



2016 CONCESSIONS MANUAL

FONDA FAIR CONCESSIONS MANAGER

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*** ALL VENDORS ARE REQUIRED TO READ THIS MANUAL UPON ENTERING THE GROUNDS ***

1. **OPENING OF THE FONDA FAIR:** The Fonda Fair officially opens its gates to the public at 9:00 am on Tuesday, August 30, 2016, and closes at 8:00 pm on Monday, September 5th 2016, the last day of the Fair. We have a 24-hour gate.
2. **CONCESSION SET-UP:** No Concessionaire will be allowed to set up their Exhibit on the Fonda Fair Grounds until all SPACE, ELECTRICAL, INSURANCE AND GATE PASS MONIES ARE PAID IN FULL. ALSO ALL SALES TAX AND INSURANCE CERTIFICATES must be correct and up to date and accepted at the Treasurer's office. No payments or deposits will be returned after July 1st, 2016.
3. **SET-UP TIMES:** All Concessions and Exhibitors are required to set up their exhibit either on Saturday, August 27th, 2016 between 10:00 am & 6:00 pm, Sunday August 28th, 2016 between 10:00 am & 5:00 pm or on Monday, August 29th, 2016 between 9:00 am & 9:00 pm. On Sunday and Monday before the fair, there will be no long-term parking around the front gate, Treasurer's Office and Administration Building.
4. **BREAK DOWN TIMES:** Concessions and Exhibitors and all others shall not break down their exhibits before 8:00 pm on Monday the last day of the fair. All access roads to the Midway area and Exhibit buildings will be closed until 9:00 pm. If dismantling and packing occurs prior to this time, your company WILL NOT be invited to return to future Fonda Fairs. We are obligated to run the Fair until 8:00 pm on Monday, September 5th, 2016. All Exhibits and Concessions MUST BE REMOVED FROM THE FONDA FAIR GROUNDS no later than Tuesday September 6th, 2016 @ 12:00 pm.
5. **CONCESSIONS OPEN:** All Concessions and Exhibits will be open daily from 10:00 am to 10:00 pm, Tuesday thru Sunday, and open 10:00 am to 8:00 pm on Monday September 5th, 2016. These hours are for both inside and outside concessions. During these official "OPEN" hours of each day, all Concessions and Exhibits must be in charge of a competent attendant. If your concession is not manned, the Fonda Fair Board has the right to remove it and place another Exhibit in its place.
6. **LIABILITY INSURANCE:** Every Concessionaire must carry Liability Insurance in the amount of \$1,000,000. Again this year, every contract will have included Fair Insurance covering that amount. Your cost will be \$100.00 for each location. You may secure your own Liability Insurance from your own insurance agency for the same coverage as above. When you furnish the Fonda Fair with a correct "Certificate of Insurance" before August 1st, 2016, then the Fair Insurance charge will be deducted from your contract. If you have more than 1 location, multiple proofs of insurance are REQUIRED.
7. **N.Y.S. TAX I.D. CERTIFICATE:** Every Concessionaire who offers goods or services for sale including sales of prepared food or drink must have a current and valid NEW YORK STATE SALES TAX CERTIFICATE. A copy of this certificate must be on file with your contract at the Treasurer's Office. Your original certificate must be on display in plain sight at your concession. If you have more than one concession, each location must have an original Certificate.

Anyone who does not hold a valid Certificate of Authority as follows: (DFT-17A; TP153A; or DFT-680) but who at any time plans to make taxable sales at the Fonda Fair Grounds must register as a vendor with the State of New York Tax Department and collect taxes on those sales. Tax must be reported on tax forms and paid to the NYS Tax Department. If you DO NOT have such a certificate, the Fonda Fair Board of Managers shall deny your participation in our Fair. This applies to all taxable merchandise and services. THERE WILL BE NO EXCEPTIONS. If you are tax exempt, and are selling goods or services, then we will need a copy of your tax-exempt certificate. If you have any doubt, apply for a certificate now, don't wait. Phone # 1-800-225-5829 (NYS ONLY). Outside NY State # 1-800-438-8581.

