

**LAKE COUNTY FAIR
CONCESSIONS DEPARTMENT RULES & REGULATIONS
AND
TEMPORARY FOOD SERVICE ESTABLISHMENTS REGULATIONS**

1. No game will be allowed to offer money as prizes. Prices and Rules, and prices of all items offered for sale, must be posted in plain sight at all times. Any game having two complaints to the Board or Superintendent must be changed or said game will be closed and removed from the grounds. Stand numbers will be provided by the concession office and must be posted in plain sight at all times.
2. Each vendor shall be charged for the space used. All vendors must have a valid Indiana Retail Merchants Certificate. Vendor shall provide superintendent with a copy of Indiana Retail Merchant Certificate. Any unauthorized use of electrical service result in the cancellation of the contract and forfeiture of all monies paid.
3. ALL VENDORS MUST HAVE LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000. AND WORKMANS COMPENSATION WHERE APPLICABLE. VENDORS MUST PROVIDE A CERTIFICATE OF INSURANCE NAMING BOTH THE LAKE COUNTY BOARD OF COMMISSIONERS AND LAKE COUNTY AGRICUTURAL SOCIETY AS ADDITIONALLY INSURED. THE CERTIFICATE(S) MUST BE IN THE HANDS OF THE SUPERINTENDENT PRIOR TO OPENING DAY, OR VENDORS WILL BE CHARGED FOR INSURANCE UNDER OUR CARRIER AT APPLICABLE RATES.
4. Tent, stakes and ropes must be highly visible. There must be no nails, screws, ropes or chains attached to trees or electric poles. Hinges must be safety keyed. NO NAILS. Water leaks must be fixed as soon as possible to avoid turnoffs. ALL FOOD STANDS MUST HAVE A REFRIGERATION AND WORKING SINK IN THEIR TENT OR TRAILER, AND MUST BE HOOKED TO A DRAIN OR HOLDING TANK. No vendor shall dump or dispose of any grease, oil, charcoal or hazardous material in any drain or dumpster at any time, this includes CLOSING SUNDAY NIGHT. Picnic tables will be allowed in designated picnic areas only. Vendors are to remain in their rented space while selling or discussing their product or items. ALL VENDORS SHALL RAKE OR SWEEP THEIR AREA EACH MORNING BETWEEN THE HOURS OF 8:00 AND 10:00 A.M. The area to be cleaned is defined as the rented area and the area ten (10) feet on all sides of said area. In the event another vendor occupies part of that space each vendor will be required to clean ½ of said space. Prior to leaving the grounds, after stand, tent or trailer has been removed from the site rented; all holes in the ground must be filled and all blocking shall be removed and disposed of in a proper manner. After removal, VENDOR shall then be required to clean area ten (10) feet around the area. Vendor shall dispose of all material that was not there before arrival !!!! ANY STAND OR EQUIPMENT LEFT ON THE GROUNDS SEVEN DAYS AFTER THE CLOSE OF BUSINESS SHALL BECOME THE PROPERTY OF THE LAK COUNTY AGRICULTURAL SOCIETY AND WILL BE DISPOSED OF AS THE BOARD SEES FIT.

5. No vendor will be allowed to bring any equipment, stand or trailer onto the fair grounds before Sunday prior to the first official day the fair is open. Spaces not filled by the close of business on Friday will be declared vacant, unless arranged previously, and will be filled and rented at the discretion of the Superintendent.
6. Motorized vehicles will not be allowed on the midway or southeast of the maintenance building after 10 A.M. This includes golf carts, scooter, mopeds or other vehicles of this nature. ALL VEHICLES OF THIS TYPE MUST BE REGISTERED AT THE CONCESSION OFFICE AND HAVE A LAKE COUNTY FAIR STICKER ON THE FRONT OF SAID VEHICLE AT ALL TIMES.
7. Layout of concessions must be in compliance with the INDIANA STATE FIRE CODES. It may become necessary to adjust locations to comply with these laws. The Fair will advise you of any required changes. If a location needs to be changed it will be mutually agreed upon.
8. **FOOD SUPPLIES:** All food supplies including, meat, milk, vegetables, etc. shall be obtained from sources complying with applicable State Laws and Regulation. All food shall be clean, whole, free from adulteration and misbranding. Home-canned foods will not be permitted. All fruits and vegetables shall be washed before being used.
9. **PERSONAL HYGIENE:** Personnel shall not be permitted to work in a food stand with open wounds, communicable diseases, or respiratory illness. Fingernails shall be trimmed; hands and arms shall be washed and clean before starting work, washed after visiting the toilet and washed as frequent as necessary during the day. Employees shall wear clean outer clothing with no tank tops or sleeveless shirts. All employees shall wear effective hair restraints and food acceptable gloves must be worn at all times. NO smoking allowed in your booth.
10. **HAND WASHING FACILITIES:** Each vendor must have adequate hand washing facility in their establishment. The minimum shall consist of a pan, water, soap and individual towels. COMMON TOWELS ARE PROHIBITED!!
11. **REFRIGERATION AND FOOD TEMPERATURES:** Potentially hazardous foods, which consists in whole or in part, of milk or milk products, eggs, meat, poultry and fish shall be maintained at temperatures of 40 degrees Fahrenheit or below or 140 degrees Fahrenheit or above. A mechanical refrigeration shall be used for maintaining refrigeration temperatures.
12. **FOOD AND DRINK STORAGE AND DISPLAY:** All food supplies shall be stored off the fair ground on pallets or shelves. All food shall be properly covered to prevent contamination. Where preparation equipment such as: stoves, grills, preparation tables, etc., are used in food handling concessions immediately fronting the midway, it will be necessary that such food preparation areas are adequately protected by solid glass shields or other suitable materials. Wet storage of packed food is prohibited, except cans of non-potentially hazardous beverages which may be stored when water contains 50 PPM of available chlorine and is changed often enough to keep both the water and containers clean. All food on display, such as cotton candy, candied apples, etc. shall be covered or be individually packaged to prevent contamination from dust and other elements. No drinks, either hot or cold, may be dispensed by dipping into the

liquid. Drinks may be dispensed by serving from a bottle or a closed container by means of faucet or tap.

