all the products or merchandise you intend to sell at our Fair. If it is not listed, you will not be allowed to sell those items at the Fair.

**Subletting of leased space is strictly prohibited.**

**Microphone Use** - To present your product is a privilege extended by the Fair. Sound cannot emanate from the confines of your exhibit space; infractions will result in loss of your privilege to use voice enhancement equipment.

**Payments** - All financial obligations stated in your License Agreement **must be paid in full** by June 1, 2024. Failure to do so will result in a late fee of the balance due. This policy will be strictly enforced.

\*plus an additional 8%           After June 1, 2024  
\*plus an additional 12%       After July 1, 2024  
\*plus an additional 15%       After August 1, 2024

**Checks payable to the Erie County Agricultural Society.** There will be a charge of \$39.00 for all returned checks.

**Percentage Contracts** - All concessionaires operating under a percentage contract are required to supply total gross sales for each day (less NYS Sales Tax of 8.75%)(This percentage is subject to change) on the vendor portal or to the Concessions Office. Reporting sheets are available at the Concessions Office. All gross sales are to be reported daily beginning Thursday, August 8, 2024. All reports are to be received no later than 11am the following day. Non-compliance of this policy will result in a 5% penalty and could result in non-renewal of space for the 2024 Fair.

Checkout will be on Sunday, August 18<sup>th</sup> from 3pm–8:00pm and Monday, August 19<sup>th</sup> from 8am– 10:30am. **Please note:** The Erie County Agricultural Society, host of the Erie County Fair, reserves the right to ‘audit’ any concessionaire during the Fair. Vendors are randomly selected for ‘audit’ on a daily basis. No prior notice is required. The concessions office highly encourages the use of some sort of tracking device (i.e.,cash register) to have detail for audit. Any exceptions must be approved by concessions management.

**Personnel Requirements** - Persons working in any concession or exhibit are considered employees of the licensee. Licensees are responsible for the acts, appearance, conduct and behavior of their employees. Licensees are also responsible for their employees’ compensation and unemployment coverage, social security taxes and other federal and state employment requirements. Independent contractor relationships or subleases between license holders and their employees are prohibited. Licensees and their staff must be clean and neat in their personal appearance, hygiene, and dress at all times during the operation of any concession or exhibit. Uniform wearing apparel is encouraged and should be provided whenever possible. Impolite, foul, or abusive language or conduct will not be tolerated; nor will the use of alcoholic beverages or drugs while on duty.

**\*\*We will NOT tolerate any licensees’ personnel disrespecting the Fairgrounds staff, guests, or other vendors.**

**Pricing** - Pricing of all food items and merchandise sold is to be visibly posted. All pricing must **include** New York State Sales Tax (8.75%)\*\* (This is subject to change.) YOU are responsible to make sure you are in compliance with NYS Law <https://www.tax.ny.gov/pdf/publications/sales/pub718c.pdf> If you are ‘up charging’ larger size clothing items, these must be clearly posted as well.

**Propane Tanks** – are not allowed in any building. All propane tanks outside must be chained in place. All persons operating propane tanks must be 18 years or older. All propane tanks/propane are to be purchased through **Irish Propane**, the preferred propane provider on the grounds. Please submit tank size and quantity on the portal by July 15<sup>th</sup>, 2024

**Public Health Regulations** - The licensee agrees to implement all mandatory policies and procedures set forth by federal, New York State, Erie County, and public health agencies, including, but not limited to, physical distancing, providing and maintaining an adequate supply of hand sanitizers and requiring employees to wear face coverings. It is understood that violations of such policies and procedures can result in the immediate closure of the exhibit or stand without any further obligation, financial or otherwise on the part of Society as well as forfeiture of the deposit by the vendor.

**Recycling/Trash** - All licensees must keep their facilities, equipment and area surrounding their exhibit or concessions in a clean, sanitary condition always and are responsible for disposal or recycling of their trash. Trash dumpsters and compactors are located around the fairgrounds for this purpose. If you see trash on the ground, pick it up and dispose of it properly. Fair personnel will clean buildings each night after buildings close. Public trash receptacles or barrels and recycling containers may **not be moved** without Fair authorization and are not to be receptacles for personal use. Food concession operators providing a seating area must provide their own trash receptacles and it is the sole responsibility of the licensee to keep the seating area clean. Garbage containing waste must be stored in tightly sealed, non-absorbent containers. Please do not use public trash receptacles or barrels for food and/or food prep waste from your concession. Trash stations are located around the grounds for disposal of such waste. Concessionaires and exhibitors may not deposit any grey water/fluid, wastewater, or other liquids onto the ground or into street or storm gutter/sewer. Fluids

(not grease/oil) must be discharged into approved sanitary sewer systems or centralized holding tanks placed around the fairgrounds for such purpose.

**\*NEW\*** - A \$300 fee will be assessed to any vendor for each appliance left after Fair to include but not limited to refrigerators, freezers and AC Units.

**Refund Policy** - There will be NO refunds issued to any exhibitor, food concessionaire, commercial exhibitor, game operator or any other concessionaire/exhibitor participating in the Erie County Fair, unless authorized by the Erie County Agricultural Society.

**Reimbursement Policy** - In the interest of public relations, the management of the Concessions Office reserves the right to, at its discretion, require any concessionaire/exhibitor/vendor to reimburse the full amount of any customer's purchase. Exhibitors must post their refund policy.

**Rental/Decorating Service** - Hale Expo Services is the decorating rental service on the grounds during the Fair. You can call them at (800) 333-4253 or download the exhibitor manual from [www.haleexpo.com](http://www.haleexpo.com). To obtain login information for their ordering portal, you must e-mail them at [csr@haleexpo.com](mailto:csr@haleexpo.com) with the show name, your company name and e-mail address that you want them to send your login info.

