



2010 APPLICATION FOR CONCESSION SPACE

Dear Concessionaire:

The “new dates” for the Merced County Fair will be June 15-20, 2010

If you are interested in participating in our fair, please fill out and return the enclosed application. We welcome all interested concessionaires to apply for participation in our fair. Last year's concessionaires are given first opportunity (until February 26) to contract for this year's fair. Applications from new concessionaires will be held until after February 26, then screened with particular emphasis placed on the type of food items being offered before a contract is issued. Each prospective concessionaire, including those returning, must submit this application.

Along with the application, all new concessionaires to the Merced County Fair must include a photo of your concession and how it appears once set up and in place.

If returning Concessionaires will be using a different concession than was used at the 2009 Merced County Fair, a photo of that concession must also be submitted with this application. Please submit completed applications to the address below by February 26, 2010.

Enclosed in this packet:

2010 Merced County Fair Concession Space Application
2010 Merced County Fair Concession Space General Information
Map of Grounds – Merced County Fair

DIRECT INQUIRIES TO:

**Merced County Fair
900 Martin Luther King Jr., Way
Merced, California 95341**

Cheryl Correia (209) 722-1507 EX: 17

E-Mail: mcf001@co.merced.ca.us

Or

Teresa Burrola, (209) 722-1507 EX: 11

E-Mail: mcf005@co.merced.ca.us

Fax: (209) 722-3773

2010 MERCED COUNTY FAIR

CONCESSION SPACE - GENERAL INFORMATION

FAIR DATES

The 2010 Merced County Fair opens Tuesday, June 15 and closes Sunday, June 20.

CONCESSION OPERATING HOURS – PLEASE NOTE NEW WEEKEND HOURS

Concessions will be open to the public from 5:00 p.m. until 12:00 a.m., Tuesday through Friday, and 12:00 p.m. until midnight, Saturday and Sunday. (These times may go later if guest needs dictate)

CONTRACTS

Every concessionaire must have a written and signed Rental Agreement with the concessionaire's activities. DAA reserves the right to cancel all contracts of any kind should an Act of Providence such as war, riot, fire, flood, storm, or pestilence prevent the holding of the Fair in whole or part. Any and all county, state or federal license, inspections or permits required for the installation or operation of concessionaire's booth shall be obtained by concessionaire, at its expense, by June 1st.

CONCESSION CHECK-IN, SET UP AND RESTOCKING

Upon arrival at the fairgrounds, contact the Concession and Commercial Space Coordinator in the Administration Building to confirm your location, make sure your insurance is approved, and that your concession space is paid according to the terms of the contract. Concessionaires may arrive as early as Thursday June 10, 2010 to begin set up. All concessionaires must be checked in, set up completed, and in place by 3:00 p.m. on Tuesday, June 15.

CLOSING NIGHT

Concessions may not close or be removed from the fairgrounds before 12:00 midnight closing night.

GROUND RULES

During the fair period, no vehicles will be permitted on the grounds between 4:00 p.m. and 12:30 a.m., Tuesday through Friday, or between 11:00 a.m. and 12:30 a.m., Saturday and Sunday. All vehicles must be parked in the designated parking lot assigned to them by the fair. No dogs permitted on the fairgrounds.

RV SPACE

A limited number of RV spaces will be available on the fairgrounds at the rate of \$105 per week. The \$105 fee covers arrival no earlier than 8:00 a.m., Monday, June 14 and departure no later than 5:00 p.m., Monday, June 21. If you **must** arrive before the 14th or leave after the 21st, prior approval must be obtained from the fair office. Because there are a limited number of RV spaces, we can not guarantee electrical or water hookups. A daily rate for the additional days may be charged. A check in the amount of \$105 returned to the fair with your signed contract will secure your RV space.

CONCESSION RATES

The fair receives a guarantee between \$375 to \$500 (depending on items sold) or 22.5% to 25% gross sales, after taxes, whichever is greater.

TERMS

Guarantee as noted in your contract, must be paid when returning your signed contract. Balance due, based on daily register tape audits, to be paid in one payment by 4:00 p.m., Monday, June 21, 2010.