8. PASSES FOR CONCESSIONAIRES & EXHIBITORS: Each vendor located in Scott Hall Commercial Building and any booth underneath the Grandstands will receive (14) day passes. Outside NON-FOOD vendors will receive (21) day passes. Food vendors will receive (35) day passes. Additional passes, which may be required to operate your concession, may be purchased for the fee of \$8.00 for each one-day pass. These may be purchased up to and including Wednesday of Fair Week. Quantities are limited and are issued for the use of personnel manning concessions and are not to be sold or transferred under any circumstances. Any person entering or exiting the Fairgrounds numerous times daily, should request a hand stamp at no charge. Each vendor will receive (1) parking permit. Parking permits cannot be used as admission into the Fonda Fair.

9. BOOTH OCCUPIED: All reserved spaces, booths and buildings not occupied and ready for business on opening day of the Fair will be resold and all deposits and payments will be forfeited. Any Concessionaires who leaves for any reason during fair week relinquishes their space and such space may be resold. Deposits and payments as above will be forfeited. NO REFUNDS! Once you are in your location you MAY NOT move, unless approved by the Concessions Committee.

10. SUB-LETTING OF SPACE: Sub-letting of your space, or part of it will not be allowed without the permission of the Fonda Fair Concession Manager.

11. CONDUCT OF CONCESSIONAIRES: Concessionaires, Exhibitors, Agents and Employees must conduct all business from behind counters and within assigned areas of your contract space. No person or persons shall solicit business, distribute free samples or literature or promoted business in the aisles, walkways or midway areas. All concessionaires and their attendants shall adhere to the following DRESS CODE: All personnel shall be dressed appropriately, shirts, blouses, slacks, shorts, uniforms, shoes and athletic shoes. We appreciated your cooperation.

12. BANNED ARTICLES & SERVICES: The following articles are not allowed to be sold or displayed: Switch blades, long knives, knives with blades longer than 4 in., undesirable knives, poppers, snappers, cap guns, water pistols, & cannons, smoke bombs, fireworks, stretch bottles, explosives, drugs, drug paraphernalia, pipes or hookahs, alcoholic beverages, silly string, obscene t-shirts, laser pens, no guns/weapons of any type, guns, shotguns, pistols, swords, bow and arrows. There will be no tattooing and body piercing on the Fair grounds. No peel off stickers will be permitted to be sold, given away or distributed by any persons, organizations or concessions. The Fonda Fair Board of Managers and Management reserves the right to remove or ask you to remove any literature of articles that are for sales or giveaways which if feels are not in keeping with the best interests of the Fair and/or its patrons. This includes literature of articles that are considered by the Fair Management to be in poor taste and offensive to the public.

13. FIRE EXTINGUISHERS: All Concessions must have a Fire Extinguisher. NO EXCEPTIONS. ALL FOOD BOOTHS MUST USE "BC" ONLY. ** Please.... These are not our rules.... please follow them. **

14. GASOLINE and TANKS: Gasoline tanks and gasoline engines will not be allowed in EXHIBIT BUILDINGS! Certain lawn and garden equipment with gasoline tanks will be allowed, but the tanks must be empty and closed and taped shut.

15. ELECTRICITY: In Scott Hall "A" and "B", Grandstand "A", "B" and "C", each Concessionaire will receive one 20 amp/110v electrical service with each location. Additional outlets are priced below as follows. Each outside concession will receive (1) 30amp/110v electrical service for \$70.00. If available, additional hookups can be provided in each area at the following rates:

30amps/110v or less \$70.00 = 30amps/220v \$100.00 = 40amps/220v \$125.00 = 50amps/220v \$150.00 = 60amps/220v \$175.00 = 75amps/220v \$220.00 = 100amps/220v \$295.00 = 120amps/220v \$345.00 = 150amps/220v \$420.00 = 220amps/220v \$500.00.

Other hookups to be adjusted by Fair Electricians.

DIRECT TIE-IN: All concessions must furnish their own approved lighting and electrical equipment according to the following "CODES", No cords or wires to be run across roadways. Taped, splices and repairs are not permissible. Only heavy-duty cords with waterproof ends are acceptable.