**Restocking** - The Event Center, Marketplace and Bazaar will open for restocking at 9:30am. All Event Center exhibitors **must enter** through the exhibitor entrance on the **south side** of the Event Center. There is NO other access to the building prior to 9:30am. Outdoor stand restocking times are 6:00am to 10:30am and at close of Fair until 2:00am.

**Seating Areas** - We ask all concessionaires that provide seating areas to keep this area available for all patrons.

**Signage** - Absolutely no handmade signs in your stands, tents, or trailers. **NO sandwich or a-frame type boards.** Any signage outside of your exhibitor space is strictly prohibited. Take pride in what you have to offer our guests. We are all professionals, and we ask that you have professionally made signage within your stand. On The Mark Signs is located at 5758 South Park Avenue in Hamburg, right outside The Fairgrounds or you can call (716) 648-7446.

**Smartphone App** - All licensees will be included in the *Fairgrounds mobile app* and will be charged a **required fee of \$25 per leased space**. The fee is applied as a promotional tool offering descriptions and locations of exhibits and concessions as a service to guests wishing to locate specific products or services within the grounds. The *Fairgrounds Mobile App* can be downloaded in the Google Play Store or Apple App Store or scan the QR code below.

Google Play Store



Apple App Store



**Smoking** - Smoking, including Electronic Cigarettes, is not permitted in any buildings on the Fairgrounds. For the health and well-being of all concessionaire workers, as well as our patrons, all food stands (including food preparation areas) shall be entirely smoke free and vape free. No exceptions

**Soft Drink Cups** - Vendors shall only use/sell cups provided by the soft drink purveyor and approved by Fair management.

**Sound Amplifying System** - Sound systems, loudspeakers, amplifiers, radios, broadcasting devices, voice enhancement equipment or instruments may be operated at a reasonable volume. Music systems in seating areas will be accepted provided it is controlled as to volume levels and operation hours. Devices should not disturb normal business in adjoining attractions, exhibits and concessions or activities in adjacent public space. An infraction to this exception will require the loss of your privilege to use sound enhancement equipment. **Reminder:** Tuesday, August 13<sup>th</sup> from 11am to 2pm, there will be no PA announcements, no lights on concessions stand, no music in the carnival. There will be no sound checks during this time and livestock show announcements will be turned down. PLEASE be sure to relay this information to your staff working on this day.

**Souvenir Mugs** - Vendors will refill past years Erie County Fair Mugs. Mugs will be purchased at the concession office; the vendors will receive a voucher to pick up mugs at purveyor lot, hours TBD. Pricing of the mugs is still to be determined. The Erie County Fair Souvenir Mug will be the **ONLY** 32oz. soda option on the Fairgrounds.

**Storage** - All storage units are required to have a **storage permit**. All storage permits are \$100 per unit outside inner fence and \$175 per unit inside inner fence. Permits are issued by the Concessions Office and must be paid for by Friday, August 9, 2024. Any storage vehicles found without a permit by Saturday, August 10, 2024 will be towed at the owner's expense. *Storage space must be requested on the exhibitor portal where all amenities are ordered. Approval is not automatic for inside inner fence storage; it is based on location and availability.* Storage inside the inner fence line of the Fair (excluding Strates' area) includes any motor vehicle, trailer (open or closed), regardless of whether it is used as a tow vehicle or for transportation. Storage outside the inner fence line in the trailer park lot includes any cube van, truck or trailer (open or closed), capable of storing product and/or merchandise, regardless of whether it is used as a tow vehicle or for transportation. *All storage permits must be displayed on the unit in plain sight at all times while parked on the grounds.*

**Tent Information** - The Erie County Fair has a **NO TENT STAKE** policy on leased paved spaces. All tents or structures erected on pavement must plan on an alternate method of securing the tent/structure. Any exceptions must have the approval of the Concessions Department.

Every tent that is erected on The Fairgrounds must be from a tent supplier that has an approved certificate of insurance provided to the Concessions Office (see page 14). The Erie County Agricultural Society needs to be listed as the additional insured on the certificate. All tents must be flame resistant, anchored, and acceptable to Fair standards.

**Tip Jars** - *No tip jars are allowed.*

## **\*NEW\* Other Power-Driven Mobility Devices**

The Erie County Fair (herein referred to as The Fair) recognizes that some individuals will use Other Power-Driven Mobility Devices (OPDMD) based on personal need due to their disability. The Fair respects the rights of individuals with disabilities and the devices utilized to be mobile. The Fair reserves the right to deny access based on the safety of patrons. This is based on capacity of the grounds, high volume pedestrian traffic to include children and confined spaces where patrons travel throughout.

1. Operators agree to provide personal assurance that the OPDMD is needed due to the Operator's disability;
2. Written verification that the Operator has completed a training program so as to provide assurance that (s)he can safely operate the OPDMD;
3. Operator must sign a General Release holding The Fair harmless from injuries to Operator or others resulting from Operator's use of OPDMD;
4. OPDMD cannot be operated faster than normal walking speed (2- 4 miles per hour);

**Trailer Skirting** - All trailers, regardless of their venue, are required to have skirting (canvas preferred) and be in good condition.

### **Transport Vehicles (Golf Cart & Bicycles) -**

**Bicycles**- There will be no fee for a permit. For move-in purposes only, bicycles with proper permits will be permitted on the Fairgrounds. Failure to operate a bicycle in a safe manner will result in the loss of this privilege.

