



Dear Concessionaire:

Thank you for your interest in the Shasta District Fair. This 2020 Concessionaire's Handbook is designed to bring the most up to date information regarding our Fair and its operation. These policies have been established for the benefit of all involved in the Shasta District Fair. By following these rules and regulations, we can ensure everyone an enjoyable, successful and rewarding experience at the Fair.

These rules apply to all concessionaires, sponsors, novelty operators and all other individuals, corporations, associations, fairgoers etc., while on the Shasta District Fairgrounds. **Please keep a copy of this handbook in your stand for the entire run of the Fair.**

By signing the Concession Application, you are acknowledging you have read and know these rules and regulations. **It is your responsibility to know the rules.** It is important that any representative or employees working in your stand be aware of the rules set forth in this booklet. These rules and regulations will be strictly enforced.

All concessionaires will be required to submit a copy of Safe-Serve Certification or a letter of exemption.

The management of the Shasta District Fairgrounds reserves the right to amend, add to, and interpret the following Rules and Regulations and to determine finally all questions and differences with respect thereto, arising out of, connected with or incident to the Fair. This booklet summarizes the rules and conditions published annually governing the use and conduct of concession space and are referenced in the Concession Agreement. The Shasta District Fair reserves the right to refuse or expel any concessionaire prior to or during the Fair for any reasons determined necessary by the Fair Association.

We look forward to seeing you at the Fair!

2020 Shasta District Fair  
General Operating Information  
**June 24-27, 2020**

**Shasta District Fair**

**1890 Briggs Street  
Anderson CA 96007  
530-378-6789  
530-378-6788 FAX**

Email: [exhibits@SDFeventcenter.com](mailto:exhibits@SDFeventcenter.com)  
[WWW.shastadistrictfairandeventcenter.com](http://WWW.shastadistrictfairandeventcenter.com)

**Fair Staff**

B.J. Macfarlane – CEO  
Melanie Silva – Business Assistant  
Tom Atkinson – Maintenance  
Dave Parsons - Maintenance

**Regular Office hours**

Monday – Friday  
8 AM – 5 PM

**Fairtime Office Schedule**

Monday – Sunday  
8 AM – 8 PM

**2020 Ticket Prices**

Adults	\$ 9.00
Children (6-12 years)	\$ 6.00
Children (under 6)	Free
Seniors (62+)/Military	\$ 7.00
4 Pack Admission	\$29.00

*(Available May 1<sup>st</sup> – June 23<sup>rd</sup> at close of business)*

Carnival Pre-sale wristbands \$25.00

*(Available May 1<sup>st</sup> – June 23<sup>rd</sup> at close of business)*

Parking \$ 7.00

**Fair Hours**

**Wednesday – Thursday**

12 Noon – 11 PM

**Friday - Saturday**

12 Noon – Midnight

**EXHIBIT Hall Hours**

**Wednesday - Thursday**

12 Noon – 10 PM

**Friday - Saturday**

12 Noon – 11 PM

**Special Admission Days**

**Wednesday Dollar Day**

*(Children 6-12 free)*

**Thursday Senior's Day**

*(Seniors 62+ free)*

**Entertainment\***

Wednesday night - TBA

Thursday night – TBA

Friday night – TBA

Saturday night – TBA

*\* Entertainment schedule is subject to change*

2019 Attendance	70,005
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2018 Attendance	68,047
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2017 Attendance	51,551
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2016 Attendance	75,810
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2015 Attendance	68,107
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# 2020 Shasta District Fair

## Concession Information

### **CONCESSION APPLICATION**

Concessionaires in good standing from previous years fair are invited early in the year to participate in the fair. **A current and complete menu with prices is required with application.** Applications must be received at the fair office shortly thereafter or by designated date, to begin administrative work. A deposit is not required for application to be considered. Fair reserves the right to relocate or refuse any Concessionaire. A copy of your Serve-Safe Certification must accompany your application.

