

RIVERSIDE
COUNTY

2018

**RULES AND
REGULATIONS
HANDBOOK**

FOUR
& National Date Festival

2018 Riverside County Fair & National Date Festival

HOURS & ADMISSION PRICES

FAIR & CARNIVAL HOURS

February 16 - 25, 2018

10:00 a.m. to 10:00 p.m. Friday through Monday

12 noon to 10 p.m. Tuesday through Thursday

Carnival Open until Midnight on Weekends

Commercial buildings close at 10:00 p.m.

Taj Mahal non-profit building closes at 8 p.m.

CONCESSION STAND HOURS

Food Concession stands will open at 10 a.m. and close at 10 p.m. Friday through Monday and 12 noon to 10 p.m. Tuesday through Thursday.

Concession stands may stay open until Midnight on weekends.

NOTE: Regardless of weather, all commercial vendors and food concessionaires must remain open during the posted Fair hours.

ADMISSION PRICES

Adult (13-54) \$11.00 Advanced Tickets \$10.00

Seniors (55+) \$9.00 Advanced Tickets \$8.00

Child (6-12) \$8.00 Advanced Tickets \$7.00

Children under 5 FREE

ADVANCED TICKET SALES ENDS FEBRUARY 15th

PARKING

General Vehicle Parking \$10.00

Preferred Parking Gate 5A \$15.00

INTRODUCTION

The Riverside County Fair and National Date Festival Management welcome all new and returning Commercial Vendors and Food/Beverage Concessionaires to the 2018 Fair. We look forward to a successful Fair for all involved. This Vendor's Rules & Regulations Handbook was prepared to assist in achieving that goal. The official dates of the 2018 Riverside County Fair and National Date Festival are February 16-25, 2018. **Fair hours are 10:00 a.m. to 10:00 p.m. Friday through Monday and 12 noon to 10 p.m. Tuesday through Thursday.**

The County/Fair reserves rights to interpret the rules and regulations included in this handbook and resolve other matters which have not been addressed.

1. The Riverside County Fair & National Date Festival's Administration Office address is **82-503 Hwy. 111, Indio, CA 92201** located on the corner of Hwy 111 and Arabia St.
2. The Riverside County Fair & National Date Festival's Commercial/Concession's Office is located on the first floor of the Shalimar building. The Commercial/Concessions telephone number is (760) 863-8914 or (800) 811-3247.
3. Vendor/Food Concessionaires (hereafter referred to as "Vendor") are bound by the terms of the contract they sign and are under supervision of County/Fair.
4. All payments, request forms and signed contracts must be completed as specified and returned to the Administration Office on the Fairgrounds by the contract date, subject to cancellation.
5. Policy: If the Commercial/Concessions Office has not received your contract and payment by specified due date, your contract may be cancelled and your space may be replaced or relocated to alternate location depending on availability.
6. **All Vendors are required to be open daily from 10:00 a.m. to 10:00 p.m. Friday through Monday and 12 noon to 10 p.m. Tuesday through Thursday.** Outside Food/Beverage Concessionaires are encouraged to stay open later on the weekends. Vendors who fail to comply with the hours of operation will receive a "Notice of Participation Violation" by our Commercial/Concessions staff. Please inquire about alternate routes to enter the Fairground on President's Day February 15th (parade - street closure 8:00 a.m. to 1:00 p.m.) to assure that you are here and able to open your booth on time.

A

AMERICANS WITH DISABILITIES ACT - ADA

You must comply with the Americans with Disabilities Act (“ADA”) of 1990 as amended, (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. For more information please visit the Americans with Disabilities Act website at www.ada.gov.

HANDICAP PARKING

Please note handicapped parking spaces are limited and will be assigned on a first come, first serve basis. There is no charge for handicapped spaces; however, Vendors will be required to show proper documentation before assigned a handicapped parking space.

ADMISSION

Vendor Photo Badges will be issued to Food/Beverage Concessionaire owners and managers only. Each Food/Beverage Concessionaire will be required to submit a Vendor Photo Badge Authorization Form listing the names of the owners and managers. Photo Badges will be barcoded and will serve as a daily admission credential. Photo badges must be worn and visible while on Riverside County Fairgrounds property. Food/Beverage Vendors must complete the Vendor Photo Badge Authorization Form indicating how many daily admission credentials they will require. Each contracted food stand will be issued complimentary daily admission credentials based on the number of credentials requested on the form. All Food/Beverage employees will be required to surrender an admission credential at the entrance gate(s) upon entry and will also be responsible for getting their hand stamped for re-entry into the Fairgrounds.