**Golf Carts**-A \$75 permit and insurance are required to operate on the Fairgrounds. Golf Cart rules and maps will be distributed at check-in. Failure to comply with the golf cart rules and regulations will result in the loss of any golf cart privileges. Any golf cart used during nighttime must be equipped with headlights. If you are in need of a golf cart, you can order one through The Battery Post at (716) 896-0404. *\*\*these permits must be requested on the exhibitor portal where all other amenities are ordered.*

### **Hours of Operation of Golf Carts**

#### On Grounds Operation

- At close of Fair until 2:00am
- NO operation between 2am and 6am
- 6:00am Until 10:30am

#### Golf Cart Route ONLY

- 10:30am until close of Fair


### **See language about Other Power-Driven Mobility Devices below\***

**Wireless Internet Service (Wi-Fi)**- This service is now available in the Event Center, Expo Hall, and Marketplace free of charge. Due to the anticipated number of users, service may vary. Service is password protected and should be requested at credential pick up.



5. OPDMD must strictly observe and adhere to applicable safety rules and regulations governing the operation and use of OPDMD as published by the manufacturer of the unit;
6. OPDMD operator will be allowed access to the golf cart routes The Fair adheres for its personnel. A map will be provided;
7. OPDMD will be stored in a location that does not obstruct egress.
8. OPDMD operator must remain with the unit at all times. If Operator stops for any reason, such as to use a restroom or a refreshment, Operator must secure the OPDMD in a location that does not impair the free movement of other patrons;
9. NO golf carts and other OPDMD that is similar in size or larger

**Use of the OPDMD may be temporarily prohibited in any or all parts of The Fair during times of highest/peak congestion.**

<b>GENERAL STORE</b>	
<p>Fair essentials and toiletries available right on the Fairgrounds.</p> <p>Open daily 11:00am – 10:00pm</p> <p>Located at the top of the Avenue of Flags</p>	

## REQUIRED DOCUMENTS

The following documents (*in addition to a signed License Agreement and Participants Manual Acknowledgement*) are required to operate a concession stand/booth at The Erie County Fair. These must be submitted to the Concessions Office before we will issue you any credentials.

- Approved Certificate of Insurance
- New York State Sales Tax Permit
- Erie County Health Permit
- New York State Workers Comp

**All government agencies must supply a letter verifying proof of coverage.**

### **Proof of Insurance**

Insurance Certificate requirements are located on the vendor portal. If you need to purchase insurance, fill out the application and send it to Walsh Duffield Agency for approval by June 1, 2024.

### **New York State Sales Tax Permit**

The original of your New York State Sales Tax permit, issued by New York State, must always be displayed in full view. Information regarding this is located on the vendor portal.

### **Erie County Health Permit**

The application for a Temporary Food Service Permit is on the vendor portal. There is a discount for early filing. Return the application to the Erie County Health Department, **not the Concessions Office**. The telephone number for the Health Department is (716) 858-7677. Department representatives will also be on site during the Fair. The original of your Erie County Health Permit must always be displayed in full view.

### **New York State Workers Compensation**

See the vendor portal for more information about the requirements. Call Don Stoll at 716-842-2057 if you have additional questions.

# SETUP PROCEDURES

How, where and when to check in when you arrive...

## COMMERCIAL BUILDING VENDORS:

### **Event Center**

August 2; 9am - 6pm  
August 4; 9am - 1pm  
August 5 & 6; 9am - 9pm  
August 7; 9am - 10am\*  
*\* Booth must be set up by 10am*

### **Marketplace & Bazaar**

August 4; 9am - 1pm  
August 5 & 6; 9am - 9pm  
August 7; 9am - 10am\*  
*\* Booth must be set up by 10am*

\*ALL Commercial building vendors are to check in with the building attendant prior to setting up your booth\*

**\*\*There will be NO loading in/out of the lobby doors on the Event Center\*\***

## OUTDOOR VENDORS:

All vendors are to check in at the Concessions Office prior to set-up  
Accounts MUST be paid in full with proper paperwork on file before set-up

### **Set-up Dates & Hours**

Please email or call the Concessions Office to get approval for set up day and time.

### **All Vendors**

All outside concessionaires are required to use the upper McKinley Parkway Delivery Gate B. Upon arrival at Delivery Gate B, please identify yourself, making available your location and vendor number. At that time, you will either be escorted into the fairgrounds, allowed to proceed on your own or be asked to wait until we are ready to spot you. We ask for your patience at this time. Once you have been "spotted" at your location, you will then be connected to power and water based on availability. There will be an attendant to assist you if needed.

**Set-up is to be completed by 10:00am on Opening Day, Wednesday, August 7, 2024**

**In an effort to protect the wellbeing of everyone associated with the Fair set-up and tear down, please abide by all safety regulations. Be careful while using ladders, use eye protection when necessary and drive your vehicle slowly while on the grounds.**

# TEAR DOWN PROCEDURES

## COMMERCIAL BUILDING VENDORS:

Teardown times listed below will be strictly enforced to ensure the safety of our patrons.

### **Event Center**

August 18; 10pm – 2am  
August 19; 9am – 1pm  
*(vehicles can be staged in the Event Center parkinglot beginning at 10:30 pm).*

### **Marketplace & Bazaar**

August 18; 10pm – 2am  
August 19; 9am – 1pm

No vehicles will be allowed on the fairgrounds until 12:00 midnight on Sunday, August 18, 2024. There will be no exceptions. All concessions/exhibits must be removed by 1pm on Monday, August 19, 2024. The Society assumes no responsibility for items and/or materials left after this time.

We ask for your cooperation in adhering to these rules. Failure to follow these rules may result in non-renewal of your contract for the 2025 Erie County Fair.

*In an effort to protect the wellbeing of everyone associated with the fair set-up and tear down, please abide by all safety regulations. Be careful while using ladders, use eye protection when necessary and drive your vehicle slowly while on the grounds.*

## **OUTDOOR VENDORS:**

No vehicles will be allowed on the Fairgrounds until closing on Sunday, August 18, 2024. There will be no exceptions. All concessions/exhibits are to be removed by 4:00pm on Monday, August 19, 2024. The Society assumes no responsibility for items and/or materials left after this time.

