

3. Arrangement and effective promotion of product.
4. Signage, use of color, and theme.

### **Cancellation/Postponement of Fair**

Orleans County Cornell Cooperative Extension herein reserves the right to postpone the Fair conducted on the premises from day to day during the time same has been authorized or to cancel it in its entirety for any reason; and there shall be no repayment of any monies paid or deposited under the terms of this agreement.

### **Non-food Vendors (Items 1-2 below)**

#### **1. Prohibited products**

Certain products are prohibited from being sold during the Fair. These include, but are not limited to, tobacco and tobacco-related products, weapons (includes knives), explosive novelties, poppers, fart bags, offensive writing/pictures/graphics on products, fake cigarettes and laser pointers. The Fair Committee shall be the sole determiners of the appropriateness of product.

#### **2. Novelties**

Any vendor having “novelties” as a privilege on the contract must attach to the contract a list of all items to be sold in that category.

### **Food Vendors (Items 1-7 below)**

#### **1. Health requirements**

It is your responsibility to contact the Health Department and secure your permit prior to Fair. The privilege granted herein shall also be subject to compliance with all provisions of the Public Health Law of the State of New York and all the Rules and Regulations adopted by the local Boards of Health, Dept. of Agriculture and Markets, and Sanitary Code of the State of New York.

#### **2. Beverages**

No glass bottles are allowed.

#### **3. Prices**

Prices for food items sold must be posted in each booth, easily visible to fairgoers.

#### **4. Menus**

A list of menu items with prices must be submitted to the Fair Office with the contract, menu must be approved by the Fair Committee.

#### **5. Gray Water**

Anyone found to be discharging their gray water or holding tanks onto the Fairgrounds may be removed from the Fairgrounds and will be subject to penalties and/or fines.

#### **6. Cooking oil**

Cooking oil is to be placed back in containers and deposited in the dumpsters.

#### **7. Eating areas**

If vendors provide eating areas adjacent to their food booths, these eating areas must be open to all fairgoers, not just to the customers of that particular vendor.



## **Orleans County 4-H Fair Concessions/Vendors Handbook**

Orleans County 4-H Fair  
Orleans County Cornell Cooperative Extension  
12690 NYS Route 31  
Albion, NY 14411  
Phone 585-798-4265  
Fax 585-798-5191

**Web Site**  
[www.orleans4-hfair.com](http://www.orleans4-hfair.com)



## **Fair Hours**

Monday: 4pm to 10pm

Tuesday – Saturday: 10am to 10pm

Setup days are Sunday and Monday prior to the Fair's opening.

All exhibits must be in place by 3:00pm Monday.

## **Concessions Policy**

### **Site**

The Fair Committee reserves the right to determine vendor locations. The Fair will designate the place, location, and amount of space to be occupied under the terms of the agreement. The Fair will not provide such things as tables, chairs and lead cords.

Vendors will conduct business only within the confines of their allotted vendor space unless prior written approval has been granted by the Fair Committee. Vendors may not conduct business in the walkways adjacent to their rented areas. No exhibit/booth/vendor shall block or impede the view of adjacent booths.

All advertising for the Concession/Vendor shall be in the space allotted in their contract unless approved by the Fair Committee. No posting or distribution of signs, banners, coupons, etc., will be allowed around the grounds without express, written permission from the Fair.

Vendors are not permitted to alter the landscape of their areas by such means as, but not limited to, digging holes and trenches, without written permission of the Fair Committee.

### **Laws/Rules/Regulations**

Any and all business conducted under the terms of the contract shall be conducted in accordance with the laws of the State of New York and the rules and regulations established by the Fair Committee. In the case of any violation of said laws, rules or regulations, and in particular any provision of the Agriculture and Markets Law of the State of New York or in case the conduct of said business is prevented by the Division of State Police or any other duly constituted authority, the person to whom the privilege is granted shall forfeit all further rights without relief from any unpaid portion or the price or repayment of what has already been paid and upon such violation agrees to immediately surrender the grounds or space occupied under the privileges and cease doing business therein. Concessions/Vendors who have rented space by payment or through public service must adhere to the rules provided with their contracts, in addition to the policies of Orleans County Cornell Cooperative Extension.

their booths/rigs on the Fairgrounds. Do not set up without registering in the Fair Office first. Once you are registered, a Fair official will show you where to set up.

