

2011
49TH DAA/LAKE COUNTY FAIR
September 1st through September 4th
“Make Some Magic”

**CONCESSIONS &
EXHIBIT BOOTH
RULES & REGULATIONS**

EXHIBIT A

AGREEMENT # _____

ANY VIOLATIONS OF EXHIBIT “A” REQUIREMENTS MAY BE
CAUSE FOR IMMEDIATE REMOVAL FROM THE
FAIRGROUNDS.

Renters removed for violation shall forfeit all
monetary funds paid to the Association.

Fair Dates: Sept. 1st through Sept. 4th, 2011
 Gates Open: Thursday @ 6 PM; Friday @ 4 PM
 Saturday and Sunday @ 11 AM

Outdoor Space Hours: Thursday 6 PM-11 PM
 Friday 4 PM-11 PM
 Saturday and Sunday 11 AM-11 PM

Building Hours: Thursday 6 PM – 10 PM
 Friday 4 PM-10 PM
 Saturday and Sunday 11 AM – 10 PM

Building hours may be changed depending on traffic flow.
 Exhibitors will be admitted into the buildings one hour earlier
 than the public opening time each day.

Hours of Fair Administration Office
 8 AM to 8 PM each day of the Fair

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CONTRACT DEADLINE

Contract deadlines shall be strictly enforced. Renters with unpaid balances shall forfeit space and any payments upon deadlines, and all space shall be resold. Payments can be with cash (do not mail cash), check, cashiers check, or credit card. **The total contractual deposit must accompany the signed agreement prior to the date on the cover letter enclosed with your contract.** Use the enclosed credit card form if necessary. Only Visa and MasterCard are accepted.

CANCELLATION OF BOOTH SPACE

Renter will forfeit pre-paid rent if cancellation notice has not been given to the Lake County Fair in writing sixty (60) days prior to the Fair opening day.

REPORT OF CONCESSION SALES

Cash registers are required for all Concessionaires who pay rent based on a percentage of sales. Each Concessionaire is required to provide complete register tapes with a daily “Z” reading to the Association Office before 11 AM for the gross sales of the previous day. **Any Concessionaire who does not report gross sales by 11 AM may not open for business.** All Concessionaires shall make final report and payment to the Administration office prior to departing. Report and final payment can be made on Sunday, September 4th from 11 PM to Monday @ 1 AM or Monday, September 5th, from 8 AM to 3 PM.

HEALTH PERMIT

All food concessionaires must get a health permit from the County of Lake. **County Health Dept. phone # (707) 263-1164**

ALLOCATION OF SPACES

Exhibits and concessions will be chosen in a manner that Fair Management considers conducive to a successful event, with priority given to the previous year’s exhibitors and to local exhibitors. All exhibit materials and mobile stands must be removed by 3 PM on Monday, September 5, 2011. Any article or materials not removed from the grounds will become the sole property of the Association. The Association reserves the right to dispose of any such property in any manner deemed in the best interests of the Association. Materials of any value should be removed from the grounds Sunday night after the close of the event. Temporary storage space will be made available for mobile stands, for a fee.

PASSES/CREDENTIALS

Each Renter will receive (2) exhibitor passes and one (1) parking pass to park in the Livestock area. Any additional passes for working personnel may be purchased as a One Day Pass in the Association Office beginning on August 1st through the 19th, 2011.

A work schedule (see attached worker summary) must be submitted to the Lake County Fair Office prior to purchasing One Day Passes. There will be no pass list at the gates. It is the responsibility of the exhibitor's club, organization or business to see that all workers have credentials before the fair.

Workers without credentials will need to purchase full price admission at the gate. No passes will be issued without full payment and a Certificate of Insurance on file for this Agreement.

INSURANCE

Insurance is mandatory. An insurance certificate must be provided at least thirty (30) days prior to the fair opening date. **Food concessions must have product liability insurance.** Insurance may be purchased through the Association. Please contact the Association office for further information and a price quote.

The certificate of insurance must include the following phrase:

"The State of California, the 49th District Agricultural Association, County Fair, the County in which the County Fair is located, Citrus Fair, or California Exposition and State Fair, their agents, officers, servants and employees are made additional insured, but only insofar as the operations under this contract are concerned."

There must be a 30-day notice of cancellation on the certificate and the set-up/teardown dates must be included on the certificate.

EXHIBIT SETUP

All Renters are required to pay the total contract fee and have the insurance requirements met before setting up booth space.

Placements of booth space by Fair Management are final.

Restricted building hours are necessary for competitive exhibit judging.

The building supervisor may adjust setup hours without notice!