### **CONTRACT**

A contract agreement will be mailed to you if your application for space is accepted. Read, sign, and return all copies of the contract form to the Fair office as soon as possible. Upon approval of the Board of Directors, the CEO will sign the agreement and your copy will be mailed to you.

### **OWNERSHIP**

It is agreed and understood by the parties that the physical, on-site presence of the current owner or approved representative of the concessionaire is a condition precedent to the performance of the agreement. In the event that the company should be sold to a third party and/or the current owners for any reason should cease to be active in the management and operation of the named company at any time during the lifetime of the agreement, the Fair at its sole option shall have the right to terminate the agreement by giving thirty (30) days written notice to the concessionaire. Concessionaire must notify the Fair within 30 days if company is sold.

### **SUB-LEASING AND RELOCATION**

Concessionaires may not assign, sub-lease or apportion any part of assigned space, at any time. Concessionaires may be re-located as deemed necessary by fair management only.

### **PAYMENT OF FEES**

The guarantee is to be paid when the contract is returned to the fair. The terms of the contract are the guarantee or a percentage of the gross whichever is greater. The average percentage is 22% although in some cases it is more. After May 15, 2020, full payment of fees is due with return of contract. All payments should be made payable to Shasta District Fair. Failure to comply may result in cancellation of contract by Fair Management.

**No checks will be accepted after May 15<sup>th</sup>**

**Cash, Credit Card (Visa, MasterCard, or Discover), Certified Check, Money Order or Cashier's Check only will be accepted after May 16<sup>th</sup>.**

A \$25 administrative fee will be charged for lost contracts that need to be replaced and a \$25.00 returned check fee for any check returned for any reason.

Concessionaires must make final report and payment to the Shasta District Fair after close of fair on the last night, unless prior arrangements have been made. Payment must be made in the Fair Administration Office to receive a signed Exit Release authorizing concessionaire to leave the facility. Outstanding debts due to accounting errors shall be billed by mail.

### **REFUND INFORMATION**

If concessionaire cancels 90 days prior to opening of the fair - 75% of the amount paid may be refunded; 60 days prior to opening day - 50%; 30 days prior to opening day - 25%. No refunds will be made if cancellation is made less than 30 days prior to the opening day of the fair. All requests for refunds must be made in writing and are subject to the approval of the Board of Directors.

### **INSURANCE CERTIFICATE**

*(FEE REQUIRED, unless you have a provider)*

All concessionaires are required to provide an original "Certificate of Insurance" in the minimum amount of \$1,000,000 by the date specified in your contract. All certificates must list the Additional Insured as outlined in the FE-13 "Insurance Statement" \*(see below). Have your insurance agent add the following to your Insurance Certificate:

**\*Additional Insured:** "That The State of California; 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 Nonprofit) 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."

Cancellation Notice: Notice of cancellation of the listed policy or policies shall be sent to the Certificate Holder in accordance with policy provisions.

**A correct Certificate of Insurance must be submitted on or before May 15, 2020, thereafter,**

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**the exhibitor will be required to purchase insurance from CFSA.** A charge of \$135.00 per booth must be paid prior to booth set up to provide insurance for you. This is a liability insurance required of all concessionaires.

**If you wish to purchase insurance via the Fair office,** Please send a  
**Cashier's Check or Money Order**  
**(No personal or business checks) in the amount of**  
**\$135.00 per booth** Made payable to:  
**California Fairs Services Authority**

Shasta District Fair will charge a \$10.00 service fee if the payment for insurance for CFSA is not made out properly.

### **UTILITIES (FEE REQUIRED)**

**A charge of \$75 per stand will be required for utilities.** This fee includes electricity and water for your stand. The Fair must be informed of all electrical needs in advance. Please submit utility fees prior to the due date on your contract. During non-show and set-up hours, Management will require conservation of energy. A minimum number of lights will be turned on during set up.

