

Exhibit "N"



2024

MADERA DISTRICT FAIR
Commercial Vendors & Sponsors

Handbook and Guidelines

Madera District Fair

1850 W. Cleveland Ave.
Madera, CA 93637
(559) 674-8511

TICKET PRICES:

Adult Admission Ticket	\$15.00
Senior Admission Ticket	\$10.00 (62 & older)
Children Admission Ticket	FREE (12 yrs. & under)
Pre-Sale Admission through Wednesday, September 4th	\$10.00
Parking	FREE

SETUP TIMES:

Upon arrival at the Fairgrounds all commercial vendors (Indoor, Outdoor, Food and Beverages and Sponsors) must check in at the Administration Office to confirm location and to receive a vendor packet.

Monday, September 2nd	Closed - Holiday
Tuesday, September 3rd	9:00 AM – 4:00 PM
Wednesday, September 4th	9:00 AM – 4:00 PM
Thursday, September 5th	9:00 AM – 3:00 PM

NO VEHICLES WILL BE PERMITTED ON THE GROUNDS DURING OPERATING HOURS OF THE FAIR

All Vendors must be opened with booths manned. It is so important that the fair booths are full and open!

Thursday	September 5th	5:00 PM – 11:00 PM
Friday	September 6th	5:00 PM – 11:00 PM
Saturday	September 7th	3:00 PM – 11:00 PM
Sunday	September 8th	3:00 PM – 11:00 PM (Buildings close at 10:00 PM)

SERVICING:

Food and Beverages and Outdoor Commercial Vendors may service their outdoor stands/booths with vehicles from 8:00am until one hour prior to the opening of the Fair each day. **EXCEPT on Friday during School Tours.**

No vehicles will be allowed on the grounds before 12:30 pm on Friday!

Thursday	September 5 th	8:00 AM – 4:00 PM
Friday	September 6 th	12:30 PM – 4:00 PM
Saturday	September 7 th	8:00 AM – 2:00 PM
Sunday	September 8 th	8:00 AM – 2:00 PM

Buildings will be opened one (1) hour before the Fair opens each day Friday - Sunday to allow for additional setup and servicing.

NOTE: THE MADERA DISTRICT FAIR MANAGEMENT RESERVES THE RIGHT TO CHANGE TIMES AT THEIR DISCRETION FOR THE BETTERMENT OF THE FAIR.

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IMPORTANT DATES AND DEADLINES

AUGUST

- August 1st Signed Contracts AND Exhibit Forms Due with Payment.
Certificate of Liability Insurance Due.
- August 15th Environmental Health Permit Application and Fees Due.
- August 26th No checks will be accepted after this date. Only cash, money order, cashier’s check or credit card payments.
- August 28th Credentials will be ready to pick up in Main Office.

SEPTEMBER

- September 2nd Holiday – Office Closed
- September 3rd SET-UP 9:00 AM – 4:00 PM
- September 4th SET-UP 9:00 AM – 4:00 PM
- September 5th SET-UP 9:00 AM – 3:00 PM
- September 5th - **OPENING DAY** 5:00 PM – 11:00 PM
- September 6th 5:00 PM – 11:00 PM
- SCHOOL TOURS – NO Driving On/Off Grounds before 12:30 PM**
- September 7th 3:00 PM – 11:00 PM
- September 8th 3:00 PM – 11:00 PM

GENERAL RULES, REGULATIONS AND INFORMATION

The misrepresentation of exhibit or concessions ownership, operation or appearance on the application and photographs may be grounds for immediate removal from the Madera District Fair. The owner of any such equipment waives all claims for damages against the 21-A DAA, its officers, agents, servants and employees.

ALL EXHIBIT MATERIAL AND MERCHANDISE MUST REMAIN WITHIN LICENSEE'S ASSIGNED SPACE. LICENSEE AND/OR EMPLOYEES ARE TO CONDUCT BUSINESS ONLY WITHIN ASSIGNED SPACE. FAILURE TO DO SO MAY RESULT IN IMMEDIATE REMOVAL FROM THE GROUNDS.

The Madera District Fair management reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, incident to the Madera District Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may determine necessary. Every effort will be made to notify exhibitor of changes as they are made.

PARTICIPANT LOCATION

Fair Management reserves the exclusive to arrange spaces or move participants to another location without prior written acknowledgment of the vendor.

