

15TH DISTRICT AGRICULTURAL ASSOCIATION

“KERN COUNTY FAIR”

DAILY OPERATIONS IS A SUPPLEMENT TO AND MADE A PART OF THIS RENTAL AGREEMENT and/or CONCESSION AGREEMENT

ACCOUNTABILITY:

TYPE OF CASH REGISTER REQUIRED: Concessionaire agrees to use registers that will make the sum of each purchase readily visible to the purchaser. Registers must have a non-resettable to **“Zero”** grand total meter which will be read at random by a fair Auditor. **“DAILY SALES REPORT” WITH ENTIRE TAPE AND “Z” TAPE ATTACHED, MUST BE BROUGHT INTO THE AUDITING DEPARTMENT FROM 8:30am TO 2:00pm EACH DAY.** This means the entire journal tape must be turned into the Audit Department. Tapes will be returned. For more details see 2017 Official Alcohol Concessions Rules & Regulations under “CASH REGISTER”

1. All Concessionaires, subject to audit, agree to have a cash register or registers that meet or exceed the following criteria:
 - A. Front/Rear Display **MUST** be visible to public and placed on front counter of each stand. Concessions where this is not possible due to layout must request a waiver in writing prior to operation.
 - B. Electronic Operation
 - C. Correct Time and Date on Register * Required to be programmed by Register Company when rented
 - D. Impact Printer
 - E. Readable Tape, Continuous Print Capability. If tape is not legible Fair retains the right to close Concession until problem is corrected
 - F. Consecutive Numerical Transaction Record – **“Z”** Tracking Number
 - G. Battery Backup
 - H. Key Protector. Wet cover advisable
 - I. Prints a **“Z”** number on tape
 - J. Nonresettable grand total. Daily totals may not return to **“ZERO”** reading
 - K. Cash register manual **MUST** be kept in concession at all times
2. All cash registers must include a manual (owned or rented). It is the responsibility of the concessionaire to know how to correctly set the time and date on each cash register.
3. All cash registers must be **tagged** to record the model number and serial number for all cash registers, including backup registers. Once it is approved for use, each register will get its own register tag. Register tagging by the Kern County Fair Auditors will be conducted **Monday, September 18th from 11am to 3pm.** Opening **“Z”** readings will be required at that time. Be aware that registers cannot be used for sales until they have been tagged and the information has been recorded.
4. Concessionaire agrees to the following rules regarding the operation of cash register:
 - A. All sales will be entered on cash register(s). Each item must be individually rung up – **NO EXCEPTIONS.**
 - B. Cash drawers will be closed following each sale. Continuously open cash drawer or use of cash box separate from register machine is **PROHIBITED AND A VIOLATION.**

- C. It is required that Concessionaire will **"Z"** out at the close of each business night and turn in the entire tape, with **"DAILY SALES REPORT"**, to the Fair Auditing Dept. **NO LATER THAN 2:00pm THE FOLLOWING DAY**. Auditors will also make periodic **"X"** reading throughout the day/evening.
- D. **"NO SALE"** key may be used only for replacing large bills, or making change from large to small bills a maximum of four (4) times daily. It is **prohibited** to use the **"NO SALE"** key for any other purpose and could be considered a violation.
- E. No error corrections will be accepted. These are considered voids; therefore concessionaire will disable void/error keys.
- F. Over rings will be circled on the tape in **RED INK** and recorded on the Daily Sales Report and Over-ring Sheet/Report indicating date, time, amount, reason, cashier's signature, and Concessionaire's Owner/Manager's signature. Reports and cash register tape must be turned into the Audit Department no later than 2:00pm of the following day to receive consideration. LATE RECEIPT OF OVERRINGS WILL NOT BE CONSIDERED
- G. Proper maintenance of registers is the responsibility of the Concessionaire; register downtime reduces Concessionaire profits and Fair revenue. A listing of local register repair facilities may be obtained from the Audit Department.
- H. Cash registers must be programmed for individual menu items - i.e. \$3.00 Sandwich * KEY #1, \$2.50 Drink * KEY #2, etc.
- I. Downtime on registers must be reported to the Audit Department immediately.
- J. Concessionaires cannot begin to utilize a back up register until it has been **Z'd** out, register tape initialed and approved for operation by Auditor.
- K. Un-used cash registers cannot be left on counter. These registers must be removed until needed during high peak hours.
- L. Menu advertising and signage must be ready to review the day prior to the opening day of fair. No paper menus will be accepted.