All concession set-ups must be completed and in place by 3pm on the Monday immediately before Fair. Anyone not in place by 3pm Monday will not be allowed to set up. When set-up is thus denied, all fees paid will be forfeited.

No one is permitted to tear down before midnight on Saturday. Indoor exhibitors may not tear down until 8am Sunday. All tear down must be completed by noon on Sunday. Exhibitors who do not tear down within this time frame will lose their deposit as described in the contract.

All vendors will be disconnected from power and water by noon on the Sunday immediately following Fair.

### **Animals**

Orleans County 4-H Fair requires that all animals capable of receiving the rabies vaccine be immunized in sufficient time prior to Fair. A certificate of rabies vaccination signed by an accredited veterinarian will be required prior to any dogs', cats', etc. being allowed onto the Fairgrounds.

All animals belonging to concessions/vendors are to be kept in the camper area only. Under no circumstances are these animals allowed to be in public areas.

### **Trash**

Vendors will be responsible for keeping the area around their booths in good order. Vendors with rigs, tents or permanent structures are responsible for keeping the 10'-15' around their area free from trash, garbage, etc. We will continue to recycle plastic, clear glass and newspapers in special bins. Cardboard must be broken flat and placed in dumpsters only. Trash barrels are for fairgoers only. Vendors are to use the dumpsters provided. Heavy items are to be placed in dumpsters only. If an item does not fit in the dumpster, do not dispose of it on the Fairgrounds. If assistance is needed to transport garbage to the dumpster please notify the Fair Office and help will be provided as soon as possible.

### **Competition Awards**

We will again have "Best of Fair" Vendor Awards. The criteria established for Vendor Awards this year are:

1. Quality, workmanship and neatness of booth, rig or tent.
2. Courtesy, neatness, appearance and manner of personnel.

nor will packages be held or stored for any vendor. The address label must contain the name of the individual and the company name that appears on the contract; otherwise items will be returned to the shipper.

There will be no vehicle deliveries to stands between 10am and 11:30pm.

### **Insurance Requirements**

All vendors must meet the insurance requirements as listed in the Contract and Addendum. All Certificates of Insurance must be received prior to set up for Fair.

### **Gate Policy**

Each vendor will be given two weekly admission passes for each vendor location. If you require more than the allotted number of passes, you may purchase them from the Fair Office at a price of fifteen dollars each. Anyone found abusing on-grounds parking privileges or ticket privileges will lose those rights and may be subject to further action. These passes must be displayed in the front window of the vehicle at all times.

### **Tax Law**

Due to New York State Laws, vendors collecting sales tax or selling taxable items during the Fair are required to submit a copy of their NYS Sales Tax certificate with their contract. Vendors are required by law to display their **original** (not a copy) NYS Sales Tax Certificate during the run of the Fair. NYS Sales Tax Department will determine items eligible for tax collection, and their rules and regulations must be abided by and strictly adhered to. The district office of the NYS Department of Tax and Finance is located at One Broadway Center, Schenectady, NY 12305; 518-388-5205.

### **Electric**

You will need to make arrangements by July 1<sup>st</sup> for special electrical requirements with the Commercial Exhibits Chairperson who will let the electrician know. Failure to do so will mean that you are put on a list and will have to wait until the electrician is available.

### **Set-up/Restocking/Tear-Down**

There will be absolutely no set-ups (concessions or house trailer) prior to Saturday before Fair week unless prior arrangements have been made.

The Fair Office will be open 9am-4:30pm the weekend prior to Fair opening. Vendors must register with the Fair Office before setting up

The Fair Committee has the right to refuse rentals the following year if it is deemed for any reason the renter did not meet the requirements set forth by Orleans County Cornell Cooperative Extension and the Fair Committee.

The exhibitors are required to comply with all the laws concerning employment for the State of New York.

### **Contracted Privilege/Signage**

Concessions/vendors shall not make any additions or changes to items on their contracts once approved by Orleans County Cornell Cooperative Extension. **A menu and/or price list must be submitted with your contract for review by the Fair Committee.** All types of items that you wish to sell must be listed on your contract; some may not be allowed in order to prevent duplication or conflicts.

Prices on all items for sale in the concession booth must be posted.

Vendor signage must match the product that is being sold or promoted.

### **Subletting**

Concessions/vendors may not assign, sublet or in any manner apportion any part of the space allotted in their contracts to anyone else at any time. Contracts may not be sold or sublet to anyone, not even a successive owner.

