



# Vendor Handbook

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## GENERAL INFORMATION

***It is your responsibility to familiarize yourself and your employees with the contents of this manual.***

### F-31 Agreement

1. That Whereas, The Renter desires to secure from the Association certain rights and privileges and to obtain permission from the Association to use Association premises: Rental is 8:00 a.m. to 12:00 a.m. & to be cleared by 2:00 a.m.
2. Please Note there is No Day After the Rental for Cleaning or Picking Items up without prior consent, acknowledgment on the license and additional fees paid.
3. Now, Therefore, Association hereby grants to the Renter the right to occupy the space(s) described in the license for t
4. he purposes hereinafter set forth, subject to the terms and conditions of this agreement. Located on the grounds of the 40th District Agricultural association in Woodland. Day before and after event may be used for setup and cleanup with permission of office.
5. The purposes of occupancy shall be limited to and shall be for no other purposes whatsoever other than those stated on the license.
6. Renter agrees to pay to Association for the rights and privileges hereby granted the amounts and, in the manner, set forth in the license.
7. \$60.00 an hour per maintenance worker will be charged for any setup, stand by, or trash removal. All fees and licenses and insurance must be turned in 30 (thirty) days before event date.
8. Renter agrees to pay fees required by Association for: (Total Amount) and to guarantee the payment of: Any money which may be payable to the association under this agreement; Any damage to the association property and utility charges if any;
9. Removal of all property and the leaving of the premises in a condition satisfactory to the association.
10. Association shall have the right to audit any monitor all sales as well as access to the premises.
11. Renter further agrees to indemnify, defend and save harmless Association and the State of California, their officers, agents, servants and employees from any and all claims, causes of action and suits accruing or resulting from any damages, injury or loss to any person or persons, including all persons to whom the Renter may be liable under any Workers' Compensation law and Renter him\herself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by Renter of the privileges herein granted.
12. Further agrees that he\she will not sell, exchange or barter, or permit his\her employees to sell,

exchange or barter, any permits issued to Renter or his\her employees hereunder.

13. It is mutually agreed that this license or the privileges granted herein, or any part thereof, cannot be assigned or otherwise disposed of without the written consent of Association.
14. It is mutually understood and agreed that no alteration or variation of the terms of this license shall be valid, unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereof, unless made in writing and signed by the parties hereto, shall be binding upon any of the parties hereto.
15. The Rules and Regulations printed on the reverse side hereof are made a part of this agreement as though fully incorporated herein, and Renter agrees that he\she has read this agreement and the said Rules and Regulations and understands that they shall apply, unless amended by mutual consent in writing of the parties hereto.
16. In the event Renter fails to comply in any respect with the terms of this agreement and the rules and Regulations referred to herein, all payments for this rental space shall be deemed earned and non-refundable by Association and the Association shall have the right to occupy the space in any manner deemed for the best interests of Association.
17. Special Provisions: The attached exhibits A, B, C are incorporated herein and made a part of this license. In the case of a declared emergency this license will automatically be cancelled. Absolutely no smoking in buildings by order of the State Fire Marshall.
18. This agreement is not binding upon Association until it has been duly accepted and signed by its authorized representative and approved (if required) by the Department of Food and Agriculture, Division of Fairs and Expositions, and the Department of General Services.
19. This agreement has been executed, by and on behalf of the parties hereto, the day and year first above written.
20. No Renter will be allowed to open until all the preliminary requirements herein set forth have been complied with.
21. Renter will conduct his business in a quiet and orderly manner; will deposit all rubbish, slop, garbage, tin cans, paper, etc. in receptacles provided by the Association within said concession plot for each purpose and will keep the area within and surrounding said concessions free from all rubbish and debris.
22. All buildings, tents, or enclosures erected under the terms of Rental Agreement shall have the prior approval of Association and the local fire suppression authorities. All eating concessions not restricted to specific items will submit menus and prices to Association for approval at least twelve (12) hours in advance of each day's operation.
23. Renter will furnish Association with a list of all sales prices and other charges of any kind whatsoever to be charged by the Renter in said space(s).
24. Renter must furnish receipts for license fees, tax deposits, insurance, etc., prior to event.

25. Renter will conduct the privileges granted in the Rental Agreement according to all the rules and requirements of the State Department of Health Services and local health authorities, and without infringement upon the rights and privileges of others; will not handle or sell any commodities or transact any business whatsoever for which an exclusive privilege is held by Association, nor engage in any other business whatsoever upon or within said premises or fairgrounds, except that which is herein expressly stipulated and licensed for; will confine said transactions to the space and privileges provided in the Rental Agreement, and that any and all exclusives granted Renter shall not include the Carnival and the Carnival Area.
26. Renter will cause to be posted in a conspicuous manner at the front entrance to the concessions, a sign showing the prices to be charged for all articles offered for sale to the public under the Rental Agreement, the size of said sign, manner and place of posting to be approved by Association.
27. Association will furnish necessary janitor service for all aisles, streets, roads and areas used by the public, but Renter must, at his own expense, keep the concession space and adjacent areas properly arranged and clean. All concessions must be clean, all coverings removed, and the concessions ready for business each day at least one hour before the Fair is open to the public. Receptacles will be provided at several locations to receive Renters' trash, and such trash must not be swept into the aisles or streets or any public space.
28. All sound-producing devices used by Renter within or outside his space must be of such a nature and must be so operated as not to cause annoyance or inconvenience to his patrons or to other Concessionaires or Exhibitors and the decision of Association as to the desirability of any such sound-producing device shall be final and conclusive. Sound-amplification equipment may be installed within or outside any space only first obtaining written permission thereof from Association.
29. Renter agrees that there will be no games, gambling or any other activities within the confine of his space in which money is
30. used as a prize or premium, and that he will not buy and or permit "buy backs" for cash, any prizes or premiums given away to patrons in connection with the use of the space. Only straight merchandising methods shall be used and all methods of operation, demonstration and sale, shall be subject to the approval of the Association and the local law enforcement officials.
31. Renter is entirely responsible for the space allotted to Renter and agrees to reimburse Association for any damage to the real property, equipment, or grounds used in connection with the space allotted in Renter, reasonable wear and tear and damage from causes beyond Renter's control excepted.
32. Association may provide watchman service which will provide for reasonable protection of the property of Renters, but Association shall not be responsible for loss or damage to the property of Renter.

33. Each article of the space and all boxes, crates, packing material, and debris of whatsoever nature used in connection with the space and owned by Renter must be removed from the buildings and grounds by Renter, at his own expense, not later than a date specified by Association. It is understood in the event of Renter's failure to vacate premises as herein provided, unless permission in writing is first obtained, Association may and is hereby authorized and made the agent of Renter to remove and store the concession and all other material of any nature whatsoever, at the Renter's risk and expense, and Renter shall reimburse Association for expenses thus incurred.
34. No Renter will be permitted to sell or dispose of anywhere on the fairgrounds alcoholic beverages as defined in the Alcoholic Beverage Control Act, except in the concession space. Even such limited sales are not to be made unless Renter is authorized in writing by Association and unless he holds a lawful license authorizing such sales on said premises.
35. All safety orders of the Division of Industrial Safety, Department of Industrial Relations, must be strictly observed.
36. Failure of Association to insist in any one or more instances upon the observance and/or performance of any these rules and regulations shall not constitute a waiver of any subsequent breach of any such rules and regulations.
37. This rental agreement shall be subject to termination by either party at any time during the term hereof by giving the other party notice in writing at least 30 days next prior to the date when such termination shall become effective. Such termination shall relieve the Association of any further performances of the terms of this agreement.
38. Renter recognizes and understands that this rental may create a possessory interest subject to property taxation and that the Renter may be subject to the payment of property taxes levied on such interest.
39. The Association shall have the privilege of inspecting the premises covered by this agreement at any time or all times.
40. The parties hereto agree that Renter, and any agents and employees of Renter, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of Association.
41. Time is of the essence of each and all the provisions of this agreement, and the provisions of this agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

## INSURANCE REQUIREMENTS

### Evidence of Coverage

The contractor/renter shall provide a signed original evidence of coverage form for the term of the contract or agreement (hereinafter "contract") protecting the legal liability of the State of California, the California Fair Services Authority, District Agricultural Associations, County Fairs, Counties in which County Fairs are located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fairs, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract. This may be provided by:

A. Insurance Certificate - The contractor/renter provides the fair with a signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. List as the Additional Insured: "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 agricultural fairs, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."