### **STATE SALES PERMIT** **(NO FEE REQUIRED)**

Concessionaire must have a State Sales Permit Number (Tax Resale I.D. #) on file with the Fair. There is no charge in obtaining this permit. Contact:

**State Board of Equalization**  
**2881 Churn Creek Road**  
**Redding, CA 96002**  
**Phone: (530) 224-4729**

**Local sales taxes must be allocated to the City of Anderson.**

### **FIRE AND SAFETY REGULATIONS**

The Health and Safety Code of California governs all Concessions. All decorative materials must be flame proofed. CREPE PAPER MAY NOT BE USED FOR ANY REASON. All electrical installation shall conform to the State Electrical Safety Code. All concessions will be inspected by the Fire Marshal.

### **FIRE EXTINGUISHING SYSTEMS**

All concession stands must provide at least one (1) 2A/10BC rated fire extinguisher. Where deep fat frying is conducted, the operator must also provide a dry chemical, 40-BC rated fire extinguisher. All fire extinguishers must have approved current service

tags and must be mounted and placed in a clear accessible location. All automatic extinguishing systems are required to have a current 6-month service tag.

### **COMPRESSED GAS CYLINDERS**

**The Fire Marshal requires that all compressed gas cylinders (i.e. propane tanks) must be chained to a secured structure.** All cylinders must have a current hydrostatic test date. Provide a "No Smoking" sign where cylinders are stored.

### **ELECTRICAL ENERGY SHORTAGE**

In the event of an electrical power energy shortage whereby the public utility company deems it necessary to reduce, cut or rotate electrical services to the Shasta District Fair, the Fair shall not be liable for any losses suffered by Lessee due to the power shortage. In the event that water, gas or electricity is cut off because of causes beyond the Fair's control, the Fair shall not be liable for any losses suffered by Lessee.

### **HEALTH DEPARTMENT**

**(APPLICATION FORM – FEE REQUIRED)**

The Shasta County Health Department will be conducting inspections on each Food/Drink Concessionaire at the fair to ensure California Health and Safety Code requirements are followed. You must apply for a permit to operate a temporary food facility at least 2 weeks before the fair. Operating without a permit can result in closure of your booth plus a penalty of up to three times the cost of the permit. Wastewater must be discharged to the sewer or kept in a holding tank until it can be discharged to a sewer or septic system.



### **SERVE- SAFE PROGRAM**

All concessionaires are required to send a copy of their Serve-Safe Certification with their application. If you are exempt, you must submit a letter of exemption from the Shasta County Health Department. If you have any questions regarding the Serve-Safe program, please contact the Shasta County Health Department at 530-225-5787.

### **ADMISSION CREDENTIALS/PASSES**

**Concessionaires will receive:**

- 2 books of four (4) admission passes**  
(8 single admission Passes total)
- 1 Photo ID**  
(admission for 1 person all 4 days)

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**These passes are to be used for admission by yourselves or employees only.**

### **Optional:**

If you choose, you may upgrade your 2 books of admission passes for photo IDs for \$6.00 extra per ID. Please remember the photo ID is only valid for admission of the person pictured on the ID. Please indicate your preference on the Credential order form. **Please supply the name of the person(s) to be issued photo IDs on the credential form.**

Passes may be picked up upon arrival during set-up hours. Prior arrangements must be made to pick up passes early. The sole purpose of these passes is for admission of concession employees who are actually engaged in the operation of the contracted space. **Passes are not to be given to patrons of the fair.**

### **Additional Worker Passes**

The person who contracted the space with the fair may purchase additional worker passes.

**Work Credentials \$19.00**  
(book of four single admission passes)

**Photo ID \$24.00**  
(admission for 1 person all 4 days)

**Purchases are limited to a total of 5 additional work credentials books or 5 photo ID passes.**

**Please supply us the credential information by June 17, 2020. No exhibitor passes will be available for purchase after close of business Wednesday, opening day of the fair.**

If you need more than five additional books, you may purchase a 4-Pack of admission tickets before 5:00 PM on June 23, 2020 for \$29.00. These passes are available for purchase in the main office or main ticket booth.