PRODUCT SALES

All products that will be sold must to be listed along with the price. This price list/menu will become Exhibit "M" to the contract. There will be no changes to prices without Management approval. Failure to sell the items listed on the price list/menu will forfeit the ability to sell those items in the future.

OBJECTIONABLE PRODUCTS, MATERIALS OR DEMONSTRATIONS

The Fair does not deem acceptable the following items: any items that could be used as or considered to be a weapon (including plastic toys); marijuana t-shirts, jewelry, roach clips, etc.; drug paraphernalia of any kind, i.e., hash pipes, bongs; offensive tee shirts (sexually suggestive or explicit, drug related). These items are not to be available for sale, on display, nor kept within the confines of the exhibit area. The Fair reserves the right to require the removal of any materials and to prohibit any demonstrations it deems inappropriate or offensive to public health, safety, or morals. Such matters include, but are not limited to, "How To" publications relating to bombs, illegal weapons, the modification of legal weapons, etc. Neither the Fair nor any of its officers, agents or employees shall be liable to the Exhibitor through the exercise of such rights.

NOT ALLOWED

- ***NO** Glass bottles are allowed.
- ***NO** Stickers of any kind are allowed on the fairgrounds. **NO EXCEPTIONS.**
- ***NO** Pets are allowed on the Fairgrounds.
- ***NO** Alcoholic beverages are allowed in any exhibit booth at any time.
- ***NO** Use of the Madera District Fair logo without written permission from Fair Management.
- ***NO** Laser apparatus, for example, pens, scopes or pointers. These items are strictly forbidden to be sold or given away. Violation will result in immediate removal of exhibit concession.
- ***NO** Bikes, motorized scooters, skates and skateboards are allowed on the fairgrounds at any time.
- ***NO** Personal Electronic Vehicle (PEV) allowed.

WORKING CREDENTIALS

Admission credentials may be used at any admission gate. Be sure your staff is given the correct number of credentials or are prepared to pay full price at the gates. **NO ONE** will be permitted on the grounds without a credential or without purchasing an admission ticket. Lost credentials will not be replaced. Each vendor will be given **16 credentials**. Please call the office if you need more. The sale of Credentials is a violation and deemed a breach of contract. The Madera District Fair will take necessary action. These credentials are **not** for **"be back customers", friends or relatives, etc.** They are for working staff only AND can't be sold.

****Sponsors review your contract terms for credentials.*** Each vendor or sponsor will receive (1) SOUTH GATE pass per space for servicing booth(s). Additional gate passes may be permitted with fair management approval.

PARKING

Parking of vehicles by or near a concession booth/stand is prohibited. Failure to adhere to this parking restriction will result in vehicles being towed from the premises at the vendor's expense. There is no designated parking for vendors. Vendors may park anywhere off the grounds, except in pass permitted areas.

THEFT

Rental spaces must not be left unattended at any time during operating hours. Valuable items should be properly secured and concealed after closing. It is suggested that licensees obtain a temporary insurance policy to cover their displays for the fair period as an added protection against possible losses. **Fair management will not be responsible for lost, damaged or stolen merchandise or equipment.**

SECURITY

There is 24-hour security on the Fairgrounds from Tuesday, September 3rd, at 8:00 PM until Monday, September 9th, at 8:00 AM. Security is not in buildings at all times. It is nearly impossible to prevent petty thievery. Plan to lock up any valuables or items that may be carried away by hand. Small items should be placed to the rear of the booth or under counters each night. Buildings may be accessed during non-open hours for servicing and maintenance.

ELECTRICAL

Utility Connections - Vendor agrees that portable food stands will not make hardwire connections into Fairground equipment. All units must comply by adapting to Fairground connections and receiving approval of the Fair electricians. The Fair will provide a maximum of 50 amps to booth/stands. All connections must be covered or roped off for safety reasons.

Damages & Over-Loads - Vendor agrees they are responsible for any damage they do to the Fairgrounds, buildings, equipment, or electrical system (over-loads) and will be billed for the amount it costs the Fair to repair and/or replace damaged item and/or areas. Said bill will be due and payable in the Fair's Main office the closing day of the Fair. It is further agreed that any special electrical service, installation charges, equipment rental and other services provided to Vendor/Concessionaire by the Fair is due and payable in the Fair's Main office the closing day of the Fair if applicable. **Please refer to Exhibit "F" for guidelines.**

SIGNS

All signs, banners or posters MUST be professionally made, neat in appearance and placement must meet the Madera Fair guidelines. **(HAND WRITTEN SIGNS ARE NOT ALLOWED)**

TRASH

All Exhibits and Vendor stands must be kept clean and orderly at all times. Accumulation of trash, paper, or other combustible materials is strictly prohibited. Vendor agrees not to sweep debris/trash into the street but to pick it up and dispose of it in containers. Vendors shall ensure that all items in back of their rental space be stored in an enclosed area to be hidden from public view.