2. Dates: The dates of inception and expiration of the insurance. **For individual events, the specific event dates must be listed, along with all set-up and tear down dates.**

3. Coverages:

a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG 00-01. Limits shall not be less than for the limits in the CFSA Hazardous/Nonhazardous Activities List which includes, but is not limited to, the following: **\$5,000,000 per occurrence** for Carnival Rides and for Freefall Attractions (elevated jumps involving airbags); **\$5,000,000 per occurrence** for the following types of Motorized Events: automobile races, drifting exhibitions, truck rodeos, tractor/truck pulls, destruction derbies, RV destruction derbies, mud bogs, mud racing, car crunches, monster truck shows, automobile thrill shows, figure 8 racing, stock car racing, tuff trucks, boat races, autocross, dirt racing, oval track, sprint cars/410 sprints, modified, super stock, mini-stock, dwarf cars, micro lights, enduro, pro stock; **\$3,000,000 per occurrence** for the following types of Motorized Events: motorcycle racing, flat track motorcycle racing, arena-cross, freestyle motocross, motorcycle thrill shows and stunt teams, ATV, sand drags, go karts, snowmobile races, quarter midget races, golf cart races, Redneck Roundup (ATVs), lawnmower races; **\$3,000,000 per occurrence** for Rodeo Events all types **with a paid gate** and any Rough Stock events; **\$2,000,000 per occurrence** for Rodeo Events All Types **without a paid gate** and with any Rough Stock events and for Swap Meets/Flea Markets held two or more times per calendar year; **\$2,000,000 per occurrence** for the following Motorized events: car jumping



contests/demonstrations of hydraulic modifications to automobiles; **\$2,000,000 per occurrence** for Interim Carnival Rides, Fairtime Kiddie Carnival Rides of up to 6 rides, Concerts with over 5,000 attendees, Rave Type Events All Types, Mechanical Bulls, Extreme Attractions All Types that require a DOSH permit to operate, and Simulators; **\$1,000,000 per occurrence** for Rodeo Events All Types **without** any Rough Stock Events; **\$1,000,000 per occurrence** for all other contracts for which liability insurance (and liquor liability, if applicable) is required. The Certificate of Insurance shall list the applicable policy forms, including endorsements. Any exclusions or coverage limitations, including sub-limits, that apply to the contractor/renter's activities, or business to be conducted under the contract or rental agreement/lease, must be listed in the Certificate of Insurance. If there is a self-insured retention or deductible in the contractor/renter's coverage equal to or in excess of \$100,000, the self-insured retention/deductible amount shall be included as part of the Certificate of Insurance. A copy of the contractor/renter's policy declaration page containing this information as an attachment/exhibit to the Certificate of Insurance will be acceptable, provided it contains all the aforementioned information.

- b. Automobile Liability - Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form # CA 00-01, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.
  - c. Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter's employees, as required by law.
  - d. Medical Malpractice - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.
  - e. Liquor Liability - Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving the sale of alcoholic beverages.
4. Cancellation Notice: Notice of cancellation of the listed policy or policies shall be sent to the Certificate Holder in accordance with policy provisions.
5. Certificate Holder:
- For Individual Events Only – 40<sup>th</sup> District Agricultural Association, Yolo County Fair 1125 East St., Woodland CA 95776 is listed as the certificate holder.
  - For Master Insurance Certificates Only - California Fair Services Authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.
6. Insurance Company: The company providing insurance coverage must be acceptable to



the California Department of Insurance.

Z. Insured: The contractor/renter must be specifically listed as the Insured.

OR

B. CFSA Special Events Program - The contractor/renter obtains liability protection through the California Fair Services Authority (CFSA) Special Events Program, when applicable.

OR

C. Master Certificates - A current master certificate of insurance for the contractor/renter has been approved by and is on file with California Fair Services Authority (CFSA).

OR

Self-Insurance - The contractor/renter is self-insured and acceptable evidence of self- insurance has been approved by California Fair Services Authority (CFSA).

## **II. General Provisions**

1. Maintenance of Coverage - The contractor/renter agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice and/or liquor liability, if applicable) insurance coverage herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this contract, contractor/renter agrees to provide the fair, prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of California Fair Services Authority, and contractor/renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the contractor/renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by contractor/renter and terminate this contract; (2) withhold all payments due to contractor/renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to contractor/renter under the terms of this contract.

2. Primary Coverage - The contractor/renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.

3. Contractor's Responsibility - Nothing herein shall be construed as limiting in any way the extent to which contractor/renter may be held responsible for damages resulting from contractor/renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve contractor/renter of liability in excess of such minimum coverage, nor shall it preclude the fair from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to contractor/renter's indemnity obligations. **The contractor/renter indemnity obligations shall survive the expiration, termination or assignment of this contract.**

4. Certified Copies of Policies - Upon request by fair, contractor/renter shall immediately furnish a

complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy. Fairtime Carnival Ride contractors must submit copies of actual liability insurance policies, certified by an underwriter, to California Fair Services Authority (CFSA).

### **III Participant Waivers**

1. For hazardous participant events (see subsection 4. below), the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter.
2. Contractor/renter shall ensure that any party renting space from the contractor/renter with, or for, hazardous participant events (see subsection 4. below) obtains a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events and provides a copy to the contractor/renter.
3. The contractor/renter shall provide copies of all executed release and waiver of liability agreements required under subsections 1. and 2. above to the Fair at the end of the rental agreement.
4. Hazardous participant events include, but are not limited to, any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Extreme Attractions; Freefall Attractions; Mechanical Bulls; Simulators; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority, Risk Management Department at (916) 921-2213 for further information and for CFSA Release and Waiver Form.

## **Standard Terms General Provisions**

Maintenance of Coverage - The renter agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice and/or liquor liability, if applicable) insurance coverage herein provided for shall be in effect always during the term of this license. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this license, renter agrees to provide the fair, prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the license, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Haas & Wilkerson, and renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by renter and terminate this license; (2) withhold all payments due to renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to renter under the terms of this license.

Primary Coverage - The renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.

Renter Responsibility - Nothing herein shall be construed as limiting in any way the extent to which renter may be held responsible for damages resulting from renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve renter of liability more than such minimum coverage, nor shall it preclude the fair from taking other actions available to it under license documents or by law, including, but not limited to, actions pursuant to renter's indemnity obligations.

Certified Copies of Policies - Upon request by fair, renter shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy. Fair time Carnival Ride contractors must submit copies of actual liability insurance policies, certified by an underwriter, Haas & Wilkerson Insurance

## **Participant Waivers**

For hazardous participant events, the renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by renter. Hazardous participant events include but are not limited to any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority at (916) 921-2213 for further information.

Standard License Terms & Conditions

National Labor Relations Board (PCC Section 10296)

Renter, by signing this license, does swear under penalty of perjury that no more than on final

unappeasable finding of contempt of court by a Federal Court has been issued against renter within the immediately preceding two-year period because of the renter's failure to comply with an order of a Federal Court which orders the renter to comply with an order of National Labor Relations Board (Public Contract Code Section 10296).

#### Resolution of License Disputes (PCC Section 10240.5, 10381)

If, during the performance of this agreement, a dispute arises between renter and Fair Management, which cannot be settled by discussion, the renter shall submit a written statement regarding the dispute to Fair Management. A decision by Fair Management shall be made to the Renter in writing and shall be final and conclusive. Renter shall continue to perform license requirements without interruption during the dispute period.

#### Non-Discrimination

Clause/Statement of Compliance (GC 12990/CCR 8103-8120) During the performance of this license, renter and its subcontractors shall not unlawfully discriminate harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Renters and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Renters and subcontractors shall comply with the provision of the Fair Employment and Housing Act (Gov. Code Section 12900, et seq.) and the applicable regulations promulgated there under (CA Code of Regulations, Title 2, Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Gov. Code Section 12990 (a-f), set forth in Ch. 5 of Div. 4 of Title 2 of the CA Code of Regulations are incorporated into this license by reference and made part hereof as if set forth in full. License Holder and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. This License Holder shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this license. Licensee by signing this license hereby

certifies, unless specifically exempted, compliance with Gov. Code 12990 (a-f) and CA Code of Regulations, Title 2, Div. 4, Ch.

5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective licensee agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.

#### Amendment (GC 11010.5)

License modification, when allowable, may be made by formal amendment only.

#### **Assignment**

This Agreement is not assignable by the License Holder, either in whole or in part, without the consent of the State in the form of a formal written amendment.

#### **Termination**

The fair reserves the right to terminate any license, at any time, upon order of the Board of Directors

by giving the licensee notice in writing at least 30 days prior to the date when such termination shall become effective. Such termination shall relieve the fair of any further payments, obligations, and/or performances required in the terms of the license.

#### Governing Law

This license is governed by and shall be interpreted in accordance with the laws of the State of California.

#### Conflict of Interest (PCC 10410, 10411, 10420)

License Holder needs to be aware of the following provisions regarding current or former state employees. If licensee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

#### **Current State Employees (PCC 10410):**

No officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

No officer or employee shall license on his or her own behalf as an independent License Holder with any state agency to provide goods or services.

#### **Former State Employees (PCC 10411):**

For the two-year period from the date, he or she left state employment, no former state officer or employee may enter a license in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the license while employed in any capacity by any state agency.

For the twelve-month period from the date, he or she left state employment, no former state officer or employee may enter into a license with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed license within the 12- month period prior to his or her leaving state service. If the License Holder violates any provisions of the above paragraphs, such action by License Holder shall render this Agreement void (PCC 10420).

#### License Holder Name Change

An amendment is required to change the License Holder's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

## **GENERAL RULES AND REGULATIONS**

### **ADMISSIONS**

The Yolo County Fair is a free gate fair; you will not need passes for you or your employees to enter the fairgrounds during fair time.