### **PARKING PASSES**

**Exhibitor parking is in lot 2, 3, or 4.**

**Exhibitors will receive:**

**2 books of four (4) daily parking passes**  
(8 daily parking Passes total)

**These passes are to be used for parking by yourselves or employees only.**

### **Additional Exhibitor parking**

The exhibitor may purchase additional parking passes.

**Exhibitor Presale Parking \$18.00**  
(book of 4 daily parking passes)  
**These passes are valid only in lot 2, 3, or 4.**

**Purchases are limited to a total of 2 additional parking books.**

Exhibitors are expressly prohibited from selling, duplicating or reissuing Admission or Parking Credentials. Violator will be removed from the grounds and will be unable to participate in the future.

**It is the responsibility of the exhibit booth representative to pick up and sign for all passes. No additional "free" exhibitor credentials or parking passes are available.**

### **GROUPS ACCESS**

During the hours of operation of Fair, no vehicles will be allowed on the grounds. The Main parking lot entrance will be accessible to concessionaires needing morning grounds access between the hours of 9:00 AM and 11:00 AM each day.

### **HOURS**

Concessionaires must open daily at established Fair hours and may remain open one (1) hour after official close of Fair each night if so desired.

**Pre-fair sales require prior approval.**

### **AUDITORS**

The Fair will assign auditors to check food and beverage sales, gross profits and operation. Auditors will be identified with a Fair photo I.D. badge. **Prior to opening on your first day, you must contact the Concession Auditor prior to running a Z tape. The Concession Auditor must be present when you run your beginning Z tape.** You are expected to permit the auditor in and around your concession stand to read the register tapes, take visual sales counts, etc. as needed. Each Concessionaire will be responsible for reporting their daily sales (cash register receipts) each morning to the office. "Shoppers" (unidentified concession staff) will be working with the auditors to monitor daily sales procedures and concession personnel's interaction with the public. Keep Smiling!

### **MENU/PRICES**

Menu and prices submitted with application for Concession space may not be changed prior to or





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during Fairtime without written notice to Exhibits Manager and approval thereof.

### ***BEVERAGES-Mandatory***

The Fair regulates beverage prices. **The fair has set sizes to be sold and a minimum and maximum price for each size. All concessionaires must comply with the drink price ranges.** Non-compliance may result in expulsion from the fair.

**The following price range will be in effect:**

12 oz.	\$1.50-\$2.50
16 oz.	\$2.00-\$3.50
20 oz.	\$2.50-\$4.00
24 oz.	\$3.00-\$3.75
32 oz.	\$3.50-\$4.25
32 oz. Refills	\$1.50-\$2.50
Souvenir (32 oz)	\$3.50-\$5.00
Bottle Water	\$2.00-\$3.00

Due to varying sizes, types and preparation of Coffee, Hot Tea, Hot Chocolate, Juice and Milk there will be no size & price restrictions, however, the fair requests concessionaires keep the prices in a reasonable range.

*This regulation is designed to eliminate competition between fellow concessionaires and confusion among fairgoers. Refills will only be allowed with health department approved fountains.*

**Refills in souvenir cups only.**

### ***MICROWAVE OVENS***

If microwave ovens are used, a sign stating this must be posted in the front of the concession stand.

### ***CASH REGISTER***

**PLEASE NOTE:** Each register should have a front & rear display, electronic operations, and battery backup with memory protection. Auditors will spot check.