SHIPMENTS

All shipments to a vendor or sponsor MUST BE PREPAID and addressed to:

Vendor or Sponsor Business Name

C/O Concessions

Madera District Fair

1850 W. Cleveland Ave.

Madera, CA 93637

The Fair is not responsible for notification or for delivering these goods to the exhibitor's booth. The exhibitor must pick up the shipments at the Fair's main office and should check frequently if expecting a delivery. NO PACKAGES WILL BE STORED!

FEDERAL, STATE, COUNTY LAWS AND ORDINANCES

All Exhibitors and Vendors must comply with all applicable Federal, State and Local Statues and Ordinances and must assume all responsibility for the payment of all sales use and possessor interest tax assessments, and/or fees occasioned by lessees' use of premises.

- **California State Sales Tax Permit:** Licensees who will be selling or taking orders for merchandise must obtain a California sales tax permit number. This number must be listed on the licensee's license agreement. For information on obtaining this sales tax permit, contact the State of California, Board of Equalization.
- **Work Permit Law:** Licensees employing youth under the age of 18 are required by law to see that each such employee holds a valid work permit. They are further required to adhere strictly to all applicable child labor law.
- **Fire Safety Regulations:** All fire regulations as prescribed by the State Fire Marshal must be strictly observed. The rules must be met and hazards corrected before opening to the public. All motor vehicles on display inside shall have battery cables disconnected and taped. Fuel tanks shall be not more than ¼ full. Please refer to Exhibit "F" for guidelines.
- **Health Department Requirements:** All concessions selling food or beverages must comply with the requirements of the California Uniform Retail Food Facilities Law, and have a current permit to operate issued by the Madera County Department of Environmental Health Department.

FOOD SAMPLES

Sampling of food items may be permitted on a limited basis only after obtaining approval from Fair management and the licensing from the Madera County Department of Environmental Health.

MUSIC AND SOUND DEVICES

All music played in your booth or stand will be monitored by the Madera District Fair Management. Please keep it to a minimum noise level. Radios, television sets, loud speakers, etc. are subject to the approval of the Madera District Fair office. If used, they must be so controlled as not to interfere with other contractors. The use of amplification systems is a privilege. Any Exhibitor/Concessionaire found not adhering to the rules will be put on written notice and your booth/stand space may be in jeopardy.

NO SMOKING

The Madera District Fair is a **SMOKE FREE FAIR.**

There will be no smoking on the grounds. NO smoking will be allowed in any Exhibitor Booths.

INSURANCE AND CERTIFICATE OF INSURANCE

The Madera District Fair and the State of California require all contractors to have a liability policy that shall be provided and maintained throughout their occupancy of Fair premises.

- **Your Indoor/Outdoor Vendors space includes CFSA Insurance through the Fair’s Main Office, unless you have your own and will be providing the documents by August 1st, 2024.**
- **For Food and Beverage Vendors, you must purchase through us, unless you have your own and will be providing the documents by August 1st, 2024.**
- **Sponsor Vendors you must purchase through us, unless you have your own and will be providing the documents by August 1st, 2024.**

The State of California requires proof of Workers’ Compensation Insurance coverage for all concessionaires and commercial exhibitors who are not an independent contractor and have paid or volunteer employees. A certificate of Workers’ Compensation coverage must be provided.

- Certificates of Insurance MUST specify coverage for both electric or gas-powered cars and cycles for those of you who have those vehicles.
- If name on Insurance is different from name on Fair’s Contract Agreement, **please make sure you have both names on certificate. VERY IMPORTANT!**
- Certificates of Insurance with all requirements and original signature must be on file in the Main Fair office, **BEFORE** you can operate.

RULES FOR COMMERCIAL INDOOR/OUTDOOR
VENDORS and SPONSORS

For security reasons, exhibitors must leave the building within 20 minutes after the public has left at closing time each night.