### **PARKING**

Parking passes are to be used by employees of the Licensee who are engaged in the operation of licensed space. License Holders are expressly prohibited from selling, duplicating, exchanging, bartering, or giving parking passes away to the public or prospective customers. Any of the above actions may be cause for termination of Agreement.

One (1) additional parking pass may be purchased for \$40, available upon request. Any additional parking passes must have approval from Fair Management.

### **LIABILITY LIMITATIONS OF PARKING**

The Fair as a Lessor hereby declares it is not responsible for fire, theft, damage to or loss of such vehicles or articles left therein. Any person visiting the Fairgrounds premises, who parks in any non-designated area does so at his own risk, and against the Fair's policy.

No parking permits will be given out until the License is paid in full and a current Certificate of Insurance is on file.

Parking permits MUST be given to vendor/concessionaire employees or representatives BEFORE entering the Fairgrounds.

Please make certain that each of your employees understands this. Lost parking permits will not be replaced.

Parking permits are for those who work at the Fair.

It is illegal for any parking permit issued to be sold or duplicated. Skateboards, scooters, roller skates/blades are strictly prohibited in the parking areas and on the fairgrounds.

### **ENTRANCES**

Vendors are to enter at the East Gibson Road Gate.

Any vendor choosing to use the main gate on Gum Avenue will be subject to the same procedures as the public.

### **INFORMATION BOOTH**

There is a supply of maps, brochures, and programs at the information booth, located at the center of the fairgrounds, pertaining to events during the Fair.

### **LOST AND FOUND**

Lost and found is located at the Information Booths and the Yolo County Fair Office. When items are found, they should be taken to the Information Booths immediately.

### **LOST CHILDREN**

The Lost Child area is located at First Aid. No paging for Lost Children is done on the Fairgrounds.

## **FIRST AID**

Emergency Medical Technicians (EMTs) are on grounds throughout the Fair. Do not call 911. All accidents are to be reported to the First Aid Building.

## **ATM MACHINE**

The ATM machines are located behind the information booth and near the livestock area.

## **Air or Water Pollution Violation (WC 13301)**

Under the State laws, the Licensee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

## **OFFICE**

### **MAIL / SHIPMENTS**

All mail will be in the holding box in the Fair Office for pick up.

All shipments to a vendor must be PREPAID and should be properly addressed. Management is not responsible for delivering these goods to you.

Shipments will be held in the Fair Office, and those shipments not picked up within 24 hours of delivery will be returned to the carrier.

Management is not responsible for loss or damage to merchandise. Because the Fair does not have warehouse facilities, we are unable to accept any deliveries prior to Saturday, before the fair. Shipments delivered prior to Saturday of fair, will be RETURNED TO SENDER. All prepaid shipments and mail should be addressed to:

Your Company Name Your Name  
c/o Yolo County Fair  
Commercial Exhibits & Concessions  
1125 East Street  
Woodland, CA 95776

### **C.O.D.s**

Vendors/concessionaires expecting packages to be delivered C.O.D. should be in the Fair Office at 8:00 a.m. The Fair is not responsible for merchandise, even though signed for by Fair personnel.

### **DELIVERIES**

Delivery for vendors by vehicles will be allowed entry to the grounds through the East Street Gate entrance as follows: before 11:15 a.m. No vehicles will be allowed on the grounds after these times. Parking is not allowed in front of building doorways or vehicle traffic lanes.



Unload quickly and get vehicles off the grounds as soon as possible. Please do not take advantage of this courtesy.

## **SAFETY**

### **FIRE SAFETY STANDARDS**

All fire regulations as set by the State Fire Marshal, and other Governmental Enforcement Agencies shall be strictly observed.

The State Fire Marshal shall be advised of any of the following at least 15 (fifteen) days prior to opening of the Fair.

The Fire Marshal will make a detailed inspection prior to Fair.

No propane, butane, or open flame will be permitted in any exhibit building.

Smoking is forbidden in all indoor and outdoor concession and exhibit areas.

\*A Fire Permit will be required for any of the following:

Use of canvas tents or other similar fabric enclosures or overhead cover by 10 (ten) or more persons for any purpose.

Demonstration or operation of any heat producing device or sources of ignition, including but not limited to: heaters, stoves, barbecues, candles, torches, lanterns, internal combustion engines, or any other open flame device.

Display demonstrations or operation of any electrical, chemical or mechanical device. is play or use of any motor vehicle within a building, tent or similar fabric enclosure or overhead cover.

### **FIRE EXTINGUISHERS**

Fire extinguishers are provided in all major buildings and must remain unobstructed. In addition, at other locations, or where special hazards are created, the participant, as required by the State Fire Marshal shall provide additional extinguishers.

### **SMOKING**

Yolo County Fair is a smoke-free environment. Smoking is forbidden in all concessions and exhibits spaces.

### **EXITING**

Exits, aisles, ramps, corridors, and passageways shall not be blocked nor have their required width obstructed in any manner by vehicles, ticket offices, turnstiles, exhibits, concessions, chairs, equipment, or anything whatsoever; nor shall they be blocked by persons.

### **FLAMMABLE LIQUIDS**

Flammable liquids and other flammable substances are not allowed within any building or tent. Flaming swords, fire baton numbers, etc., and use of open flame devices are prohibited.

### **WEAPONS**

No weapons of any kind are allowed on the Fairgrounds at any time.

**WELDING:** No welding or flame cutting is permitted without notification and supervision of Senior Maintenance.

## **EMERGENCY PROCEDURES**

In order to be prepared for any type of emergency or disaster, please review the following with all employees and representatives.

Know locations of Fire Fighting equipment and telephones in your area.

When reporting an emergency, BE SPECIFIC as to the location. The Police, Security and Fire/First Aid departments have maps identifying the location of each concession stand and commercial exhibit.

If calling for help, have someone meet the arriving emergency unit and direct them to the scene.

Remain calm. Try to prevent people from running, as that will cause others to panic and run also.

If necessary, in the interest of safety, evacuate building or area in which a hazard exists.

Cooperate at all times with emergency personnel or Fair Staff.

If the media contacts you, do not discuss the incident.

Refer any questions to Fair Management.

## **VIOLATIONS OF RULES AND REGULATIONS**

All violations of the Rules and Regulations will be documented. Violations will seriously jeopardize their consideration for returning. The fair reserves the right to terminate a license immediately and without notice to concessionaires, vendor and or exhibitor upon violations of any of the applicable rules and regulations.

## **REGULATIONS OF CONDUCT AND ACTIVITIES**

The Yolo County Fair recognizes that a fair is a proper forum for the free exchange of ideas necessary to a free society, yet reserves the right to regulate all activities, concessions, vending and exhibitions on the Fairgrounds with regard to time, manner, and place in pursuance of its valid interest in maintaining peace and order and protection of the general public.

## **PROTECTION FROM THEFT**

Plan to lockup any valuables or items which may be carried away by hand. Small items should be placed to the rear of the booth or under counters each night. Please report any losses or infractions to Security.

**Fair management will not be responsible for lost, damaged, or stolen merchandise.**

## **ALTERATIONS OR PERMANENT FACILITIES**

There will be no remodeling, renovation, or painting of any permanent structures without prior approval from fair management.

## **RELOCATING PARTICIPANTS**

Fair management has the right and authority to arrange spaces or move participants to another location without prior notification.

## **RAIN**

Regardless of weather, all stands are to remain open during the posted hours of the Fair.

## **MEDIA**

Any and all advertising that refers to the Fair must be submitted to the fair management for approval prior to publication.

## **EXHIBITOR EXPENSES**

The concessionaire/vendor/exhibitor is responsible for all additional expenses in connections with the

decoration equipment or occupancy of the space as stated in the license. The concessionaire/vendor/exhibitor is responsible for any expense incurred for services people they hire in connection to their display. It will be the concessionaire's/vendor's/exhibitor's responsibility to make arrangements for rental items to be returned.

### **FORMS AND FEES**

The following Fees & Forms should be sent to the Fair office with the signed rental agreement and rental fees, due as stated on license.

Rental Agreement payment Seller's permit

Proof of liability insurance Copy of ServSafe certificate

Should concessionaire/vendor fail to submit the required payments, as stated herein, fair management reserve the right to cancel license without further notices.

**No checks accepted after August 1.** Any money accepted for rental, credentials, etc., after August 1<sup>st</sup> monies must be in the form of a cashier's check, money order, credit/debit card or cash.

### **CANCELLATION / REFUNDS**

Rental space fees are non-refundable except for the following reasons.

If the fair deems it necessary to re-locate a space and licensee is not in agreement, the license will be terminated. A refund of monies paid, less any applicable fees, will be refunded.

NO REFUNDS WILL BE MADE IF CANCELLATION IS MADE LESS THAN 30 DAYS PRIOR TO FAIR. DEPOSITS ARE NON-REFUNDABLE.

### **BAD CHECKS**

Any payments by check to secure concessions/commercial space which are returned for insufficient funds are charged a \$35.00 fee. All future payments for fees and charges must be made in cash or by a cashier's check or money order.