INSPECTIONS

Your concession may be inspected by representatives of the State Fire Marshal's Office, State Health Department and State Board of Equalization. Please cooperate. Failure to pass any inspection or be in possession of necessary permits will result in your inability to open until all cited items are taken care of and required permits are obtained.

HEALTH DISTRICT REQUIREMENTS

Fair Management requires all Concessionaires that are handling food in any manner contact the Merced County Health Department for all rules and regulations. Itinerant permits to operate a food booth must be purchased at least two (2) weeks prior to the Fair at the Merced County Health Department offices – 777 W. 22nd Street Merced, CA 95340. Phone Number (20) 381-1100 Food Safety Specialist or visit their website at www.co.merced.ca.us

CLEANING YOUR CONCESSION

All concessions and surrounding area should be kept clean and orderly at all times. Cooking oils and grease are to be disposed of in centrally located containers clearly labeled for such disposal. Concessionaires may maintain a storage area behind their location, inside a screened enclosure, out of public view. Large trash items (cardboard boxes, crates, etc) are to be stored in or by trash receptacles provided by the fair.

ADMISSION CREDENTIALS - PARKING FEES

DAA will provide at no charge, 36 single admissions and one parking pass per location. Additional admission passes may be purchased at the discounted price of \$8.00 through June 14 and at the regular price of \$10.00 June 15 and thereafter.

Any attempt on the part of the concessionaire to sell, exchange, barter or gift any privilege of admission or parking passes issued by the DAA will be sufficient cause for cancellation of the contract and removal from property. Allotted passes are for the use of concessionaire staff only.

INSURANCE

When returning signed contract, all concessionaires must provide one of the following:

- 1) CSFA insurance number
- 2) An acceptable Certificate of Insurance meeting all requirements of the State of California including, but not limited to, public liability coverage of not less than \$1,000,000 CSL, dates of inception and expiration, a 30-day cancellation clause and required additional insureds.
- 3) A check in the amount of \$135 to cover purchase of insurance through the California Fair Services Authority.

GIVEAWAYS

Giveaways and giveaway items (pens, key chains, pencils, etc) must be approved in advance by Fair Management. **Sticky backed giveaway items and helium balloons are strictly prohibited.**

Concessionaire shall not engage in any raffle, chance drawing, lottery or other game of chance without prior consent of DAA and in compliance with all applicable laws and regulations, including approval of the California State Gambling Commission.

CASH REGISTERS

This section is directed to all individuals who are in sole or part paying the DAA on a percentage basis

All cash registers must be inspected and certified by the Concessions Auditor prior to the first sale. Percentage based concessionaires are **REQUIRED** to use cash registers that meet the following specifications:

1. Registers must have non-adjustable grand total.
2. Registers must have the non-re-settable "Z" counter.
3. Registers must have the ability to take daily "X" readings that will not alter the running "Z" totals.
4. Registers must have detail journal tape at all times.
5. Registers must have two-way displays and both the register and display must be placed in plain view of the customers at all times. Fair Management or auditors reserves the right to request change of cash register location.
6. Registers shall print the date and time of each transaction and have consecutive transaction numbers on the detail tape and be accurately set.
7. Registers must have battery back-up with memory and surge protection in operation.
8. All non-sales must have a written explanation noted on register tape.
9. Merced county Fair auditors shall approve all register systems prior to use.

RECOMMENDED, BUT NOT REQUIRED

10. Preset keyplu's
11. Waterproof keyboard layouts
12. Department keys
13. Cashier identification
14. Compulsory closed door mechanism
15. High amount lockout
16. Customer change computation
17. Error correction and refund/void keys should be separate on both keyboard and financial report

CONCESSIONAIRES ARE NOT PERMITTED TO WORK FROM AN OPEN CASH DRAWER, MONEY APRON, OR CASH BOX.

Food & Percentage Concessions Manual will be mailed to each Concessionaire with their 2010 contract. This manual contains additional rules and regulations for all concessionaires at the 2010 Merced County Fair.

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