13. **CONDIMENTS:** Sugar, mustard, ketchup and other condiments shall be individually packaged or dispensed from an approved dispenser.
14. **ICE SUPPLY AND HANDLING:** Ice that is consumed or that will come in contact with food shall be obtained from an approved source in chipped, crushed or cubed form and transported and stored in a single service, closed container bags. Bagged ice shall not be stored directly on the ground. Container for storage of ice on location shall be constructed of easily cleanable materials, equipped with a drain and provided with overlapping tight-fitting cover. Styrofoam coolers are prohibited. Dippers and scoops shall be used in dispensing of ice. **HAND DIPPING IS PROHIBITED.**
15. **WATER SUPPLY AND STORAGE:** An adequate supply of safe, sanitary water for drinking, food preparation, hand washing and cleaning utensils and equipment must be provided for the food stand. Whenever possible a pressure supply system is recommended. Hot water shall be made available for cleaning purposes. If water pressure is not available in the stand, water container shall be constructed of an approved type material, possess tight-fitting overlapping covers and have a dispensing valve which is of a cleanable construction. Water containers constructed of wood are prohibited.
16. **MULTI-USE EATING AND DRINKING UTENSILS:** The manual washing of plates, glasses, cup, and silverware is prohibited. Only single service tableware and utensils shall be used; including cups, plates and eating utensils. All single service articles shall be properly stored to prevent contamination. Single service cups shall be stored and dispensed through approved tube dispensers or in a sanitary manner to avoid contamination of surfaces in contact with the mouth of a customer. Only individually wrapped drinking straws shall be used.
17. **FOOD EQUIPMENT CONSTRUCTION AND CLEANLINESS:** Only food equipment which is in good repair and cleanable shall be used. Food-contact surfaces shall be corrosion resistant, nonabsorbent, nontoxic and free of breaks, open seams, chips and similar imperfections. Appropriate scoops, tongs, spoons and forks must be used to minimize manual contact with food. **WOODEN UTENSILS AND CUTTING BOARDS ARE PROHIBITED. ALL COUNTER AND SHELVING MUST BE KEPT CLEAN AND PRESENTABLE AT ALL TIMES.**
18. **FOOD STAND CONSTRUCTION:** Kitchen and food preparation area must have ceilings and sides so constructed as to minimize the entrance of dust and insects. Ceiling and sides may be of wood, canvas or materials which will protect the interior of a food stand from the elements. Effective shielding must be provided consisting of glass or other durable materials to prevent contamination of food and food preparation equipment from dust, flies, rain, consumer handling and other elements. Screen enclosures and electric fans to expel flies should be used as necessary. **THESE RESTRICTIONS ALSO APPLY TO CONCESSIONAIRES DISTIBUTING FREE FOOD SAMPLES.** Kitchen and food preparation areas not located on concrete or asphalt surfaces must have temporary flooring constructed of wood and elevated to

prevent employees from working in mud and prevent contamination. Saw dust is not an acceptable floor covering.

19. UTILIZATION OF FOOD SERVICE FACILITIES LOCATED OFF THE FAIR GROUNDS.

This is not acceptable to prepare food off the fair grounds !!!!! ALL FOOD MUST BE PREPARED ON THE FAIR GROUNDS.

20. SETUP AND TEAR DOWN OF EQUIPMENT/BOOTH. No setup or tear down of any equipment or booth shall be performed during operating hours. No vehicles or transport equipment allowed on the midway during operating hours. No golf carts on midway after 10:00 A.M. daily. If anyone chooses to vacate prior to the last Sunday of the fair, they may do so only after 12 midnight on Saturday. (No exceptions) Tear down on the last Sunday of the fair not to be started before 10:00 P.M.

21. SUBLEASING OF SPACE. There will be no subleasing of space without permission of Superintendent. No roving concessions are allowed.

22. SPEAKER AND SOUND EQUIPMENT. No speaker or sound equipment shall be so loud and interfere with other concessions. NO HAWKING !!!!

23. SPACE CHARGES. Awning and other parts of stands or tents, including trailer hitches will be added to the size of the tent or stand in determining concession charges. The minimum size of stand is 10 feet deep and a maximum is 20 feet. No stock truck permitted by concession stand. No exceptions.

24. FIRE EXTINGUISHER. Each booth must have a 40 lb. BC fire extinguisher with a current tag on it.

25. TARPS ON BOOTH COVERINGS. All tarps that cover booths with cooking or lighting must be made with non-flammable materials and must have a label on the tarp from the manufacturer stating non-flammable.

26. FOOD ITEMS LISTED ON APPLICATIONS Lake County Fair officials have the right to ask a food vendor to stop selling an item not listed on their application.

27. INSPECTIONS OF FOOD VENDORS. Food vendors should be prepared for daily inspection of your booth/stand at no set time. This inspection could be visual or internal to see if the vendor is complying with the Rules & Regulations of the Lake County Fair.

28. ELECTRICITY, AMP'S AND EXPLANATION OF COST TO VENDOR. Food vendors will receive (1) 110 30 amp cord. If more amperage is needed to power your concession the price will be determined prior to the fair by the Concession Department and Nipsco.