### **IMPORTANT**

All concessionaires are responsible for the clean-up of their area after tear down. At the end of the term of use, the concessionaire must clean the premises so that the buildings and grounds are in the same condition as they were when you arrived. If the concessionaire fails to comply, they will be liable to the Erie County Agricultural Society for all expenses incurred in cleaning the premises and otherwise restoring the premises to such condition. Billing for these cleaning services will be sent at the conclusion of the Fair.

We ask for your cooperation in adhering to these rules. Failure to follow these rules may result in non-renewal of your contract for the 2025 Erie County Fair.

## **HOURS OF OPERATION**

### **COMMERCIAL BUILDINGS:**

**(Event Center, Marketplace, Bazaar, Expo Hall)**

All commercial buildings will be open to the public from 11am – 10pm August 7-18, 2024.

These buildings will open **daily at 9:30am** for re-stocking purposes.

### **OUTDOOR VENDORS:**

All outside vendors (including food) must be open daily **beginning at 11:00am and operate until 10:00pm**. If circumstances warrant, food stands may stay open past 10:00pm until the midway closes. Deviation from these hours of operation will not be permitted and is strictly enforced.

**We close and secure the buildings every night, while the buildings close to the public at 10pm we ask that the vendors be respectful of our time and wrap up their affairs and exit by 10:30pm.**

**\*\*Once a vendor exits the building, they will not be able to return for the evening.**

**All booths are to be staffed at all times - vendors that fail to comply will be assessed:**

**\*1st offense given a written warning**

**\*2nd offense \$50.00 fine**

**\*3rd offense \$100.00 fine**

**\*4th and subsequent offense \$250.00 fine And,**

**finally non-renewal**

**THIS PENALTY WILL BE ASSESSED FOR CLOSING EARLY!!**

## MEAL TICKETS

Official Erie County Fair 2024 Meal tickets (Value \$10.00) must be accepted by ALL food concessionaires.

Please accept these as cash (change is to be given is a \$7.00 item is purchased)

### IMPORTANT

- All Meal Tickets must be redeemed at the Concessions Office on Sunday, August 18, 2024, from 3:00pm-8:00pm and Monday, August 19, 2024, from 8:00am-10:30am.
- Meal Tickets received after this date will not be accepted.
- It is your responsibility to ensure that all meal tickets you accept are dated 2024 and approved for acceptance by the Concessions Office.

## PROMOTIONS & FAIR GIVEAWAYS

All promotions and special appearances by local talent, celebrities, musical performers and/or giveaways that will be held during the Fair should be approved by the Concessions Manager prior to June 2024. Please request a promotion slip from the Concessions Office.

**Raffles are strictly prohibited. Under no circumstances will any raffles be allowed on the Fairgrounds.**

### Contests and Sweepstakes

1. A “contest” (also referred to as a “raffle”) is any game or promotion which offers prospective participants the opportunity to receive or compete for gifts or prizes based on chance in which participation is conditioned, wholly or partly, on the payment of some value by the participant.

2. A “sweepstakes” is any promotion which offers prospective participants the opportunity to receive or compete for gifts, prizes, or discounts on the basis of chance in which participation is not conditioned on the payment of some value.

Unless approved in writing by the Society, neither vendors nor exhibitors are allowed to conduct contests, raffles, or sweepstakes at the Erie County Fair.

Society will attempt to accommodate ‘for-profit’ vendors conducting sweepstakes as a means of generating contact lists for their businesses provided the promotion is conducted professionally and otherwise does not violate state or local law.

# DELIVERIES & US MAIL

## ADDRESS ALL PACKAGES & DELIVERIES THIS WAY!

Erie County Fair  
Concession name DBA/ Location  
Name/Cell #  
5600 McKinley Pkwy  
Hamburg, NY 14075

The Erie County Agricultural Society, host of The Erie County Fair, assumes no responsibility for damaged, missing or lost mail and will NOT ACCEPT packages or deliveries prior to move in.

### PRE-FAIR Deliveries (prior to August 7, 2024)

The Erie County Fair will not accept any packages prior to Wednesday, August 7, 2024. Hale Expo Services will handle ALL pre-Fair Deliveries. Phone # [\(716\) 896-6170](tel:7168966170)  
Labels can be printed from [www.haleexpo.com](http://www.haleexpo.com)

<small>RECEIVING ADDRESS - ALL SHIPMENTS SHIPMENTS MAY ARRIVE BETWEEN Monday, July 18, 2024, THRU Monday, August 5, 2024.</small>		
<b>FREIGHT LABEL</b>	<b>SHIP TO:</b> 184 <sup>th</sup> Erie County Fair Hale Northeastern, Inc. 828 East Ferry St. Buffalo, NY 14211	
	<table border="1"><tr><td><small>SHOW INFORMATION</small> 184<sup>th</sup> Erie County Fair Hamburg Fairgrounds August 7-18, 2024</td><td><small>Back#:</small> _____ <small>Ship Instr Name:</small> _____ <small>Contact Name:</small> _____ <small>Phone#:</small> _____</td></tr></table>	<small>SHOW INFORMATION</small> 184 <sup>th</sup> Erie County Fair Hamburg Fairgrounds August 7-18, 2024
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### FAIR-WEEK Deliveries (August 7-18, 2024) UPS, Fed Ex, Airborne, etc...

All deliveries can be picked up between 9am-5pm at the Maintenance Shop Reception Desk located near Gate 6.

### United States Postal Service

If you are expecting mail, please check with the Concessions Office or the Main office Reception Desk during business hours.