Fairgrounds will not be responsible for any lost or stolen credentials. Vendor will be required to purchase and replace lost or stolen credentials. Lost photo badge replacement will result in a \$20 per incident fee.

Commercial vendors will be issued an allotment of complimentary daily admission and parking credentials based on the size of the booth. For example, a 10 x 10 commercial booth space will receive twenty (20) admission credentials and twenty (20) parking credentials. A 10 x 20 will receive forty (40) admission credentials and forty (40) parking credentials and so on. Vendors may purchase a limited number of discounted admission credentials through the Commercial Concessions Office. Admission credentials will be honored at Gates 1, 4 and 6 only.

Any person found utilizing, distributing or providing credentials to anyone other than staff is subject to expulsion and will not be invited back to the Fair. NO EXCEPTIONS!

WESTERN FAIRS ASSOCIATION

Western Fairs Association (WFA) cards are accepted at all gates as **gate admission** only.

AGREEMENTS

Your agreement (contract) is reviewed and acted upon in the best interest of the Fair on an annual basis. Please be aware that this handbook, the 2018 Rules and Regulations Handbook, is made a part of your Agreement, which you and your staff agree to abide by when you sign and return your Agreement.

ALCOHOL

Unless you have a current license authorizing the sale of alcohol and have been approved by the Fair to conduct limited sales, you cannot sell any alcoholic beverages of any kind at any time. You are also not allowed to consume alcoholic beverages while working within your contracted space. Possession of any alcohol and/or illegal drugs or substance is strictly prohibited and is grounds for immediate removal from the Fairgrounds and revocation of your space agreement. **At no time is alcohol to be consumed within your designated vendor space. NO EXCEPTIONS!**

ADVERTISING

In order to retain consistency and “fairness at the Fair,” you are not allowed to advertise or promote your products in any Fairground locations other than the one(s) designated by your Agreement and all business dealings are to be conducted within the space designated by your Agreement. The Riverside County Fair & National Date Festival Fair logo(s) and any other trademark artwork used by the Fair cannot be used on any marketing materials such as advertisements, promotions or forms without written consent from The Riverside County Fair & National Date Festival Fair Marketing Department.

ANIMALS

For the health and safety of resident animals at the Riverside County Fair, pets are not allowed on grounds or at events unless clearly identifiable as service, guide or signal dog. Dogs and miniature horses are the only animals that are recognized by the ADA as “service animals.” Upon entering the Riverside County Fairgrounds, the owner of said service animals must produce proof of animal vaccinations, or risk being denied entry.

All other pets are not allowed unless they are a part of the event (i.e. – pet shows, adoptions, etc.), and must be penned, crated or on leashes at all times.

- Pets are not permitted in the Fair Zone at any time, with the exception of Assistance Dogs.
- Pets in the RV area must be leashed or fenced at all times. Owners must clean up after their pets.

APPLICATION PROCESS

Applications will be evaluated by the following criteria:

- A. \$25 application fee must be included with application
- B. Booth set-up appearance
- C. References
- D. Experience
- E. Product (proposed prices, appeal, uniqueness, proposed specials during Fair, etc.)
- F. Completion of application process as specified
- G. Other criteria as County/Fair determines appropriate

Vendor’s spaces are not automatically renewed. Management will evaluate all applications received from returning Vendors, based on, but not limited to the following:

- A. (A) through (F) mentioned above
- B. Past performance (service, attitude, cooperation and quality of product)
- C. Compliance with previous rental agreement
- D. Cleanliness and appearance (facility and personnel)

Previous Vendors may request a new location, but locations are subject to availability. County/Fair has the right to rearrange spaces in the best interest of the Fair. Space fees are determined by size and location. Subleasing of rental space is prohibited and may result in a forfeiture of the Rules and Regulations Deposit and may jeopardize your participation for the 2018 Fair. Only items listed in your contract may be sold. Any additions or deletions must be requested in advance in writing and approved by Fair Management. No substitutions can be made without prior written permission.

County/Fair has the right to limit the number of Vendors of any specific product.