### **ADDITIONAL COSTS**

All fees necessary and incurred by the fair on behalf of the concessionaire, vendor or exhibitor shall be billed to the participant.

### **PERMITS REQUIRED**

Exhibitors such as food, cookware, and health demonstrations, etc., and food concessionaires are required to have a Yolo County Health Department temporary food facility permit. There is a fee for this permit. This permit may be obtained from:

**Yolo County Environmental Health Department 137 N. Cottonwood Street, Suite 2400  
Woodland, CA 95695  
(530) 666-8645**

## **GENERAL COMMERCIAL BOOTH INFORMATION**

Please note it is vital to our success as well as yours to have your booth manned and open during the entire time the fair and/or buildings are open. Failure to do so may result in your booth being shut down during the fair and/or not being allowed to participate in the following years fair.

### **SELECTION CRITERIA**

Each application for rental space during the Fair is considered by the Management on the basis of product balance on the fairgrounds; financial responsibility; uniqueness and appeal of product; location availability; and for returning applicants, a satisfactory history of performance, evaluation to be conducted by management.

The sole decision for selection rests with management

### **PRODUCTS SOLD**

Any product the Yolo County Fair Management deems offensive (materials or items that are sexually explicit, of a suggestive nature, referring to alcohol abuse, or drug oriented) must be immediately removed from the concession/exhibit/vendor space.

It will be the decision of Fair Management as to what constitutes a product or exhibit bordering on pornography, drug orientation, or bad taste.

### **PRODUCT INFORMATION**

It is to be expressly understood that concessionaires and exhibitors are prohibited from selling any articles or products or rendering services except those listed in their license. If said concessionaire/exhibitor shall make false representation as to products, articles, or services to be sold or offered, Fair Management reserves the right to terminate this agreement immediately and without notice to concessionaire/exhibitor.

Misrepresentation of product of business on the application may result in cancellation of Rental Agreement.

Management may restrict duplication of brand names, trade name articles, products, or services in any given area.

### **OVERALL, BOOTH APPEARANCE/OPERATION**

Company name & "dba" prominently displayed as listed on the Rental Agreement (R/A).

Exhibitors are responsible for their own booth identification. Signs must be professionally made and placed in a prominent position in the booth. Booth/Area set up within assigned space

Only those products listed in the Rental Agreement may be sold or displayed where price signs are utilized, signs must be small, neat, and inoffensive, and the Manager shall have the right to require an exhibitor to remove any price sign which he or she considers undesirable. Booth kept neat & clean Staff properly attired (neat and in good taste, properly groomed) Business transactions must be done within the perimeter of the leased space, Remain open during Fair hours.

Booth properly staffed for size

Good customer service being provided Consideration of neighboring booths Product pricing clearly marked and/or handout available

Lead generating exhibitors must post a "starting at" price (clearly marked and/or handout)

Refund/Exchange policy in booth

### **BOOTH/SPACE IDENTIFICATION**

A card is placed in each booth to identify your space. If you are outside there is a painted number to identify your space.

### **BOOTH SPECIFICATIONS**

Ag Business will be supplied with pipe and drape. Booths are approximately 12'x12' with and 3' high side drapes; all booth dividers will be furnished and installed by the Fair. Pipe and drape is subject to change by fair management.

Outdoor booths have no side or back walls (10'x10').

No portion of any exhibit may obstruct aisles, exits, or service areas nor interfere with the view of neighboring exhibits by Fair patrons as they pass the aisles.

No painting of floors, booth backdrops, or space dividers allowed.

### **BOOTH MATERIALS**

All decorations MUST BE FLAMEPROOF or meet State Fire Marshall requirements.

No material shall be attached in such a way as to allow possible damage or injury to persons or property.

For details, refer to Fire Safety Regulation section.

### **DECORATIVE MATERIAL**

All decorative material including, but not limited to, drapes, hangings, curtains, and table covers with overhangs, shall be made from non-flammable material, or rendered and maintained in a flame retardant condition by means of a solution and process approved by the State Fire Marshal. Copies of State Fire Marshal approved Certificates of Flame Resistance covering all treated materials shall be made available by the exhibitor at the exhibit site. Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations must be accessible and not concealed by any exhibit or decorative material.

Except for fabric made of 100% glass fiber, a special permit from the State Fire Marshal will be required for decorative material, non- flammable or treated, when suspended horizontally as an overhead cover.

### **BOOTH DECORATING**

All participants must provide their own booth materials, supplies (i.e. chairs, tables, display cases, signs, lighting equipment, etc.) that meet with the applicable rules established by the Fair, County and State Agencies.

Display height at the rear of the exhibit shall not exceed 8'.

Exhibit materials contained within the booth shall not exceed sidewall height of the booth (4').

No part of your display shall interfere in any way with another exhibit Tape or shower curtain hooks should be used for hanging

### **FLOOR MOLDING:**

All hoses or cords in any area open to foot traffic must be covered with rubber floor moldings.

If it is necessary for the Fair to cover exposed hoses and cords that are trip-and-fall hazards, the concessionaire/vendor will be billed for time and materials.

### **LANDSCAPING**

No one shall cut, trim, damage, or place anything on any of the Fair's landscaping.

## **EXHIBIT STANDARDS**

Displays should be well planned and attractively displayed

There is an established and defined difference between a Fair and a Swap Meet or "Flea-Market". Set-ups and/or displays that resemble those found at Swap Meets will not be acceptable.

The Yolo County Fair Management reserves the right to determine the appropriateness of a concession, display, or exhibit.

Never leave your booth unattended.

All booths must be kept clean at all times.

Felt pen, stencil signs, and hand-written signs are not acceptable. Storage of supplies or boxes out of view

Staff is not permitted smoking or consuming alcoholic beverages in or around booth space.

## **LICENSEE IS PROHIBITED FROM**

Subletting a whole or part of the space allotted for selling/exhibiting anything other than what is specified in the Rental Agreement Concessionaires are strictly prohibited from subleasing, assigning, or apportioning the whole or any part of said rental without written consent of Fair Management.

Operating electric motors in booths without special permission Operating combustible motor in any building or enclosed space Distributing literature of any advertising materials containing individuals, dealers, manufacturers, or distributors

Allowing another person/company to display/sell from the space Obtaining mailing lists for use other than by their own company Consigning goods or services

Soliciting, distributing, or posting of circulars, tickets, directional or advertising signs or materials of any description outside the leased space.

Placing any sign or advertising matter upon buildings, trees, on the Fairgrounds without Fair Management approval.

## **COMMERCIAL BOOTH SET-UP**

### **ARRIVAL**

Participants are to check in at the Fair Office, 1125 East Street. No participant will be allowed to set up without first checking in. "Parking Permit" must be visible from windshield.

### **SET-UP DAYS/HOURS**

Indoor/Outdoor exhibitors and concessionaires may set up during the following hours: Monday-Tuesday 8:00am – 8:00pm; Wednesday 8:00am-5:00pm (if additional time is needed, contact the fair office for special; permission).

All exhibits must be completed by 5:00 p.m., Wednesday, of opening day of fair.

No minor children are to be left unattended in buildings while working on booths.

All booths must be occupied during open hours of the Fair.

Exhibits must remain in place until 11:00 p.m. inside and 12:00 a.m. outside, on Sunday, at closing of fair. No work on booths or stands is allowed during the hours the Fair is open to the public.

All boxes, crates, and debris must be removed prior to the Fair's opening.

Wait until opening day before bringing merchandise and small portable articles on the grounds.

Booth space size is set forth in each individual license.

Every effort will be made to allow sufficient space for the necessary activities of the concessionaire /

vendor /exhibitor.

No equipment may extend beyond the designated rental space.

### **VEHICLE ACCESS**

Only vehicles with items necessary for booth set-up will be allowed onto the fairgrounds (i.e., display materials).

Once vehicle is unloaded it must be moved immediately to a designated area or parking lot.

Vehicles are allowed on the grounds up to two hours prior to fair opening.

Vehicles are not permitted inside the Fairgrounds gates during operating hours.

During fair operating hours deliveries must be brought in on handcarts.

Vehicles will not be allowed inside the buildings, at any time, for any reason.

Parking lots and roadways will be under the exclusive and absolute control of the Fair.

All parking on the fairgrounds must be in designated parking areas, with a proper permit, not on the roads

Roads must be kept open for police, fire, ambulance and other emergency units as well as for Fair maintenance.

Vehicles parked overnight are subject to towing.

### **BOOTH SET-UP**

The Fair will not, under any circumstances, permit a participant to work on installation of exhibit during Fair's operating hours.

Please be cooperative when setting up. Please do not block aisles in any manner

Any person conducting business with the Yolo County Fair, by any name other than that on the original application, must justify concern with sub-leasing. Participants found in violation of this policy may be removed from the Fair immediately without refund of fees paid and denied privileges at any future fairs.

### **CLEANLINESS**

All participants are responsible for their immediate areas and ensuring that their assigned space is kept clean.

There will be no accumulation of trash, paper or other combustible material.

Do not throw or sweep rubbish into the aisles.

Trash containers are provided for this purpose in or near all exhibit areas and buildings.