WIRING METHODS: Electrical equipment and wiring methods in or on rides, concessions or other units shall be provided with mechanical protection where subject to physical damage (ART525-6). Electrical wiring for temporary lighting where installed inside tents and concessions shall be securely installed, and where subject to physical damage, shall be provided with mechanical protection. All temporary lamps for general illumination shall be protected from accidental breakage by a suitable fixture or lamp holder with a guard (Art. 525-13(g)).

16. DECORATIONS: It is the responsibility of the concessionaire or exhibitor to furnish all decorating materials, tables, and all labor in decorating. All frontage and walkway tables on inside & outside concessions must be skirted with a suitable material within 2 inches off the ground, these also include all mobile vendors. ALL MATERIALS MUST BE FLAME PROOF! All mobile vendor units must be skirted within 2 inches off the ground with proper material. NO tarps or colored throws are to be used on outdoor exhibits. Awnings with candy stripes, plain or alternating colors are permissible. The Fonda Fair Board of Managers wants to present the best looking fair to our fair goers. We need your help too! You may use hanging baskets, potted flowers, and small shrubs in pots around your concession if you like.

17. RENTAL OF CHAIRS, TABLES & LIGHTS: Six & eight foot tables are for rent at \$40.00 each. Chairs are \$5.00 each. Lighting for your concessions is also available. Prices are subject to availability upon request. Please let us know your requirement by July 1st, 2016.

18. SOUND SYSTEMS: Sound systems may be used providing they do not disturb your neighbor or anyone else on the grounds. They must be kept at a low volume. If any complaints are received, it will be necessary to eliminate the system altogether.

19. PRICE POSTING – REGULAR (NON-FOOD) CONCESSIONS: All merchandise on display and for sale must be clearly marked with the selling price. Vendors offering a service for sale, must post the cost of that service. NON-FOOD Concessions ARE NOT ALLOWED TO SELL FOOD OR BEVERAGES!

20. PRICE POSTING – FOOD CONCESSIONS: Food concessions shall post in a conspicuous manner at the front or at the entrance of the place of business, a sign showing the price of meals, including breakfast, lunch and dinner and drinks and all other items to be sold under this contract. The size of the sign and bill of fare shall be readable at a minimum of 15 feet, and shall be in good taste. NO HOMEMADE SIGNS ALLOWED! No signs in walkways. Concessions Committee and its directors have the right to move or remove signs at any time.

21. SIGNS & PLACING: All signs and the placing thereof must meet the approval of the Fonda Fair Board of Managers. All signs must be neat and inoffensive and within the limits of your concession. The Fair Concessions Manager and his assistants shall have the right to remove any signs which are considered undesirable. These will include any unprofessional homemade signs.

22. SALES RECEIPTS: Licensees name and address MUST be on all sales receipts. This does not apply to food vendors.

23. FOOD VENDORS – HEALTH PERMITS: Food vendors, if you are coming to the Fonda Fair for the 1st time, be sure you apply for your health permit far enough in advance so you will have it in time for the fair. The Address for the NYS Department of Health for our district is: NYS Department of Health, Herkimer District Office, RD1 Box 233H, Herkimer NY 13350. (315) 866-6879. Your health permit MUST be displayed in sight at ALL times. No refunds to concessions who are unable to obtain such permit or are shut down by the NYS Dept. of Health.

24. FOOD VENDORS – ITEMS THAT CANNOT BE SOLD: You may not sell any of the following items: Cotton Candy, Candy Apples, Popcorn, Kettle Corn and Snow-Cones. Beverages may not be sold in glass bottles.

25. **FOOD VENDORS – WATER & ICE:** No concession shall bring water or ice to the Fonda Fairgrounds from their previous location. Water for the Fonda Fairgrounds comes from the village of Fonda, and will be tested before and during the fair. No concession shall sell ice to another concession. Ice for sale and distribution to concessionaires on the Fonda Fairgrounds will only be done by the Fonda Fair. Orders will be take in the morning and delivered by fair personnel. No other vendor will be allowed to sell or distribute ice on the grounds.