### Daily Deliveries (Concession/Exhibit) August 7-18, 2024

Only vehicles with a *Delivery Tag* issued by the Concessions Office will be permitted on the Fairgrounds for deliveries between 6 am – 10:30am.

This rule will be strictly enforced. Any vehicle found on the grounds after 10:30am will be subject to tow at the owner's expense.

All deliveries must be hand carted in after 10:30am.

# APPROVED PURVEYOR LIST

Concessionaires are encouraged to use these approved purveyors only.

## Midstate Bakery

402 Babcock St  
Buffalo, NY 14206  
(716)853-1119  
Mark Collins (716) 818-2921  
Bread, Pastries, Rolls

## Bipperts Farms

5240 Clinton St  
Elma, NY 14059  
(716)668-4328  
Fresh Fruits, Vegetables

## J & L Ice Service

6 Treadeasy way  
Batavia, NY 14020  
716-200-3402  
Bags of Ice

## US Foods

125 Gardenville Parkway  
Buffalo, NY 14224  
(716)656-8350

## Upstate Milk

7115 West Main Street  
Leroy, NY 14482  
(716)768-2247  
Dairy & Milk Products

## Minich Distributing

3408 Bethford Dr  
Blasdell, NY 14219  
(716)825-5274  
Bread, Rolls, Sweet Foods

## Irish Propane

Anita Foss  
70 Katherine St  
Buffalo, NY 14210  
(716)827-2727 ext. 422

## Allen Associates

60 Saginaw Drive  
Rochester, NY 14623  
(585)244-5104  
Specialty Items

## Burger Fire Extinguisher Serv. Inc.

5937 Shoreham Drive  
Lakeview, NY 14085  
(716)627-9336

# EXCLUSIVE BEVERAGE SUPPLIERS

Concessionaires are required to use these approved beverage suppliers

## Pepsi-Cola

2770 Walden Ave  
Buffalo, NY 14225  
(716)684-4900  
Pepsi Products (pre/post mix)  
Loganberry, Juices, Water,  
Sports Drinks, Lemonade Cups

## Try-It Distribution

4155 Walden Ave  
Lancaster, NY 14086  
(716)651-3551  
Bud, Labatt, Craft/Import,  
Malternatives/Coolers,  
Non-Alcoholic

# TENT RENTAL COMPANY LIST

When calling, tell them the tent is for Erie County Fair

## All Season Party & Tent Rental

Contact: *Tim Berardi*  
Large Tents over 80 ft.  
5885 Transit Rd  
East Amherst, NY 14051  
(716)688-9531  
www.rentrightnow.com

## Main Event Tents

Contact: *Jason*  
4766 John Michael Way  
Hamburg, NY 14075  
(716)649-9604

## Just 'In' Case Party Rental

1560 Harlem Road  
Buffalo, NY 14206  
(716) 812-0818

Pricing: [https://cdn.saffire.com/files.ashx?t=fg&rid=ErieCountyFair&f=Just\\_In\\_Case\\_Tents\\_ERIE\\_COUNTY\\_FAIR\\_2024\\_Flyer.pdf](https://cdn.saffire.com/files.ashx?t=fg&rid=ErieCountyFair&f=Just_In_Case_Tents_ERIE_COUNTY_FAIR_2024_Flyer.pdf)

# 2024 Erie County Fair RV Parking Rules & Regulations

1. All spaces MUST be pre-paid prior to arrival.
2. A 15-day permit includes the Monday prior to opening day of the Fair through, and including, closing day of the Fair (this permit is only good for 08/04/2024-08/19/2024)
3. A ten (10) foot separation between each unit/extremity MUST be maintained on all sides. This measurement is from the furthest extremity, slide out or other apparatus.
4. No awnings are allowed in the down position.
5. No gray water dumping is permitted in any lot. (Scavenger services are available by contacting the RV Lot Manager, Don Kaminski at 716-535-9418)
6. No open flames of any type, including propane grills, charcoal, cook stoves, bonfires/campfires, etc.
7. Outside cooking is permitted in designated areas only and must be a minimum of twenty-five (25) feet from any structure or unit.
8. ALL units MUST have a fire extinguisher or method of fire protection available.
9. Vehicles must have appropriate pass to be permitted in the RV Parking.
10. Do NOT block the roadways with any personal vehicles.
11. All fire lanes must be maintained at all times.
12. Speed limit is 5mph.
13. No alcoholic containers are allowed outside of the RV's.
14. Any child under the age of 18 must be accompanied by an adult at all times while in the RV Parking.
15. Quiet hours are 11pm-7am

Failure to comply with these regulations will result in the loss of privileges and immediate removal of the unit.

Any questions should be directed to the RV Parking Manager /Erie County Fair Main Office.

# GOLF CART RULES

Rules are in effect for ALL cart operators.

Golf Cart permits must be requested on the exhibitor portal with all other amenities.

Permits will **ONLY** be issued once approved Insurance Coverage is on file with the Concessions Office.