When Fair is over it is expected that your vacated space(s) will be left clean and free of debris

Before set-up can begin, a representative of your organization must check-in with the Commercial Exhibits & Concessions desk in the Fair Office to ensure that all paperwork is completed.

The Fair does not permit organizations to work on the installation or dismantling of their booth during fair operating hours.

Special booth requirements need approval by Fair management before June 1st.

### **BOOTH STAFFING & APPEARANCE**

Booths must be staffed at all times, Wednesday through Sunday from Fair opening until Closing, unless in a building, in which case you close when the building does.

Outside exhibits have the option of staying open to midnight. Breaks must occur in a manner that allows one staff member to remain in the booth at all times during Fair hours.



### **DAILY BUILDING OPENINGS**

The Main Exhibit Building is open for deliveries at the discretion of maintenance personnel. Outside space and concessionaire areas are open for deliveries two hours prior to fair operating hours. The public is NOT allowed into the building until official Fair opening.  
(See office for updated dates and times)

### **DAILY BUILDING CLOSINGS**

Buildings will close during Fair at the following times: Wednesday through Sunday at 11:00 p.m. Exhibitors/vendors must leave buildings within 20 minutes of public being cleared from buildings at Fair close each night.  
Fair assumes no responsibility for materials left in booth.

### **DEMONSTRATIONS/PITCHES/SAMPLING**

**All of these require prior approval from management.** Demonstration areas must be organized within the leased space so as not to interfere with any neighbor or aisle traffic. Sampling and/or demonstrations must be placed a minimum of 2' back from the aisle.  
The normal flow of traffic must not be blocked by a large crowd. Should spectators or samplers interfere with the normal traffic flow in the aisles or overflow into neighboring exhibits, Fair Management will have no alternative but to request that the presentation or sampling be eliminated. Demonstrations are limited to and subject to approval and regulation of Management. Those demonstrations that require food and vegetables must provide their own clearly marked garbage cans.

### **DEMONSTRATION SAFETY PRECAUTIONS**

All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibit personnel who can stop the demonstration in the event of an emergency.  
All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by Fair Management 60 days prior to opening day of the Fair.

### **VOICE & SOUND CONTROL**

This requires prior approval from management.

The use of sound systems or equipment producing sound is a privilege, not a right.

Fair Management reserves the right to determine at what point sound constitutes interference with others.

If interference is occurring, Fair Management will determine if the sound must be adjusted, discontinued, or eliminated.

Radios, television sets, loudspeakers, organs, etc., are subject to the approval of the Management, and such approval will be revoked if conditions are misrepresented or not strictly adhered to.

### **PROMOTIONAL ITEM DISTRIBUTION**

Free distribution or sales of edibles, novelties, or other objects is subject to approval by the Fair and other applicable agencies.

The Yolo County Fair is a family event - plan accordingly.

### **DRAWINGS/PRIZES/FREE GIVEAWAYS**

All drawings must be clearly posted. Exhibitors/vendors must provide their own entry forms. Exhibitors who hold drawings, free giveaways, or have prize promotions must fill out an application.

All applications must be approved by Fair Management.

If you have any questions regarding appropriateness of free prize or giveaway items, please see Acceptable Items list below.

Fair personnel are required to immediately halt giveaways & drawings that have not received prior approval.

A complete list of names, addresses and phone numbers of the winners must be turned in to the Fair Office one week after fair. Free drawings must be held during the Fair. The prize does not have to be presented at that time but must be chosen by the last day of the Fair.

Raffles will not be permitted under any circumstances.

Lottery tickets, of any kind, WILL NOT BE ALLOWED FOR SALE at the Fair. A violation will cause the forfeiture of license money paid, and expulsion from the grounds, as the CEO may direct.

### **CONTROL OF DISTRIBUTION/ "FREEBIES"**

No advertising, sale, or distribution of a novelty will be approved which interferes with sales by any Fair License or Novelty Bid Winner (i.e. balloons, inflatable toys).

Items such as balloons and inflatable toys are covered under a license as exclusive items for sale by that licensee only.

### **BALLOONS MAY NOT BE SOLD BY ANY OTHER LICENSEE OR PARTICIPANT IN THE YOLO COUNTY FAIR**

Balloons not inflated may be distributed, and management reserves the right to limit the number of exhibitors who distribute balloons.

Prior approval for uninflated balloon distribution must be obtained from Fair Management.

### **ACCEPTABLE ITEMS**

All imprinted items must have contracted company identification only. Co-sponsored logos will not be allowed without prior approval.

- T-Shirts
- Static Stickers (no adhesive)
- Key chains
- Bookmarks
- Luggage tags
- Temporary tattoos Disc Jockey or other Photos Hats

- License plate frames
- Transparent plastic bags
- Pencils (unsharpened)
- Pens
- Mouse pads
- Hand fans
- Postcards
- Buttons
- Memo pads
- Water in small paper cups
- Appropriate Posters
- Rulers (no movie poster or advertising)

### **UNACCEPTABLE ITEMS**

- Giveaways for any event that coincides with Fair dates are not allowed (i.e., movie passes, concert tickets, sporting events, etc.)
- Movie posters or merchandise
- Balloons (inflated)
- Cups of ANY size or composition
- Sunglasses
- Sports bottles
- Beach balls or inflatable of any kind (including decorations)
- Food of ANY kind (this includes candy, gum & drinks)
- ANY merchandise of an advertiser of client without prior approval
- Radio Stations: Selling of any merchandise is prohibited
- **NO SAMPLING ALLOWED**

### **TIP JARS/DONATIONS**

There will be no placing of “tip” jars.

Tips may be gratefully accepted, BUT the solicitation of tips either visually or vocally on the grounds is strictly prohibited.

### **EMPLOYEE DISCOUNTS**

Participants are not expected to offer, nor are they obligated to extend, free or discounted merchandise or food to employees and directors of the 40th District Agricultural Association (YOLO COUNTY FAIR).

Participants are encouraged to notify Fair Management if approached by anyone asking for free or discounted merchandise or food.

### **NOVELTY ITEMS**

These include items of a carnival or novelty type, i.e.; balloons, trinkets, inflatable toys, glow-in-the-dark items, stickers, etc., are covered under the Fair's major Novelty Concession Agreement. These are prohibited from sale or distribution by other participants. If you have any questions about whether your merchandise falls into this category, please call us for clarification.

### **SOLICITATION:**

Because of the already crowded conditions at Fair time and for health and safety reasons, the 40th District Agricultural Association has restricted access to the fairgrounds to the fair-going public ONLY. Exhibitors, employees and their representatives shall operate strictly within the limits of their assigned area.

No person or persons shall be allowed to solicit or distribute materials in aisles, rove on the Fairgrounds,

or in Fair parking lots.

Begging is prohibited.

Roving vendors or solicitors, acting from a profit, non-profit, religious, or any other organization, or on its behalf, shall not be permitted on the Fairgrounds or in Fair parking lots.

No person shall be permitted to distribute advertising materials, handbills, fliers, tokens, or other matter upon the fairgrounds, outside the confines of booth/concession space leased from the Yolo County Fair.

The tacking or posting of any advertisement, bill sign, banner, or printed matter outside the assigned space occupied by the exhibitor/concessionaire is strictly prohibited.

All materials to be passed out to Fairgoers or posted within the assigned space must be submitted to the Manager of Yolo County Fair for review prior to distribution or posting.

### **ELECTRICAL**

The Yolo County fair is not responsible for any damage to electronic devices that are plugged into our electrical systems. The user agrees to use the electrical system at their own risk.

Commercial Exhibitors - The Fair may furnish, free of charge, the first 20 amps @ 110V per exhibit. All amounts of electricity used over this amount may be subject to a special billing by invoice. If 220V service is used, usage may be figured at a 220V rate.

### **HOUSEKEEPING**

Every building, tent or enclosure, and exhibit booth shall be maintained in a neat orderly manner, free from any condition which would add to or contribute to the rapid spread of fire.

All combustible waste material and rubbish shall be stored in approved containers.

Waste containers shall be emptied at the close of each day into approved containers.

Waste material and rubbish containers shall not block exit passageways, fire department access roads; nor shall they be located where an external fire hazard to any building or structure is created.

Violations will be issued for non-compliance and could include a \$50.00 fine per incident.

### **RECYCLING**

In an effort to comply with environmental concerns, the Fair maintains a policy of mandatory recycling.

All boxes shall be broken down by the participant and left in approved recycling pick-up areas

### **FOOD PREPARATION**

All persons working in food preparation will be expected to conform to all Yolo County Environmental Health Department rulings. Any concession in violation will receive a written citation and/or closure.

Full Yolo County Environmental Health Department requirements are available from:

**Yolo County Environmental Health Department 137 N. Cottonwood Street, Ste. 2400  
Woodland, CA. 95695**

### **SERVSAFE - SERVING SAFE FOOD**

California law requires that all Food Concession Operations have at least one member of their team ServSafe Certified.

**A copy of the certification is to be on file with the Fair Office.**

### **CLEANLINESS:**

All participants are responsible for their immediate areas and ensuring that their assigned space is kept clean

There will be no accumulation of trash, paper or other combustible material.

Do not throw or sweep rubbish into the aisles.