All concessionaires are required to provide and use a cash register with readable tape, X/Z capability, consecutive transaction number and a digital price monitor. **The digital price monitor must always be in plain view of the public. Auditors will not give the Z tapes back.** For those concessionaires wanting a copy of the Z tapes, we would recommend getting either dual tape registers or use NCR tape in their register. **Prior to opening, concessionaires must contact the concession auditor before running an opening Z tape. The Concession Auditor must be present for the initial Z tape.**

### ***EXCLUSIVE SALES***

The Shasta District Fair grants exclusive product licenses for the following products only: Beer, Wine, and Ice. Sale of these items is prohibited by any unauthorized concessionaire.

### ***CONCESSION SET-UP***

Concessions may be setup **Monday, June 22<sup>nd</sup> 9 AM- 5 PM and Tuesday, June 23<sup>rd</sup>, 9 AM – 6 PM.** **If you have not arrived to check in at the office by 6 PM Tuesday, June 23<sup>rd</sup> you will not be placed.** Early arrivals may be arranged with prior approval of Fair management. Concessionaires must be ready for business by 11 AM on opening day. Concessionaire will be responsible for the installation and disassembling of their own trailer. Fair Maintenance will place the trailers in their locations. Concessionaires must check in at the office and wait for placement. **If you need to plug your trailer in, let fair staff know at check in.** Trailers will be placed in order of arrival and ability to place with respect to neighbors and position.

### ***LAWNS***

Please preserve our lawns. Concessionaires located on lawn areas, check in with the OFFICE prior to set-up on lawns.

### ***NO ANIMALS***

No dogs, cats, birds or other animals are permitted in or near a concession stand or on the Fairgrounds at any time, except service animals.

### ***PERSONNEL***

Concessionaire shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication use or possession of any controlled substance or impolite, discourteous or obscene speech or conduct toward, or in hearing range of the public shall be sufficient grounds for termination of contract at the sole discretion of Fair Management.

### ***ICE***

Only one ice concessionaire is authorized to sell ice at the fair. Ice will be delivered and sold to your stand several times daily. Ice from other companies is not allowed onto the Fairgrounds.

### ***STAFFING YOUR STAND***

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**Your stand must be properly staffed at all times during the fair's operating hours.** Remember, you will require breaks throughout the day and will need to staff your stand while you're away. Concessionaires in need of additional personnel may contact the local Employment Development Department.

### ***UPS DELIVERIES***

Exhibitors may receive UPS deliveries Wednesday - Saturday near the Main Office. The fair will attempt to designate a time with UPS and notify vendors. The Shasta District Fair will not sign for deliveries. You must meet the UPS truck to receive your packages. Think ahead. Early supply planning will prevent the need for UPS. Deliveries are not the responsibility of the Shasta District Fair.

### ***OTHER DELIVERIES***

The main gate will be used for acceptance of deliveries between the hours of 8AM - 11AM, Wednesday - Saturday. Proper credentials will need to be obtained in order for entrance into the main gate.

### ***ALCOHOL RESTRICTIONS***

**Vendors and/or Concessionaires are not allowed to bring or dispense alcoholic beverages on the Shasta District Fair property.** Violations of this policy will jeopardize future participation at the Shasta District Fair.

### ***NO SMOKING ORDINANCE***



The Fairgrounds does not allow smoking except in designated outdoor smoking areas. The Fairgrounds is a state-owned facility. Pursuant to State Ordinance, smoking is prohibited in any state-owned building. Renters are expected to adhere to the smoking policy as adopted by the Fairgrounds. The designated outdoor smoking areas are: (1) Eastern side of Ferreira Hall (2) near Axner Rest Area (3) Near the beer garden and grandstands area (4) Racetrack pit area (5) parking lots 1, 2, 3, and 4. Please see attached map.