- **Hours of Operation**

- On Grounds Operation

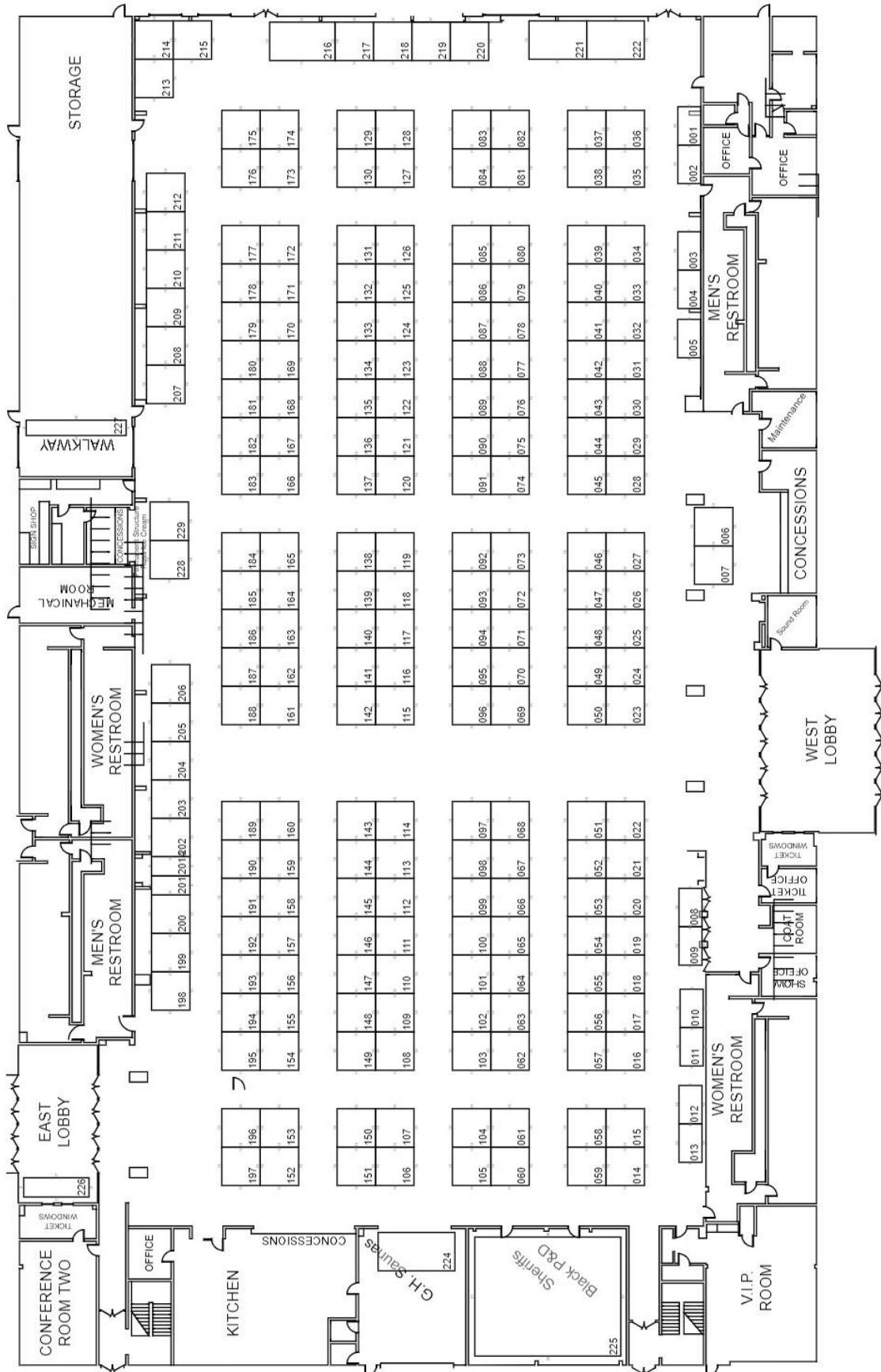
- At close of Fair until 2:00am
    - NO operation between 2am and 6am
    - 6:00am Until 10:30am

- Golf Cart Route **ONLY**

- 10:30am until close of Fair
- Cart use on the grounds is a privilege and permission for use is not automatically granted. Failure to comply with any of the rules and regulations stated herein will result in the loss of the permit and the use of the cart/vehicle for the duration of the fair.
- All vendors/concessionaires and purveyors may use the carts for essential purposes and deliveries only. Casual or recreational use of carts is prohibited.
- All cart operators must have a valid driver's license.
- Any person operating a cart must sign that they have read all rules and regulations and is informed of the misuse consequences.
- Proof of Insurance must be provided to the Concessions Office by the cart lessee or by cart owner.
- Carts must have the permit affixed to the cart identifying the owner/lessee and function of the cart.
- All carts (including security carts) must be operated only on the designated golf cart routes.
- Carts are to be parked only in designated areas.
  - If parked at the leased space, the cart must be out of public view.
  - Carts are not to be parked behind Grandstand Area or near the Fair Office.
- All 2, 3, or 4 wheeled vehicles, ATV type motorized vehicle that are authorized by the fair must use the cart route during operations from 10:30am until close of Fair.
- A map of the Fairgrounds and a copy of the rules must be in each cart while in operation.
- All carts must have an operating headlight for use during evening hours.
- The maximum number of persons on a cart must not exceed the seating capacity.
- All vehicles may not display any advertising signage of any type without prior authorization by the Fair.