Trash containers are provided for this purpose in or near all exhibit areas and buildings.

Those demonstrations that require food and vegetables must provide their own clearly marked garbage cans.

These must be large enough to handle a full day's operation. All cans must be emptied each night for early morning pickup.

## **GENERAL CONCESSION-FOOD BOOTH INFORMATION**

### **SELECTION CRITERIA**

Each application for rental space during the Fair is considered by the Management on the basis of product balance on the fairgrounds; financial responsibility; uniqueness and appeal of product; location availability; and for returning applicants, a satisfactory history of performance, evaluation to be conducted by management.

The sole decision for selection rests with management

### **PRODUCTS SOLD**

Any product the Yolo County Fair Management deems offensive (materials or items that are sexually explicit, of a suggestive nature, referring to alcohol abuse, or drug oriented) must be immediately removed from the concession/exhibit/vendor space.

It will be the decision of Fair Management as to what constitutes a product or exhibit bordering on pornography, drug orientation, or bad taste.

### **PRODUCT INFORMATION**

It is to be expressly understood that concessionaires are prohibited from selling any articles or products or rendering services except those listed in their license. If said concessionaires shall make false representation as to products, articles, or services to be sold or offered, Fair Management reserves the right to terminate this agreement immediately and without notice to concessionaire/exhibitor. Misrepresentation of product of business on the application may result in cancellation of Rental Agreement. Management may restrict duplication of brand names, trade name articles, products or services in any given area.

### **OVERALL BOOTH APPEARANCE/OPERATION**

Company name & "dba" prominently displayed as listed on the Rental Agreement (R/A).

Concessionaire-Food are responsible for their own booth identification.

Signs must be professionally made and placed in a prominent position in the booth.

Booth/Area set up within assigned space

Only those products listed in the Rental Agreement may be sold or displayed where price signs are utilized, signs must be small, neat, and inoffensive, and the Manager shall have the right to require an exhibitor to remove any price sign which he or she considers undesirable.

Booth kept neat & clean

Staff properly attired (neat and in good taste, properly groomed) Business transactions must be

done within the perimeter of the leased space and remain open during Fair hours.  
Booth properly staffed for size  
Good customer service being provided Consideration of neighboring booths  
Product pricing clearly marked and/or handout available  
Lead generating exhibitors must post a "starting at" price (clearly marked and/or handout)  
Refund/Exchange policy in booth

### **BOOTH/SPACE IDENTIFICATION**

A card is placed in each booth to identify your space. If you are outside there is a wooden stake with your name to identify your space

### **BOOTH MATERIALS**

All decorations **MUST BE FLAMEPROOF** or meet State Fire Marshall requirements.  
No material shall be attached in such a way as to allow possible damage or injury to persons or property.  
For details, refer to Fire Safety Regulation section.

### **DECORATIVE MATERIAL**

All decorative material including, but not limited to, drapes, hangings, curtains, and table covers with overhangs, shall be made from non-flammable material, or rendered and maintained in a flame retardant condition by means of a solution and process approved by the State Fire Marshal. Copies of State Fire Marshal approved Certificates of Flame Resistance covering all treated materials shall be made available by the exhibitor at the exhibit site. Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations must be accessible and not concealed by any exhibit or decorative material.  
Except for fabric made of 100% glass fiber, a special permit from the State Fire Marshal will be required for decorative material, non- flammable or treated, when suspended horizontally as an overhead cover.

### **BOOTH DECORATING**

All participants must provide their own booth materials, supplies (i.e. chairs, tables, display cases, signs, lighting equipment, etc.) that meet with the applicable rules established by the Fair, County and State Agencies.  
Display height at the rear of the exhibit shall not exceed 8'.  
Exhibit materials contained within the booth shall not exceed sidewall height of the booth (4').  
No part of your display shall interfere in any way with another exhibit Tape or shower curtain hooks should be used for hanging

### **FLOOR MOLDING:**

All hoses or cords in any area open to foot traffic must be covered with rubber floor moldings.  
If it is necessary for the Fair to cover exposed hoses and cords that are trip-and-fall hazards, the concessionaire/vendor will be billed for time and materials.

### **LANDSCAPING**

No one shall cut, trim, damage, or place anything on any of the Fair's landscaping.

### **EXHIBIT STANDARDS**

Displays should be well planned and attractively displayed. There is an established and defined

difference between a Fair and a Swap Meet or "Flea-Market". Set-ups and/or displays that resemble those found at Swap Meets will not be acceptable.

The Yolo County Fair Management reserves the right to determine the appropriateness of a concession, display, or exhibit.

Never leave your booth unattended. All booths must be kept clean always

Felt pen, stencil signs, and hand-written signs are not acceptable. Storage of supplies or boxes out of view

Staff is not permitted smoking or consuming alcoholic beverages in or around booth space.

### **LICENSEE IS PROHIBITED FROM**

Subletting a whole or part of the space allotted for selling/exhibiting anything other than what is specified in the Rental Agreement Concessionaires are strictly prohibited from subleasing, assigning, or apportioning the whole or any part of said rental without written consent of Fair Management.

Operating electric motors in booths without special permission Operating combustible motor in any building or enclosed space Distributing literature of any advertising materials containing individuals, dealers, manufacturers or distributors

Allowing another person/company to display/sell from the space Obtaining mailing lists for use other than by their own company

## **CONCESSIONAIRE-FOOD BOOTH SET-UP**

### **ARRIVAL**

Participants are to check in at the Fair Office, 1125 East Street. No participant will be allowed to set up without first checking in. "Parking Permit" must be visible from windshield.

### **SET-UP DAYS/HOURS**

Indoor/Outdoor concessionaires may set up during the following hours: Monday-Tuesday 8:00am – 8:00 pm; Wednesday 8:00 am- 11:00 am (if additional time is needed, contact the fair office for special permission).

All concessionaire-food booths must be completed by 11:00 am, Wednesday, of opening day of fair. No minor children are to be left unattended in buildings while working on booths.

All booths must be occupied during open hours of the Fair.

No work on booths or stands is allowed during the hours the Fair is open to the public.

All boxes, crates, and debris must be removed prior to the Fair's opening.

It is advisable to wait until opening day before bringing merchandise and small portable articles on the grounds.

Booth space size is set forth in each individual license.

Every effort will be made to allow sufficient space for the necessary activities of the concessionaire / vendor /exhibitor.

No equipment may extend beyond the designated rental space.

### **VEHICLE ACCESS**

Only vehicles with items necessary for booth set-up will be allowed onto the fairgrounds (i.e., display materials).



Once vehicle is unloaded it must be moved immediately to a designated area or parking lot. Vehicles are allowed on the grounds up to two hours prior to fair opening. Vehicles are not permitted inside the Fairgrounds gates during operating hours. During fair operating hours deliveries must be brought in on handcarts. Vehicles will not be allowed inside the buildings, at any time, for any reason. Parking lots and roadways will be under the exclusive and absolute control of the Fair. All parking on the fairgrounds must be in designated parking areas, with a proper permit, not on the roads. Roads must be kept open for police, fire, ambulance and other emergency units as well as for Fair maintenance. Vehicles parked overnight are subject to towing. Consigning goods or services. Soliciting, distributing, or posting of circulars, tickets, directional or advertising signs or materials of any description outside the leased space. Placing any sign or advertising matter upon buildings, trees, on the Fairgrounds without Fair Management approval.

Any person conducting business with the Yolo County Fair, by any name other than that on the original application, must justify concern with sub-leasing. Participants found in violation of this policy may be removed from the Fair immediately without refund of fees paid and denied privileges at any future fairs.

#### **CLEANLINESS**

All participants are responsible for their immediate areas and insuring that their assigned space is kept clean. There will be no accumulation of trash, paper or other combustible material. Do not throw or sweep rubbish into the aisles. Trash containers are provided for this purpose in or near all exhibit areas and buildings. When Fair is over it is expected that your vacated space(s) will be left clean and free of debris.

#### **BOOTH SET-UP**

The Fair will not, under any circumstances, permit a participant to work on installation of exhibit during Fair's operating hours. Please be cooperative when setting up. Please do not block aisles in any manner. Before set-up can begin, a representative of your organization must check-in with the Commercial Exhibits & Concessions desk in the Fair Office to ensure that all paperwork is completed. The Fair does not permit organizations to work on the installation or dismantling of their booth during fair operating hours. Special booth requirements need approval by Fair management before June 1<sup>st</sup>.

#### **BOOTH STAFFING & APPEARANCE**

Booths must be staffed always, Wednesday through Sunday from Fair opening until 11:00 p.m. Outside exhibits have the option of staying open to midnight. Breaks must occur in a manner that allows one staff member to remain in the booth always during Fair hours.

#### **DAILY BUILDING OPENINGS**

Concessionaire areas are open for deliveries up to two hours prior to fair operating hours.

### **NO SAMPLING ALLOWED!**

ANY merchandise of an advertiser or client without prior approval Radio Stations: Selling of any merchandise is prohibited.

### **TIP JARS/DONATIONS**

There will be no placing of "tip" jars.

Tips may be gratefully accepted, BUT the solicitation of tips either visually or vocally on the grounds is strictly prohibited.