26. **STOCK TRAILERS:** Stock trailers are now banned from the midway area where your concession is located. We have designated areas for your stock trailers, WITH electricity, if needed. You may not purchase additional space for your trailer. They will not be allowed on the midway.

27. **UPS DELIVERIES:** UPS will be at the walk-in gate (usually about 10:00 am) for deliveries and pick-ups. There will be no deliveries to individual concessions or buildings. Our public address system will attempt to call you to the front walk-in gate. The Fonda Fair Board of Managers and/or its employees will NOT sign for ANY package or be responsible for any early deliveries and for UPS and US Mail deliveries during the Fair.

28. **CARE OF EXHIBIT & TRASH PICK-UP:** Licensee will care for own exhibit and after closing hours shall police and clean own area in the following manner: All garbage and trash except grease and oils shall be put in clear plastic bags. All oil and grease shall be returned to its original containers, or special containers supplied by the fair. Recyclable Materials: All glass bottles, jars, tin, aluminum and plastic containers shall be put into clear bags "A"/ all newspaper and paper bags shall be put into clear plastic bags "B". All corrugated cardboard must be clean, dry, flattened and tape removed. Bundle parcels no larger than 4 ft. by 4 ft. All concessions shall bring their trash to an outside entrance, or next to a roadway after closing hours for pick up. We ask that all help to keep our facility neat and clean.

29. **SECURITY:** All commercial and exhibit buildings will be closed and secured at 10:00 pm, but no later than 11:00 pm. All outside concessions will be patrolled by security during the night. 24/7.

30. **VEHICLES ON THE MIDWAY:** NO cars, trucks, golf carts, mopeds, ATV's, bicycles, skateboards, scooters, and in - line skates will be allowed on the midway or pedestrian area. Health related vehicles are exempt. Your vehicle WILL be confiscated for the remainder of the week! ALL golf carts/recreational vehicles must now be registered with the fair office. See attached form. These vehicles are not allowed on the midway after 10:00 am, no exceptions! We strongly urge you to purchase/bring a hand cart to the fair.

31. **ALCOHOLIC BEVERAGES:** Absolutely no alcoholic beverages of any kind will be allowed anywhere on the fairgrounds except in the Entertainment Center, Foot Rest Inn and Grandstand designated areas.

32. **PETS:** Absolutely no pets of any kind will be allowed in the midway or exhibit buildings during the fair. Dogs & cats may be kept in the trailer park area, but must be caged or inside trailers of campers. No long leashes will be allowed. The does not apply to Seeing Eye dogs.

33. **NOTICE TO ALL VENDOR & CONCESSIONS:** The NYS Department of Health wants all concessions and vendors to be informed that the dumping of grey or black water from concessions or trailer parks directly on the ground is against the law. Inspectors will be on the fairgrounds throughout the week checking both on-site vendors and the camping areas for violations. A fine of \$250.00 may be levied for any single violation along with the expulsion from the fairgrounds. Please use the approved dumping stations.

34. **EXHIBIT SPACE CONDITION:** Exhibit space after the fair shall be returned to the condition in which it was found, prior to the opening of the fair.

35. **BREAKAGE TO CONCESSIONS OR VENDORS:** The Fonda Fair will NOT be responsible for any breakage to concessionaires or vendors merchandise due to an act of god, such as wind, rain or thunderstorms.

36. **REPORTING DAILY GROSS RECEIPTS:** All food concessions will be issued a daily sheet for reporting each day's gross receipts. This sheet must be turned in at the Fair Office between 6:00 pm & 8:00 pm on the final day of the Fonda Fair. THIS IS MANDATORY. If you fail to report, action will be taken and you will also not be allowed back at future Fonda Fairs or events.

Rules & procedures are all subject to change with or without notice.

By signing attached "privilege contract", you agree to these terms and conditions.

Decisions to be made by Concessions Manager and/or Fonda Fair Board of Directors.

Thank you and enjoy the 2016 Fonda Fair!

Susan Wojturski-Hazzard