NOVELTIES/GIVEAWAYS

Distribution of giveaways is prohibited without prior approval of Fair Management. No advertising, sale or distribution of a novelty will be approved which interferes with sales by any Fair contractor. Items such as balloons, inflatable toys and glow items are covered under the Madera District Fair's novelty contract as exclusive items for sale by that contractor only. These items may not be sold or used as giveaway promotions by any other licensee or participant in the Madera District Fair.

INSTALLATION & CONSTRUCTION

All preparation for Commercial Vendors must be completed by 4:00 PM on Thursday, September 5th, 2024. Vendors will be responsible for the installation and disassembling of their own exhibit space/displays. No part of the display should block view of or interfere in any way with another exhibitor.

Indoor: All booth Pipe and Drape dividers and back walls will be furnished and installed by the Fair. Back walls will be 8' high and side partitions 3' high. Each 10 x 10 space. One (1) 110v electrical outlet will be provided by the fair. Vendor is to provide table and chairs if needed. **Canopy Tents are NOT allowed.**

Outdoor: The tents will be in compliance and meet all safety and fire standards. All outdoor vendor tents will need Madera District Fair management approval including our sponsors booth. If not approved, a rental tent will be provided. All spaces will have one (1) electrical outlet. The Madera District Fair will set up and take down the rented tent. It is the vendors responsibility to take care of the rental tent and keep it in good condition. Vendors are responsible for tables, chairs, signs, etc. **NO pole and tarp structures will be allowed.**

REMOVAL OF EXHIBITS

Unless otherwise authorized, all exhibit material must be removed from the grounds by 4:00 PM on Monday, September 9, 2024. Failure to remove exhibit material within this time frame will result in being considered "abandoned" and will be disposed of by Fair Management at Licensee's expense.

Indoor Exhibitors and Sponsors are not allowed to tear down their booth space until the buildings close at 10:00 PM Sunday, September 8th. Hatfield Hall vendors are not allowed to exit through street side doors before 11:00 PM.

Outdoor Exhibitors and Sponsors may tear down on Sunday, September 8th after the Fair closes and pedestrian traffic no longer constitutes a safety hazard. That determination will be made and announced by Fair Management at the earliest possible time.

SOLICITATION/FLYERS

No flyers are to be distributed on the fairgrounds other than from the confines of the rented booth space. No person or persons shall be allowed to solicit or distribute materials in aisles, rove on the grounds or in the parking lots.

LICENSING

If you are selling a product, it will be your responsibility to obtain the necessary permits that are required by City, County or State.

SHOWERS

Showers will not be available for vendor use. Please make arrangements ahead of time for showering elsewhere.

MANNING YOUR RENTAL SPACE

Your exhibit booth must be properly manned at all times during the Fair’s operating hours. An unoccupied booth has very little value to you and our fair patrons. Exhibitors, employees and their representatives shall operate strictly within the limits of their contracted area and will not operate in the aisles or roadway. Children under the age of 16 are not allowed in any participant’s space without a valid work permit.

RULES FOR FOOD AND BEVERAGE VENDORS

CLEANLINESS

Food & Beverage concessions **MUST** be kept neat and clean. You are responsible for the area around our stand and any additional seating areas used by patrons.

- **DO NOT** sweep trash into the street. Pick it up and dispose of it in trash containers.
- Grease **MUST** be placed in sealed 5-gallon containers or in grease barrels (if provided).
- All condiment tables **MUST** be neat and clean at all times.
- All boxes, crates, beer kegs and soft drink canisters, **MUST BE KEPT FROM PUBLIC VIEW.**

HEALTH DEPARTMENT REQUIREMENTS

All concessionaires selling food or beverages must comply with the requirements of the California Uniform Retail Food Facilities Law and have a current permit to operate, issued by the Madera Co. Environmental Health Division. Health Dept. permit fees must be paid prior and the due date will be August 15, 2024 or you will not be allowed to operate. [Please refer to the Concessionaires Health Permit Application at: maderafair.com/vendor](http://maderafair.com/vendor)

INSTALLATION & CONSTRUCTION

All preparation for Food and Beverage Concession Stands must be completed by 1:00 PM on Thursday, September 5th, 2024 to ensure readiness for Madera County Public Health Department inspection. Vendors will be responsible for the installation and disassembling of their own stands/displays. No part of the display should block view of or interfere in any way with another vendor.