### **EMPLOYEE DISCOUNTS**

Participants are not expected to offer, nor are they obligated to extend, free or discounted merchandise or food to employees and directors of the 40<sup>th</sup> District Agricultural Association (YOLO COUNTY FAIR).

Participants are encouraged to notify Fair Management if approached by anyone asking for free or discounted merchandise or food.

### **SOLICITATION:**

Because of the already crowded conditions at Fair time and for health and safety reasons, the 40<sup>th</sup> District Agricultural Association has restricted access to the fairgrounds to the fair-going public ONLY. Exhibitors, employees and their representatives shall operate strictly within the limits of their assigned area.

No person or persons shall be allowed to solicit or distribute materials in aisles, rove on the Fairgrounds, or in Fair parking lots.

Begging is positively prohibited.

Roving vendors or solicitors, acting from a profit, non-profit, religious, or any other organization, or on its behalf, shall not be permitted on the Fairgrounds or in Fair parking lots.

No person shall be permitted to distribute advertising materials, handbills, fliers, tokens, or other matter upon the fairgrounds, outside the confines of booth/concession space leased from the Yolo County Fair.

The tacking or posting of any advertisement, bill sign, banner, or printed matter outside the assigned space occupied by the exhibitor/concessionaire is strictly prohibited.

All materials to be passed out to Fairgoers or posted within the assigned space must be submitted to the Manager of Yolo County Fair for review prior to distribution or posting.

### **HOUSEKEEPING**

Every building, tent or enclosure, and exhibit booth shall be maintained in a neat orderly manner, free from any condition which would add to or contribute to the rapid spread of fire.

All combustible waste material and rubbish shall be stored in approved containers.

Waste containers shall be emptied at the close of each day into approved containers.

Waste material and rubbish containers shall not block exit passageways, fire department access roads; nor shall they be located where an external fire hazard to any building or structure is created.

Violations will be issued for non-compliance and could include a \$50.00 fine per incident.

### **RECYCLING**

To comply with environmental concerns, the Fair maintains a policy of mandatory recycling.

All boxes shall be broken down by the participant and left in approved recycling pick-up areas

## **STAND CRITERIA**

Company name & "dba" prominently displayed as listed on the Rental Agreement  
Professional signage: no handwritten signage allowed Menu and menu prices must be clearly visible.  
Concession must have an attractive and clean appearance. Condiment area, inside and prep/storage and seating areas must be clean  
Food must be properly stored and/or refrigerated  
"Microwave in Use" signs must be posted if you use a microwave in your concession  
Sewage/wastewater must be disposed of properly  
Proper fly control and prevention must be used  
Concession business must be conducted within the assigned space Noise levels must be reasonable  
Concessions must cooperate with neighboring stands  
After the ringing of each sale the cash drawer must be closed at the end of the transaction.  
All concession personnel should be wearing a name tag and identifying uniform (shirt, apron, and/or hat).  
Concession personnel should be courteous, responsive, professional, neat and well groomed.  
Concession personnel may not smoke, eat, chew gum or drink alcohol in concession booth.  
Cups, etc., MAY NOT have logos or advertisements from other fairs or shows.

## **LOCAL CONCESSIONAIRES**

Concessionaires who are assigned one of the permanent concessionaire stands are restricted from making any modifications to the structure, interior, or exterior, including but not limited to installing additional shelving, cutting holes in the screens or cause any other damage to the stand excluding normal wear and tear. Any such damage will result in the concessionaire being held financially responsible for the cost of materials plus labor and will not be invited to participate in the Yolo County Fair in the future.  
Prior to placing any signage, inside or outside, approval must be received from Fair Management.

## **MENU/PRICE LIST**

A typed copy of a menu, the concession name and prices must be submitted by August 1<sup>st</sup> of each year.  
At each stand, the menu must be easily readable and visible from the front of the stand.  
Once submitted and approved, menus cannot be changed without written approval from Fair Management.  
Requests for additions or deletions on menus, other than those on the approved menu on file, must be made in writing.  
A \$100 fine will be levied anytime it is determined a concessionaire has changed a menu without permission from Fair Management.  
If concessionaire fails to pay the fine the concessionaire is subject to being removed from grounds.

## **SALES:**

Exhibitor authorizes the Yolo County Fair, and/or its authorized representatives or agents to examine records of sales made during fair time, as well as records reported to the California State Board of Equalization during the period of their agreement.

## **PRE-FAIR CONCESSIONS:**

Any concession stand that wants to open before the Fair starts must have permission from Fair

Management and must "z" out register for early audit.  
23 percent of gross, not including sales tax, will be paid to the Fair for pre-Fair sales.

### **EMPLOYEE DISCOUNTS**

Participants are not expected to offer, nor are they obligated to extend, free or discounted merchandise or food to employees and directors of the 40th District Agricultural Association (YOLO COUNTY FAIR).

Participants are encouraged to notify Fair Management if approached by anyone asking for free or discounted merchandise or food.

### **CASH REGISTER REQUIREMENTS:**

You will not be allowed to open until the following register requirements are met:

All sales must be rung up on the cash register and printed on a continuous tape.

Cash drawers must be closed after each sale.

Any concession found making transactions from an open cash drawer is in violation and will be fined.

All Concessionaires must adhere to the following cash register specifications:

Customer Display (pivot display suggested)

Continuous (grand total Z reading, X reading, 30-day battery back- up)

Cash registers must have consecutive "z" numbers. Transaction numbers - (optional, but strongly encouraged). Hourly breakdown of sales - (optional).

"Current" date printed on detail tape

Consecutive transaction number Readable tape (the key word is readable)

Key protector

### **AUDITS**

Please note:

On Monday, Tuesday & Wednesday prior to opening, Staff Auditors will be conducting physical inspections, looking at the type of cash register, register replacement and reviewing audit procedures with each concessionaire. Cash register stickers will be issued at this time. Each concession stand must have a cash register with tape in good working order before being allowed to open.

Concessionaires are not permitted to work from an open cash drawer; each sale must be rung up on the cash register.

Concessionaires are to turn in their register tapes daily, summarized by a "z" reading that clears data for that day only.

Concessionaires who do not provide a "z" reading, or who's final reading does not equal the total of the daily tape turned in, will be subject to an audit and may be excluded from future Fairs.

The Concession Auditor will be responsible for the observation of all concession stands for violations. A "z" reading is required at the close of each business day and a second "x" reading can be taken at random.

Concessionaires are required to turn in the Gross Sales Report and "z" tape to the Staff Audit office by 10:00 a.m. for the previous day's sales. Your signature or initials on the recording sheet will verify that you agree with the readings as noted.

If you are unsure of the amount noted, you should not sign or initial the sheet until you are confident that the amount is correct.

Auditors MUST check cash register tapes daily

An "over-ring" must be highlighted on the detail tape and re-rung correctly.

If you allow the cash register to run out of tape, or the tape is illegible, you will be given a warning for the first offense. The second and third offenses carry a \$100.00 fine each. After the fourth offense, your concession stand may be closed with no refund of fees.

Concessionaire's percentage payments will be accepted periodically during the Fair and full payment is due on closing night of the Fair.

It is the goal of the audit program to work in tandem with the concessionaire to provide the best possible product and service to the fairgoer, as well as increasing overall sales.

**PAYMENT TO FAIR:**

Appointments will be scheduled for check-out on closing night of the Fair.

Failure to pay prior to 12:00 p.m. on Monday will result in the concessionaire/exhibitor forfeiting their opportunity to return in the future.

**SKIRTING/SCREENS:**

All concession trailers must have proper skirting around the perimeter to hide the undercarriage, wheels or chassis and the trailer hitch.

All stands must have visual screening to hide the service/storage areas from the public eye.

**STICKS:**

Pointed sticks are prohibited from use in serving food on the Fairgrounds.

Rolled cardboard, paper sticks, or flat top hardwood sticks are to be used

**UTILITIES:**

A \$175.00 electricity fee per 50 amps or (2) 110 outlets.

The Yolo County fair is not responsible for any damage to electronic devices that are plugged into our electrical systems.

The user agrees to use the electrical system at their own risk. Special needs must be submitted prior to the Fair.

Any device not used as part of an exhibit/concession (such as coffee pots, microwaves, refrigerators, toaster ovens, or any electrical appliances) are not allowed. The Fair reserves the right to have these appliances removed from the premise.

Although electricity is provided for you, it may be some distance from your booth. Any special needs must be discussed with the Fairgrounds Administration Office one (1) month prior to the Fair. All electrical installations shall conform to the Electrical Safety Code of the State of California. Yolo County Fair reserves the right to place any concessionaire/exhibitor on temporarily generated power. Extension cords used to distribute power to concession stands and exhibit booths electrical apparatus shall be rated 15 amps minimum and contain a ground wire. Cords not meeting these requirements shall be confiscated for the duration of the Fair. Overhead lighting adequate for all ordinary purposes is provided for inside exhibits.

