

*Essex County Agricultural Society*

*Concession / Vendor*

*RULES AND REGULATIONS*

**Contract:**

Contract must be completely filled out and returned. Please respond that you will be attending the Fair by May 15.

**Site:**

The President and Executive Director will assign the space and the size to be occupied under the terms of the contract. Vendors are responsible for their own display. The fair will not provide tables and chairs to the vendors.

**Rules and Regulations:**

Vendors will conduct business only within the area they have contracted for unless prior approval has been granted. NO business will be conducted up and down the midway.

All advertising for the Vendor must be in the space they have contracted. For advertising outside their space prior approval must be granted by the President and Executive Director.

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. If the event of a violation of the rules and laws the person or company to whom the privilege was granted shall forfeit all further rights without relief from any unpaid portion of the contract and immediately surrender the grounds or space occupied.

**ALL type of items that you wish to sell must be listed on your contract; some items may be not allowed in order to prevent duplication. Menu will be approved by board to avoid multiple duplicates it will be based upon first come first serve.**

**Prices:** Pricing on all items for sale in the vendor's space must be posted.

**Sublet:** Vendors may not sublet all or any portion of the space allotted in their contract.

**Gambling:** Gambling is strictly forbidden.

**Smoking:** There is NO SMOKING on the fairgrounds unless in the designated areas!

**Alcohol:** Vendors are NOT allowed to consume alcohol in the area of their rented space during the hours of operation of the fair. Alcohol must be consumed in the beer garden and purchased from the beer garden.

**Behavior:** Vendors will conduct themselves in a business like and professional manner.

**Clean up:** Vendors are expected to clean up their area on a daily basis. All concessions/exhibits must be attractive and professionally displayed. NO blue tarps or unpainted wood will be allowed. Tarps of any color must be stretched tight during open hours.

**Vendor Hours:** vendors are expected to have their booths staffed from 12:00 pm to 10 pm.

**Dogs:** NO DOGS, other than guide dogs, will be allowed on the fairgrounds.

**Delivery:** UPS, Fed Ex or other package delivery service will be available at the Main Fair Office the office staff will not accept COD's.

**Insurance:** All concessions must have proof of a one million dollar insurance policy to protect your business from liability claims. A certificate of insurance must be provided and List the Essex County Agricultural Society and Essex County as additional insured. If you do not have insurance you can purchase insurance through the fair for an additional charge. The certificate of insurance must be received at the Fair office no later than August 1.

**Health Requirements:** it is the responsibility of the food vendors to contact the Health Department and secure your permit prior to the fair. If you do not have your health permit prior to fair you will not be allowed to open. NO EXCEPTIONS!

**Tax ID:** vendors collecting tax or selling taxable items are required to submit a copy of their NYS sales tax certificate with their contract. Vendors are required by law to display their original NYS Tax Certificate during the entire fair week.

**Set up:** Set up will be Monday and Tuesday prior to fair opening day. All set up must be completed by 9 am opening day of the fair.

**Restocking:** No delivery or vehicles will be allowed to drive up or down the midway from 10 am to 11 pm.

**Camping:** Camping will only be allowed in the campsite or in the designated area approved by the Department of Health. Campers will be charged \$25.00 per night. No campfires are allowed. Awnings will not be allowed to be open. No loud music, or parties after midnight. No refund if you choose to leave early. Campers are expected to clean their area and dispose of all garbage in the designated area. NO GRAY water discharged in the camping area.

**Gate Policy:** All vendors are required to purchase one membership on their contract. Please add in the contract the number of memberships/ passes you will be needing to get all employees in and out of the gate. If they do not have their tickets they will be required to pay at the gate. NO EXCEPTIONS! Vendors are required to park in the parking lot and will not be allowed to park at their booths.

**Tear down:** Vendors will not be allowed to tear down before 9:00 pm on Sunday the last day of the fair. All vendors' property must be off the fairgrounds by 5:00 pm Monday following the fair. The Essex County Agricultural Society is not responsible for vendor's property during and after the fair.

**Grease:** Grease must be properly disposed of. All garbage must be placed by garbage cans along the midway so they can be picked up daily.

**Terms:** The Essex County Agricultural Society reserve the right to interpret these rules and settle and determine matters, questions and differences that may arise in connection with the fair and reserve the sole right to amend and add to these rules as they may need.

**ESSEX COUNTY AGRICULTURAL SOCIETY**

**ESSEX COUNTY FAIR**

**CONCESSION/ VENDOR RULES AND REGULATIONS  
ACKNOWLEDGMENT**

All vendor/ exhibitors must sign this document and return with your contract.

By signing below, I agree to the following:

1. I have received a copy of the rules and regulations
2. I have read and understand these rules and regulations
- 3 I will comply with the rules and regulations

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_