Outdoor Locations:	Monday – Thursday, Aug 29-Sept 1, 2011
Fritch Hall:	Tuesday – Thursday, Aug 30-Sept 1, 2011
Lewis Hall:	Monday – Tuesday, Aug 29-30, 2011 Wednesday, August 31, 2011 after 2 PM Thursday, September 1, 2011 8 AM-1 PM
Flower Hall:	Monday–Wednesday, Aug 30-Sept 1, 2011 Thursday, September 2, 2011, after 1 PM

All Buildings will be OPEN to the public at 6 PM on Thursday, Sept 1st

The Association will exercise reasonable diligence in protecting the property of Renter, but **will not be responsible** for articles lost by vandalism, fire, theft, etc. Wait until the day the event opens to bring small merchandise and portable articles on the grounds.

Renters are entirely responsible for installation, maintenance, assembly, and tear down of their exhibits. All booth materials must meet the Fire Marshall's requirements for fireproofing. No nails, tacks, staples or tape, etc., may be used on walls except where designated. Please check with Management prior to attaching anything to walls and/or floors. **Streets are closed to all vehicles at 3 PM on Thursday. After 3 PM, all items must be hand carted or carried to booth location.** Space, which is unclaimed at 3 PM on Thursday, will be resold. All vehicles must be moved to the designated exhibitor parking areas by 3 PM, Thursday, September 1, 2011. **NO PARKING IS ALLOWED AROUND THE HORSE & LIVESTOCK BARN. UNAUTHORIZED VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.** Management reserves the right to remove vehicles from any area.

BOOTH LIMITATIONS

No portion of any exhibit may obstruct aisles, exits or service areas or interfere with the view of neighboring exhibits by event patrons as they pass along the aisle. Inside booth spaces are approximately 10' X 10'. A high solid back wall of eight feet with the front and sides of the booth not to exceed three feet is allowed. Renters are prohibited from assigning or sub-letting a booth or any part of that space allotted to them except upon written permission from the 49th DAA/Lake County Fair. Remove all debris from your booth and place all boxes out of sight.

SOUND DEVICES

The need for sound devices must be stated when a booth space is applied for and during the event neighborly cooperation is required. **Sound devices must be kept at a level that is acceptable to other exhibitors or Fair Management will remove the offending sound device.**

ELECTRICAL UTILITIES

All Renters must submit a signed Exhibit B requesting electrical service with the amount of amps required with their Rental Agreement. Food vendors may be provided with up to 50 amperes, all others may be provided with up to 10 amps upon request. Association Management will determine availability of amperage. There is limited power available, so please be accurate in stating your requirements. Usage will be monitored. The Association electrician reserves the right to disconnect electricity from an exhibit booth or concession that is unsafe. The Renter must supply at least a 100' electrical cord with a ground, made of an appropriate wire size for the amperage load. The Renter shall have a surge plug appropriate for the electrical load. The Renter shall supply an appropriate adaptor. If the Association has the adaptor available, a signed application with a deposit of \$100.00 is required for use. Electricity is severely limited and these guidelines must be strictly adhered to. **Note:** Electrical appliances such as kettles, coffee pots, space heaters, air conditioners, refrigerators, fans, hot plates and other personal items are **strictly prohibited.**

DELIVERY OF MERCHANDISE

No delivery vehicles are allowed on the grounds after 9 AM each morning of the fair. Deliveries after 9 AM must be moved by handcart. DO NOT park in front of gates/ticket booths while unloading. Unload in parking areas only. The Association office will not act as a message center. Make concise arrangements with the Delivery Company including date, time and location for meeting them. Prior arrangements must be made with the Association Office for UPS or COD deliveries. Association Office hours are 8 AM – 8 PM throughout the fair. Deliveries without prior arrangements will be refused. The Association and its staff assume no responsibility for packages delivered to the fairgrounds.

LABOR

The Association shall not arrange to provide any kind of labor for the installation, removal, or servicing of any exhibit space. Fairgrounds personnel, material, tools, etc. may not be used without prior arrangement with Association Management. **Use of Association ladders and other similar equipment is strictly prohibited.**

STAFFING OF BOOTH/EXHIBITS

Booths must be staffed at all times while the buildings and grounds are open to the public. Please be aware that on Friday, September 2nd, 2011, school children may be let in to the Exhibit Buildings for a guided tour at 10 AM. On this day, booth staffing is optional.

TRASH REMOVAL & RECYCLING

In an effort to meet State mandates all vendors are required to recycle plastic bottles, tin, and cardboard. All cardboard should be flattened. Fair personnel will pick up the flattened cardboard and a plastic bag containing plastic bottles and tin each day.

BEVERAGE CONTAINERS

All beverages shall be served in paper or plastic cups. No glass bottles or aluminum cans are allowed on the grounds.