**COMMERCIAL BUILDING**

There is ONE 110-volt outlet with a 10-ampere capacity for each booth. Special requests for additional electricity must be made on Commercial Exhibit space application. EXHIBITORS MUST NOT

USE EXCESSIVE AMOUNTS OF ELECTRICAL POWER. THIS COULD CAUSE OVERLOAD OF CIRCUITS.  
All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved - not the parts only, but the complete product,  
All inside booths will be limited on number of lights, spotlights, or floodlights. Decision as to how many lights per booth is determined by Fair Management.

**WATER DRAINAGE:**

Water and drainage is available in some outdoor locations and is available upon request.

**ELECTRICAL INSTALLATIONS**

Extension Cords:

A 50' heavy-duty electrical cord (a minimum of 12-gauge, three prongs [grounded], UL approved) for set-up and use during the Fair is recommended.

Use of two wire extension cords is not allowed. The Fair does not provide extension cords.

Although electricity is provided, it may be some distance from assigned exhibit space.

Power Strips (with a circuit breaker) must be used to reduce the potential of circuit overloading.

Converters are not an acceptable replacement to power strips.

Conductor Leads & Plugs: Must have ground hooked up. Cords or plugs with disconnected or removed ground posts are not allowed.

**BASIC REQUIREMENTS FOR LP GAS PORTABLE EQUIPMENT:**

The Uniform Fire Code and national fire standards require the following provisions be adhered to when using portable LP gas equipment:

The LP gas bottle container cannot exceed 21/2 lbs. of water capacity.

Larger capacity bottles must be approved by the fire department. LP gas equipment must meet the Safety Standards as prescribed by the U.S. Dept. of Transportation, and the American Society for Testing and Materials Containers.

No smoking within 15 (fifteen) feet of the equipment

No release of the LP gas (propane) is to be permitted into the atmosphere.

No combustible material is allowed within 10 (ten) feet of the equipment.

**CLEANLINESS:**

All participants are responsible for their immediate areas and insuring that their assigned space is kept clean

There will be no accumulation of trash, paper or other combustible material.

Do not throw or sweep rubbish into the aisles.

Trash containers are provided for this purpose in or near all exhibit areas and buildings.

Those demonstrations that require food and vegetables must provide their own clearly marked garbage cans.

These must be large enough to handle a full day's operation. All cans must be emptied each night for early morning pickup.

All condiment tables MUST be kept neat and clean always. Condiments CANNOT be placed on folding tables.

**GREASE REMOVAL**

UNDER NO CIRCUMSTANCES is grease or any solid waste material to be poured into rubbish barrels, dumpsters, on the ground, or drains. Special disposal containers are located around the grounds; ask.

## **ALCOHOL CONCESSION ONLY**

The following policies shall apply to all Yolo County Fair Alcohol Concessionaires.

While the Yolo County Fair may grant special privileges for the sale of alcohol, such permission is granted only as a privilege, not as a right.

Concessionaires of alcohol shall accept the responsibility of their own behavior, as well as that of their employees, agents and customers as provided in Article 20, Section 22 of the California Constitution.

Sales or giving of alcoholic beverages to minors is absolutely prohibited, and any person in violation of this ruling is to be arrested and prosecuted by California Law.

Intoxicated minors and adults will be subjected to the full enforcement of California Law.

Vendors of alcoholic beverages must have a current California Alcoholic Beverage Control permit or license; a copy of the license is required for your file prior to Fair.

Alcohol Concessionaires will instruct their distributors to provide the Fair, within five (5) days of Fair closing, a manifest or receipt authenticating the amounts of beer or wine delivered and sold during the Fair.

### **OPERATIONS**

Between the time of Fair opening and 8:00 p.m., no more than two beers or wine beverages may be sold or delivered to an individual customer in a single transaction.

After 8:00 p.m., only one beer or wine beverage may be sold to a customer at one time.

Exceptions are in the Arena where an individual customer may purchase two beers in a single transaction during the event.

Alcohol will be offered for sale daily from opening of the Fair until 11:00 p.m., or the closing of the building and/or area, unless ordered by Fair Management to discontinue sales earlier on advice from Law Enforcement.

### **TIP JARS/DONATIONS**

There will be no placing of "tip" jars.

Tips may be gratefully accepted, BUT the solicitation of "tips" either visually or vocally on the grounds is strictly prohibited.

### **EMPLOYEE DISCOUNTS**

Participants are not expected to offer, nor are they obligated to extend, free or discounted merchandise or food to employees and directors of the 40th District Agricultural Association (YOLO COUNTY FAIR).

Participants are encouraged to notify Fair Management if approached by anyone asking for free or discounted merchandise or food.

### **PERSONNEL**

Each alcohol concession will assign one person the responsibility of managing each location during operating hours and will keep the Commercial Exhibits & Concessions Coordinator informed always as to the identity of this person.



## **LOCATION**

Concessionaires will be required to dispense beer and wine in designated areas only.

## **BEER BOOTH REQUIREMENTS**

The appearance of the booth must be well maintained, clean and uncluttered. Please safeguard all personal and valuable items that you bring to the booth. The Fair is not responsible for lost or stolen items.

## **SIGNAGE**

A sign reading "By Order of the State of California" will be posted at each beer and wine stand. A copy of current License must be posted at each location

## **BEVERAGE CONTAINERS**

Concessionaires will sell beer and wine beverages in an easily identified container. The style, type and identity of the container will be coordinated and approved by Fair Management at least ten (10) days prior to opening day of the Fair. Beverages will be sold in soft containers or cups; glass, metal or other hard containers are prohibited.

## **CLOSING NIGHT PROCEDURES**

Sunday Move-out/Teardown

MOVE-OUT or TEARDOWN is not permitted PRIOR TO 9:00 P.M. for the MAIN EXHIBIT BUILDING.

## **CLOSING NIGHT PROCEDURE**

The official closing of the Yolo County Fair is 12:00 a.m. Sunday. To minimize confusion and closing problems, the Fair has established the following rules which you must adhere to:  
Outside concessions and exhibits must remain open until 12:00 am Sunday.  
Inside exhibits must remain open until the building is closed to the public.  
On closing night, exhibits must remain open until 9:00p.m. Sunday. No vehicle will be allowed on the Yolo County Fairgrounds until the Security Chief has cleared the fairgrounds of all patrons  
All tear down and removal of property must be completed within 24 hours after closing day of the Fair.  
If a participant fails to do this, the Fair may remove such exhibit materials or concession stand to an area at the participant's risk and expense.

## **FAILURE TO COMPLY MAY AFFECT FUTURE PARTICIPATION AT THE FAIR**

## **OUTSIDE PROCEDURES**

Outside exhibitors must remain open until 11:30 p.m. but have the option of staying open until midnight.  
For safety purposes, vehicles will be permitted on grounds once Parking and Department of Public Safety determine it is safe to do so, generally after 12:00 midnight. It is recommended that all valuables be removed closing night.  
Release slips will be available in the Fair Office closing day. THE FAIR IS NOT RESPONSIBLE FOR LOSSES OR DAMAGES

All tear down and removal of property must be completed within 24 hours after closing day of the Fair. If a participant fails to do this, the Fair may remove such exhibit materials or concession stand to an area at the participant's risk and expense.

## **INVITATION TO RETURN**

An agreement to participate in the Yolo County Fair is extended on a year-to-year basis. The invitation to return as a participant is determined at the discretion of Fair Management. Spaces will be filled with participants invited to return from the previous year, prior to allotting space to new participants.

Previous participants may request a new location, but there is no guarantee that requested space will be available.

In the best interest of the Fair, Management may feel it necessary in some instances to change a participant's space from the previous year. Any one participant may not purchase more than nine (9) locations; a participant being a person, company, organization, franchise or group of people. If there are to be changes in booth or concession layout from the previous year, pictures or detailed drawings are to be submitted with the application.

## **R.V. PARKING**

Fees for RV spaces are \$350.00.

A completed application must be on file with the license before space is confirmed. Camping space may be purchased for the Fair. Spaces are assigned on a first-come, first-serve basis.

The entire RV space fee must be received with reservation in order to secure a space.

RV space passes may be picked up when you arrive for the Fair.

RV space passes do not allow for parking in any location other than the assigned RV space.

It is necessary to bring a heavy-duty 50-foot extension cord to connect to the electrical box.

Water lines with faucets are placed at approximately 40-foot intervals. It is each camper's responsibility to have enough hose and a "y" fitting for the water connection.

It is prohibited to dump waste or gray water on the ground. Anyone dumping waste or gray water on the ground will be asked to leave the RV area immediately without a refund.

Campers are required to cap all sewer hoses. Anyone not in compliance will be towed from the fairgrounds at the owner 's expense.

All vehicles must vacate the campgrounds by 12:00 noon on the Monday after the Fair.

No exceptions will be made.

Vehicles left on grounds after this time will be towed at the owner's expense.

Due to space limitations, we may or may not have the necessary space to allow the use of pop-outs or slide outs in your RV or trailer. We are sorry for any inconvenience this may cause.

## **SLEEPING IN STANDS:**

There will be no spending the night in any stand.

## **STOCK TRAILERS**

Stock truck parking space may be purchased and is assigned on a first-come, first-served basis.

Stock trailer parking will be \$275.00.

Stock trucks are to remain in the designated stock truck area.