REMOVAL OF CONCESSION STANDS

Unless otherwise authorized, all vendor materials/stands must be removed from the grounds by 4:00 PM on Monday, September 9th, 2024. Failure to remove within this time frame will result in being considered "abandoned" and will be disposed of by Fair Management at Licensee's expense. **Concessionaires** may tear down on Sunday, September 8th, 2024 after the Fair closes and pedestrian traffic no longer constitutes a safety hazard. That determination will be made and announced by Fair Management at the earliest possible time.

STORAGE OF CONCESSIONS STANDS AND EQUIPMENT

Storage of Concessions Stands and Equipment MUST be removed from the Fairgrounds by 4:00 PM on Monday, September 9th, 2024. All power will be shut down. Failure to remove within this time frame will result in being considered "abandoned". Equipment dropped off before Fair opening, will be spotted in an out of the way area Vendors must contact the main fair office to make prior arrangements.

RV'S AND STOCK TRUCKS

RV spots will be available beginning Tuesday, September 3rd, 2024. Parking for **RV and Stock Trucks are limited**. RV and stock spaces will be assigned on a **first come first serve basis** when the Fair office receives your completed reservation form and payment. (Please submit the RV and Stock truck reservation form). Units arriving before September 3rd will be parked in the dirt with no power available, out of the way. **Please call-in advance to make arrangements if you need to drop units off before September 3rd 2024. Early trailers will be spotted off the grounds in a designated area.**

CASH REGISTER REQUIREMENTS

All concessionaires must use cash registers and turn in the "Z" out cash register tapes to the main office on a daily basis by 12:00 noon on the following day of sales. Tapes must include concession name, date and register number. Food and Beverage Vendors should make all efforts to turn in tapes for Sunday activity on Sunday night after the fair has closed.

Concessionaires will use and position registers that will make the sum of each purchase readily visible to the purchaser. Registers must have a grand total meter.

ALL TAPES MUST BE BROUGHT INTO THE MAIN OFFICE DAILY or EMAILED TO:

maderatapes@hotmail.com

All concessions, subject to audit, shall have a cash register or registers that meet or exceed the following:

- Electronic Operation
- Front/Rear Display
- Readable Continuous Print Capability
- Consecutive Numerical Transaction Record
- Consecutive "Z" Counter
- Battery Backup or Memory Backup
- Key Protector

ALL CASH REGISTERS MUST be in place and ready to be inspected by the auditor no later than 1:00 PM on opening day. The following rules regarding the operation of cash registers will be strictly enforced. All sales will be entered on cash register(s).

- Cash registers will have the correct date and time.
- Cash drawers will be closed following each sale. Continuously open cash drawers or use of cash box separate from register machine is prohibited. It is required that Concessionaires "Z" out at the close of each business daily and turn the tapes in to the Main Office no later than 12:00 NOON the following day.
- "No Sale" key will be limited to very few uses. Excessive use of the "No Sale" key will be construed as unrecorded sales and a factored amount will be added to the daily sales on which the key is used.
- Over-rings must be circled on the tape and recorded on the Over-Ring Sheet. Form must be completed and turned into the Main Office no later than 12:00 NOON of the following day to receive consideration. Late receipt of over-rings will not be considered. (Over-Ring sheets included in your vendor packet given the day of check in)
- Proper maintenance of registers is the responsibility of the Concessionaire. Register downtime reduces concessionaire profits and fair revenue. Downtime on registers must be reported to the auditor.
- Food and Beverage Vendor and some Concessionaires are responsible for providing backup registers.

YOU WILL NOT BE ALLOWED TO OPERATE UNTIL ALL REGISTER REQUIREMENTS ARE MET

PAYMENTS

Percentage Sales must be paid in full before leaving the fairgrounds on Sunday, September 8th, 2024.

TAX RATE

Tax rate for Madera is 8.25%

REMIND YOUR EMPLOYEES

- ✓ To Wash Their Hands
- ✓ Keep Trash Under Control
- ✓ Conserve Water
- ✓ No Smoking in Food Area
- ✓ Keep Clothes Clean
- ✓ Confine Hair in Hat, Scarf or Hairnet
- ✓ Don't Forget to Provide Excellent Customer Service!

BROCHURES, DOCUMENTS AND FORMS

Please refer to the following at: maderafair.com/vendor

- **Energized Equipment Brochure**
- **Special Events and/or DAA Fairs Brochure**
- **Fire and Safety Tent Regulations Documents**
- **Temporary Food Booth Guidelines**
- **Concessionaire Health Permit Application**
- **Example of Certificate of Liability (Acord)**