### ***RV FACILITIES (FEE REQUIRED)***

There are limited amounts of RV spaces with water and electrical hook ups available. RV spaces will be allocated on a 1<sup>st</sup> come basis and must be paid for in advance to reserve. These spaces are for trailers only, not for autos. **You must contact the Fair Office as soon as possible to receive a RV space,**

**application, and information about a RV space, but there are no guarantees that all requests will be filled.** RV with water/electrical hookup is \$150 per space (Tuesday-Sunday). Only trucks with campers on them will be allowed to park in the RV area, no tents are allowed. **Autos will not be allowed to park in the RV area.** Auto parking will be in lot 2, 3, or 4. Vehicles pulling trailers must be unhooked and parked in parking lots 2, 3, or 4. For more information, please call the Fair Office. RV spaces are available prior to and following the fair at \$25/night. Arrangements must be made in advance of arrival.

### ***STOCK TRUCK PARKING***

Limited spaces are available for stock truck parking. There will be a designated area for stock truck parking, which will be \$150 per space (Tuesday-Sunday) with electrical hook-up. **No stock trucks will be allowed to park behind concession stands.** Autos will not be allowed to park in the stock truck area. Auto parking is in lot 2, 3, or 4. Vehicles pulling trailers must be unhooked and parked in lot 4. **Stock Truck spaces will be no larger than 15 feet wide.** Please note our space is limited and plan accordingly. Dry stock truck parking on the grounds without electrical hook-up is \$90 per space (Tuesday – Sunday).

### ***GOLF CARTS/MOTORIZED CARTS***

Any concessionaire or exhibitor desiring to use a golf cart or other motorized service cart during the Fair must submit the respective fee of \$50/vehicle for a Golf Cart Permit and a certificate of insurance with limits of liability not less than \$1,000,000.00 combined limit/bodily injury and property damage. The insurance certificate must also name the Shasta District Fair as an additional insured. The Certificate must cover the time the cart is to be on the fairgrounds. Permits issued must be displayed on the front of the vehicle. **Absolutely no carts will be allowed on main concourse during Fair hours. All permit holders will receive a map of approved driving areas.**

### ***CLEAN-UP***

Concessionaires are responsible for the clean up of the area directly around their stand. This includes condiment tables, etc. All boxes, canisters, trailer entrance, etc. must be kept from public view with the use of barricades or screens. Clean-up efforts are

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greatly appreciated. The Shasta District Fair recycles cardboard. All cardboard must be broken down and placed next to the garbage cans for pick up.

the grounds. All vehicles in their entirety must be removed prior to 3:00 PM on Sunday following the Fair.

### ***SKIRTING***

All portable concession trailers must have proper skirting to cover from the bottom of the stand to the ground.

### ***PROTECTION FROM THEFT***

There is a 24-hour guard service on the grounds, but it is impossible to prevent thievery completely. Plan to lock up any valuables or items, which may be carried away by hand. Any losses or infractions should be reported to the fair office immediately upon detection.

### ***SPECIAL AWARDS***

Best Neighbor Award – Lassen Hall

Best Neighbor Award – Outdoor Exhibit

Best Neighbor Award – Concessionaire



All Exhibitors vote for the booth that they feel shows the best neighborly attitude. They don't need to be your direct neighbor; you can vote for any commercial exhibitor or concessionaire you feel most deserving. There will be a Best Neighbor selected for each building, one for outdoor exhibits and one for concessionaires.

### **Best Use of Fair Theme**

This award will be given to the booth that best incorporates the fair theme into their display. The fair staff will vote on their favorite decorated booth.

## ***CLOSING NIGHT:***

Concession stands may not be dismantled before 12 AM. However, Fair reserves the right of closing the show earlier. **VEHICLES WILL NOT BE ALLOWED ON THE FAIRGROUNDS UNTIL THE GROUNDS ARE CLEARED OF PATRONS AND FAIR MANAGEMENT DEEMS IT SAFE TO BRING VEHICLES ON THE FAIRGROUNDS.**

Concessionaires must make final payment to the Fair on closing night and obtain a signed release form before any concession vehicle may be removed from

[www.shastadistrictfairandeventcenter.com](http://www.shastadistrictfairandeventcenter.com)