APPROVAL OF WARES

Exhibitors and/or Concessionaires are prohibited from selling any food, drink, products or rendering services except those listed on their Agreement. The Association reserves the right to require the removal of any object which is, in the opinion of fair management, offensive, hazardous, or which adversely affects the Association's image. These items include but are not limited to any projectile toy (pellet gun, potato gun, etc.) of any type; any silly string or other projectile aerosol; laser pointers; disappearing ink; snappers or poppers (explosives wrapped in paper) or stink bombs or potentially offensive clothing or pictures.

PROMOTIONAL PRODUCTS

Free distribution or sale of balloons, edibles, novelties, or other objects is subject to approval by the Association and other applicable agencies (i.e. Health Department). This will include advertising or novelty items that may interfere with sales by any other vendor. Example: Giving away advertising balloons near a balloon vendor is not acceptable.

SOLICITATION

Unrestricted solicitation is prohibited. The Association restricts the area in which solicitation takes place to the confines of a booth or designated area.

DRAWING OR RAFFLES AND PRIZES

Association management must approve all raffles/drawings for prizes. Nonprofit organizations must register with the California Department of Justice at least 60 days before holding a raffle at the 2011 Lake County Fair.

FIRST AID

The First Aid Station is located near the "D" Street gate in the Red Cross building. It is open during regular event hours.

FIRE, SECURITY, LOST & FOUND AND CUSTOMER SERVICE

The Customer Service Office is behind the Solo Flight School Stage near the Carnival lot. For incidents requiring immediate action, call 911. All lost children and items should be turned in to the Customer Service Office. Security will be on duty Wednesday, August 31st, 2011 at 8 PM. The Association will exercise all reasonable diligence in protecting the property of Renter, but will not be responsible for articles lost by vandalism, fire, theft, etc. Items lost in the carnival area will be in Butler's Carnival Office Lost & Found.

DISMANTLING BOOTHS

Any Renter who dismantles their exhibit or any part of their exhibit prior to closing time on Sunday shall be in material breach of this Agreement and the Association may not grant future Agreements. No vehicles will be allowed on the grounds prior to midnight, Sunday, September 4th, 2011.

RV PARKING

All RV's and refrigeration units will have an assigned Parking Space. Payment does not guarantee space. If, upon arrival no space is available, space fees will be refunded. **An enclosed RV Parking and Refrigeration Unit Reservation Form must be filled out and must arrive with payment.** Electricity & water are available on a first come/first served basis. Conservation is very important and the use of ice machines, washer-dryers, air conditioners, large fans and etc. is not allowed. The dump station is available only on Monday, September 5, 2011. Refrigeration units require prior arrangement with Association Management. Cost shall be set per unit per day. RV's may start arriving after 1:00 PM the Sunday (August 28, 2011) prior to the Fair.

LODGING & RV PARKS

Anchorage Inn www.anchorageinnmotel.com	(800) 692-8060	950 N. Main St. Lakeport, CA 95453
Best Western El Grande Inn www.bestwesterncalifornia.com	(707) 994-2195	15135 Lakeshore Blvd. Clearlake, CA 95422
Kelseyville Motel www.kvmotel.com	(800) 596-6835	5575 7th St. Kelseyville, CA 95451
Konocti Vista Casino www.kvcasino.com	(800) 386-1950	2755 Mission Rancheria Rd. Lakeport, CA 95453
The Lodge at Blue Lakes www.thelodgeatbluelakes.com	(707) 275-2181	5135 W. Highway 20 Upper Lake, CA 95485
Mallard House www.mallardhouse.com	(707) 262-1601	970 N. Main St. Lakeport, CA 95453
Regency Inn www.regencyinnlakeport.com	(888) 800-8002	1010 N. Main Street Lakeport, CA 95453
Robinson Rancheria Resort & Casino www.rrrc.com	(800) 270-0757	1545 East Hwy 20 Nice, CA 95464
Skylark Shores Resort www.skylarkshoresresort.com	(800) 675-6151	1120 N. Main St. Lakeport, CA 95453
Super 8 Motel www.super8.com	(800) 800-8000	450 E. Hwy 20 Upper Lake, CA 95485

RV PARKS:

Clear Lake State Park www.parks.ca.gov	(707) 279-4293 (800) 444-7275	5300 Soda Bay Rd. Kelseyville, CA 95451
Edgewater Resort, RV www.edgewaterresort.net	(800) 396-6224	6420 Soda Bay Rd. Kelseyville, CA 95451
Konocti Vista Casino www.kvcasino.com	(800) 386-1950	2755 Mission Rancheria Rd. Lakeport, CA 95453