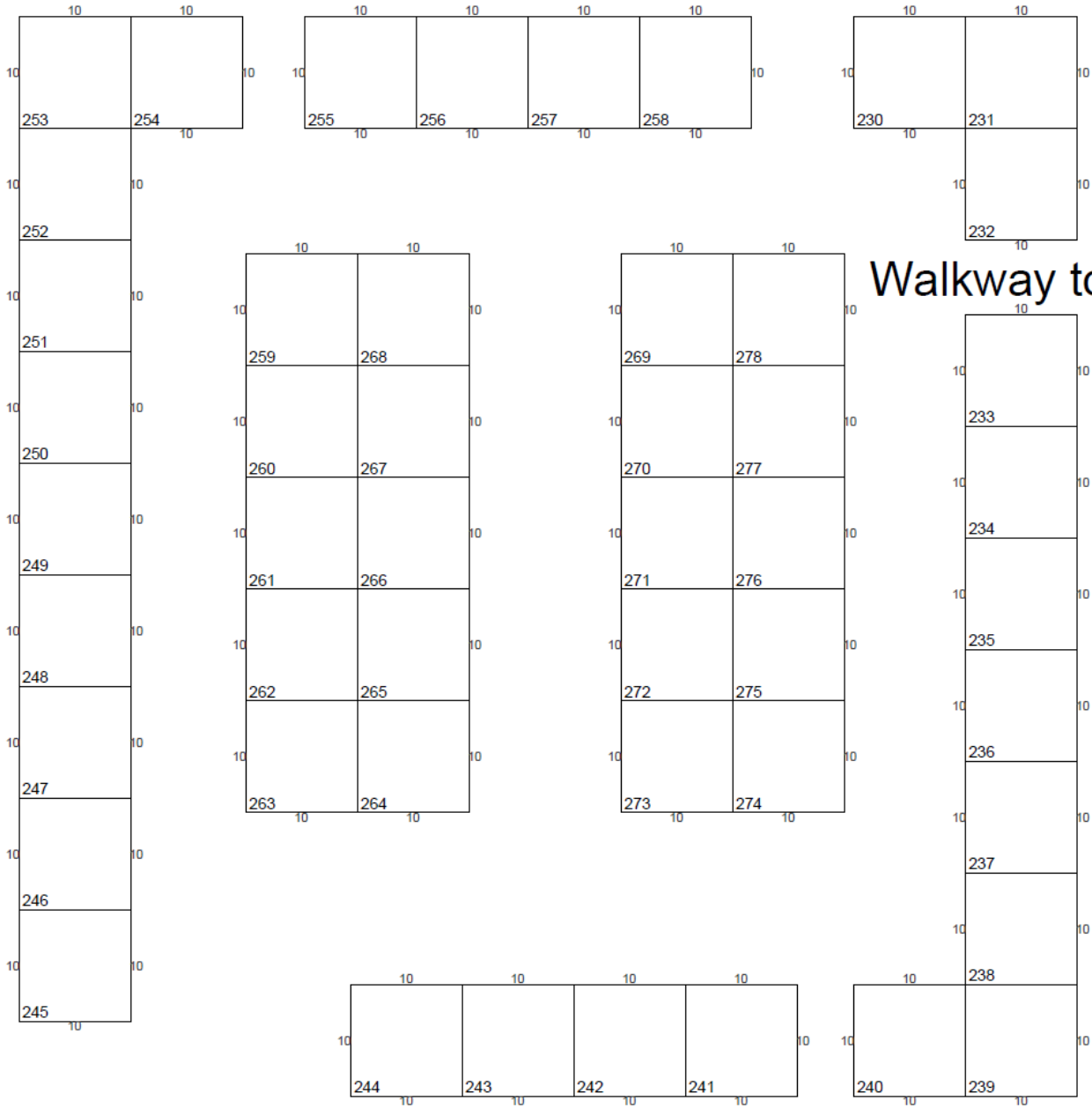


# EVENT CENTER



# MARKETPLACE BUILDING

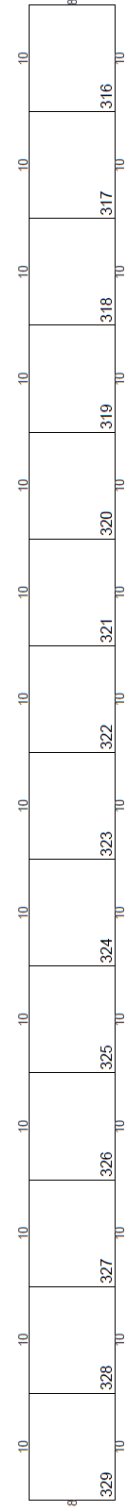
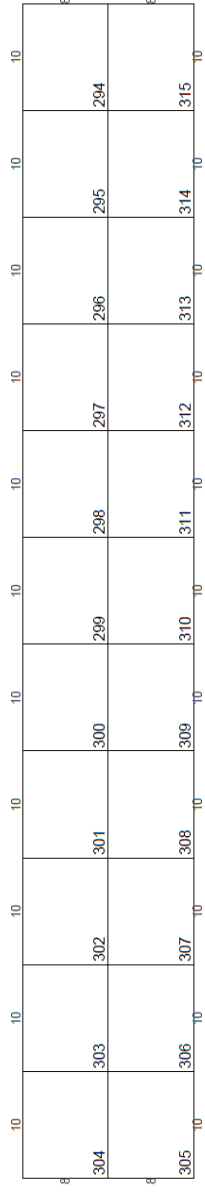
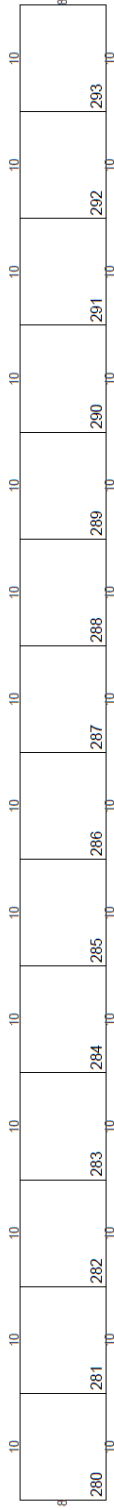
## Slade Park



## 42nd Street

# BAZAAR BUILDING

## Trackside



## Carousel Room Side

# LOCAL AMENITIES

## Southtowns Regional Chamber of Commerce

southtownsregionalchamber.org - 6122 South Park Avenue, Hamburg, NY 14075 (716) 649-7917

### Grocery Stores

Tops Markets	6150 South Park Avenue, Hamburg, NY 14075	(716) 515-3300 (1.4 miles)
Save A Lot	6000 South Park Avenue, Hamburg, NY 14075	(716) 649-8360 (1.2 miles)
Wegmans	3740 McKinley Parkway, Blasdell, NY 14219	(716) 362-8400 (3.3 miles)
Walmart Supercenter	5360 Southwestern Blvd., Hamburg, NY 14075	(716) 646-0682 (4.3 miles)
Aldi's	5999 South Park Avenue, Hamburg, NY 14075	(855) 955-2534 (1.2 miles)