### **Gambling/Immoral/Indecent Shows**

All gambling or immoral or indecent shows or exhibitions are forbidden on the Orleans County 4-H Fairgrounds. Any renter of privileges who shall violate any of the provisions of this section may be arrested and summarily ejected from the grounds and forfeit any money which s/he shall have paid.

### **Raffles**

There will be no selling of raffle tickets. Free giveaways, door prizes and drawings are allowed. The Fair Office must be informed of all drawings.

### **Food Samples**

Vendors may not distribute/dispense free food samples, which are larger than one bite or two sips.

### **Alcoholic Beverages**

No one may possess, sell or consume alcohol or possess, sell or use controlled substances at an Orleans County Cornell Cooperative

Extension sponsored event except within *the confines of your private camper* during 4-H Fair week and if you are within the legal age limits of NYS law for possession and consumption of alcohol. This does not include the area outside your camper as that is the property of the Orleans Cornell Cooperative Extension Association, where alcohol is not prohibited.

You may not be on duty, left in charge, allowed to operate vehicles or machinery or allowed to respond to an emergency situation if you are under the influence of alcohol and/or a controlled substance.

It is the personal responsibility of all 4-H Fair participants (youth, adults, staff, and volunteers) to follow these policies. It is also the responsibility of all 4-H Fair participants to monitor the policies.

Any persons found or accused of violating the above said policy will be referred to the Fair Manager. If the problem can not be resolved, the situation will be referred to the Fair Executive Committee, If the problem still cannot be resolved, the situation will be referred to the Emergency Management Office.

If conduct is found to be in violation of the above policy, you may be asked to leave the event or may lose the rights and privileges of affiliation with Orleans Cornell Cooperative Extension depending on the severity of the infraction.

### **Smoking**

Per New York State regulations, there is no smoking in any building, exhibit space, barn, pavilion, or tent structure on the Fairgrounds.

### **Staffing Hours**

All vendors must staff their booths during the hours the Fair is open unless previous, written approval has been granted by the Commercial Exhibits Chairperson. It is expected that all booths will be staffed from 3pm to 10pm. Vendors may chose to open earlier at their discretion.

### **Behavior**

Vendors will conduct themselves in a business-like and professional manner so as not to infringe upon the rights of fairgoers and other vendors. Name-calling and derogatory remarks against others is unacceptable behavior and will not be tolerated.

### **Clean-up**

Vendors shall be responsible for the clean-up of the area around their booths and for the proper placement of waste and trash in the containers provided. Vendors are expected to leave their areas at the close of Fair

in as clean a condition as they were upon their arrival. A violation of this clause subjects the vendor to a penalty fee.

Property left on the Fairgrounds without previous permission will become property of Orleans County Cornell Cooperative Extension after five days.

### **Exclusives**

There shall be no exclusive privileges granted under the terms of this agreement unless specifically designated herein in writing; however, the space allotted to the person to whom this privilege is granted shall be used only for the privilege designated here in writing.

### **Inspection**

The Fair Committee reserves the right at any and all times to enter upon and examine the premises occupied by the person to whom the privilege is granted, and said agents or officers are to be the sole judges as to the legality or morality of the said games, property or exhibitions.

### **Concerns/Problems/Disputes**

If a concern, problem or dispute arises, it should be reported to the Commercial Exhibits Chairperson, the Fair Manager or the Fair Office immediately.

### **Membrane Structures**

All membrane structures (i.e., tents) are required by federal law to be certified as fire retardant. A certifying label must be sewn into a seam of that structure.

### **Sound Equipment**

Approved microphones, TVs, radios, loudspeakers, musical instruments or other sound equipment must be kept at a reasonable volume in order not to disturb normal business transactions in nearby exhibitor space or in adjacent public space. Fair management reserves the right to revoke permission to use such equipment entirely if the provisions of this rule are not observed.

### **Delivery of Goods**

Delivery of merchandise, articles of food, soft drinks or services or the soliciting of business and orders from concessions/vendors on the Fairgrounds are prohibited until such delivery persons, solicitors, or firms they represent have made arrangements for such through the Fair Manager. UPS, FedEx or other package delivery service will be available at the Fair Office daily during weekdays. Vendors will be paged to the Fair Office if they have packages, and they are expected to pick up their merchandise. The Fair Office Staff will accept no COD's,