### Animal Needs

Tractor Supply Company	4484 Southwestern Blvd., Hamburg, NY 14075	(716) 648-5140 (3.3 miles)
Clyde's Feed & Animal Center	351 Union St., Hamburg, NY 14075	(716) 648-2171 (2.7 miles)
Southtowns Feeds and Needs	7380 Boston State Rd., Hamburg, NY 14075	(716) 648-4600 (4.8 miles)

### Hospitals & Urgent Care Centers

WellNow Urgent Care	– 4909 Southwestern Blvd., Hamburg	(716) 926-6358
Mercy Ambulatory Care Center- OPEN 24 Hours	3669 Southwestern Blvd, Orchard Park	(716) 662-0500
WellNow Urgent Care	3245 Southwestern Blvd, Orchard Park	(716) 608-2226

### Banks

Evans National Bank-	5999 South Park Ave., Hamburg	(716) 649-4900
Key Bank-	5510 Camp Road, Hamburg	(716) 648-7932
Lakeshore Savings Bank-	59 Main St., Hamburg	(716) 646-9480
M&T Bank-	6000 South Park Ave, Hamburg	(716) 649-8401

### Delivery Service

Foxy Delivery Service - Rush Delivery Service	2830 Elmwood Avenue, Kenmore NY	(716) 876-3828
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### Hotels

Holiday Inn Express	3565 Commerce Place , Hamburg	(716) 648-9200 (2.8 miles from The Fairgrounds)
Hampton Inn	5440 Camp Road, Hamburg	(716) 649-3769 (2.5 miles from The Fairgrounds)
Hampton Inn Airport	133 Buell Avenue, Cheektowaga	(716) 631-0200 (17.6 miles from The Fairgrounds)
Country Inn & Suites	164b Slade Avenue, West Seneca	(716) 259-8520 (8.6 miles from The Fairgrounds)
Comfort Inn	3615 Commerce Place , Hamburg	(716) 648-2922 (2.7 miles from The Fairgrounds)
Motel 6	5245 Camp Road, Hamburg	(716) 648-2000 (2.8 miles from The Fairgrounds)
Red Roof	5370 Camp Road, Hamburg	(716) 648-7222 (2.6 miles from The Fairgrounds)

### RV Sales & Service

Meyers RV	1000 Sanford Rd. North, Churchville, NY 14428	(855) 564-4196
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### Destinations

Niagara Falls	(33 miles from The Fairgrounds)
Highmark Stadium, Home of the Buffalo Bills	(4 miles from The Fairgrounds)
Key Bank Center, Home of the Buffalo Sabres	(12.7 miles from The Fairgrounds)
Sahlen Field, Home of the Buffalo Bisons	(12.5 miles from The Fairgrounds)

## 18 Mile Creek Golf Course

Located at 6374 Boston State Rd, Hamburg, NY (1.4miles) – Enjoy this eighteen-hole course from mid-April (weather permitting) to October 31. Call for Automated Tee Time 716-648-0126, [www.townofhamburgny.com/golf](http://www.townofhamburgny.com/golf) or for more information 716-648-4410.

## Shopping

McKinley Mall is located at the intersection of Milestrip Road and McKinley Parkway (4 miles) in Blasdell  
**Shop McKinleyMall.com.**

Walden Galleria Mall is the largest shopping center in the Buffalo Niagara region. Exit 52 off I-90 (New York State Thruway) 17 miles. **WaldenGalleria.com**

## Restaurants (All located within 5 miles of The Fairgrounds):

J.P. Fitzgeralds	4236 Clark St.	(716) 649-4025
Pegasus	5748 South Park Ave.	(716) 649-9639
Butera's	32 Main St.	(716) 648-5017
Applebee's	4405 Milestrip Rd.	(716) 824-5550
Red Lobster	3701 McKinley Pkwy	(716) 823-2901
McDonalds	6035 South Park Ave.	(716) 648-4949
Burger King	4175 McKinley Pkwy	(716) 648-1130
Wendy's	3513 McKinley Pkwy	(716) 826-2820
John & Mary's	40 Buffalo St.	(716) 648-4750
Panera Bread	3701 McKinley Pkwy	(716) 824-0585
Olive Garden	3701 McKinley Pkwy	(716) 822-1275
The Poppysseed	3670 McKinley Pkwy	(716) 824-0075
Fiesta Bamba	6000 South Park Ave.	(716) 202-4078

# DIRECTIONS TO THE FAIRGROUNDS

## From Downtown Buffalo

Travel south over the skyway on Route 5 to Milestrip Rd. (Route 179) east. At the fourth light make a right turn on McKinley Pkwy.

## From the Thruway East or West (I90)

Coming from Amherst, Rochester, Syracuse, or Pennsylvania. Take exit 56 and turn left on Milestrip Rd. (Rte. 179). At the second light, turn right onto McKinley Pkwy.

## From the Airport

Take Genesee St. to the 33 Expressway (follow the signs for the NYS Thruway I-90 West to exit 56 (Blasdell/Milestrip). Make a left on Milestrip Rd. (Rte. 179). At the second light make a right onto McKinley Pkwy.

## A Shortcut for you Southtowners

It may help you to avoid traffic by taking Route 219 to Boston/Hamburg Exit (Rte 391), turn left on Clark Street just before The Fairgrounds. This will lead you towards Parking Lot #5 in the middle of Clark Street between McKinley Pkwy and South Park Ave. The parking lot has plenty of parking available.