AWARDS

The Fair Advisory Board will make the following awards for 2018:

COMMERCIAL	AWARD
Best Overall	Grand Caliph
Best Costume/Theme	Sheik Medjool
Most Friendly Staff	Genie
Best in Aladdin’s Bazaar	Aladdin
Best Pitch	Sorcerer’s
Best Gem & Mineral	Crown Jewel
Best in Royal Marketplace	Emir’s Zahad
Best in Commercial Bldg.	Pasha Halaway
Best Non-Profit	Calipha Barhee
Best Outside Vendor	Caravan

CONCESSION	AWARD
Best Overall	Grand Caliph
Best Costume/Theme	Sheik Medjool
Most Friendly Staff	Genie
Best Specialty Food	Magic Carpet
Best Oasis of Refreshment	Oasis
Most Attractive	Princess Hasben
Board Favorite	Vizier’s Preference
Best Cooperation	Sultan Deglet Noor
Best New Product	Casbah
Best Menu Presentation	Royal Scribe

B

BOARD OF EQUALIZATION

Vendors/Food Concessionaires selling tangible items in exchange for money must file for a California State Seller's Permit number. Vendors who are providing a service (ie; palm reading, massage, henna tattoos, generating leads for future business) in exchange for money are not required to provide a seller's permit. Prior to loading in or setting up, a copy of your seller's permit must be on file with the Riverside County Fair Commercial & Concessions Office. Please make sure that the seller's permit has the Riverside County Fairgrounds address listed. For information and seller's permit applications call the State Board of Equalization at (800) 400-7115. Their website is www.boe.ca.gov. For more information or to obtain your permit contact:

**State of California Board of Equalization
35-900 Bob Hope Drive, Suite 280
Rancho Mirage, Ca 92270-1768
(760) 770-4828 FAX (760) 770-6876**

BOOTH DESIGN AND PRESENTATION

We have established design and presentation parameters to create a professional, yet festive atmosphere for our Fairgoers. Your adherence to these guidelines is vital to maintain a continued high quality environment at the County/Fair. The County/Fair Management reserve the right to determine the appropriateness of a display or exhibit.

- With the exception of outside tents, all booths must be arranged to allow a clear sightline from the front sides of each booth. With a ten foot (10') depth, clearance would be five feet (5') on each side.

- Products displays and signage must follow the contour of the pipe and drape heights. No display is allowed outside the specified booth space.

- Displays in any building may not exceed an eight foot (8') back height including signage with the exception of approved flags, ladders or extremely tall plant displays.



Booth Standards:

You are not allowed to make any alterations or permanently affix any personal property to the premises. Utility connections are not considered permanent. Under no circumstances are you to paint, remodel or renovate your assigned area without the approval of the County/Fair.

- Renters are required to submit a detailed drawing or photo of their booth with their application.
- Table covers must be uniform and extend to the floor. Storage of supplies or boxes must be out of view.
- We work with a good neighbor policy. Please be cooperative. Everyone is working toward the same goal.
- Please do not block aisles. Offload your display and tools. Move the vehicle/trailer to your designated or permitted parking lot.
- All areas are to be vacated at the end of each set up day. Vehicles left on site are subject to tow at the owner's expense. The County/Fair assumes no responsibility for loss or damage of property.
- Please return any unused draperies, poles or stands to the vendor lounge.
- All booths must be kept clean at all times.

□ Vendors with a booth space located against the wall of the Commercial building may not utilize the storage area behind their designated space as their display area. Storage areas must remain covered with the pipe and drape provided.

Booth Decorating Materials

All renters must provide their own booth materials, supplies (i.e. - chairs, tables, display cases, signs, lighting equipment, etc.) that meet with applicable rules established by the Riverside County Fair.

Construction of Booth (Indoor Commercial Vendors and Sponsors)

Commercial Vendors located in the Commercial Building, Gem & Mineral Building and Taj Mahal building will be provided with pipe and drape in their booth space to separate their booth from their neighbors. Vendors may begin construction and installation at 8:00 AM on Wednesday, February 14, 2018. Set-up hours are listed below. All indoor vendor booths must be set up by 10 p.m. Thursday, February 15, 2018. NO EXCEPTIONS!

Wednesday, February 14, 2018:

INSIDE - 8:00 AM to 8:00 PM

OUTSIDE - 8:00 AM to 11:00 PM

Thursday, February 15, 2018:

INSIDE - 8:00 AM to 10:00 PM

OUTSIDE - 8:00 AM to 11:00 PM

Outside/Grounds Vendors

Outside/grounds vendors will be supplied with a three wall tent and one light fixture. Vendor is responsible for providing clips/ties and tarp to secure tent each night after closing. Vendors are advised not to place items on the ground. Vendors will not be allowed to drop or park equipment, merchandise, stock trailers/trucks/flatbed trailers on or near location prior to the designated set-up days listed above. Vendors who disregard set-up procedures will be fined \$250 per incident and jeopardize future participation at the Riverside County Fair. County/Fair is not responsible for the security of your equipment or merchandise.

Outside vendors are required to have skirting and visual screening around the service areas. Decorative material including, but not limited to, drapes, hangings, curtains, and table covers with overhand shall be made from NON-FLAMMABLE MATERIAL, or rendered and maintained in a FLAME RETARDANT CONDITION by means of a solution and process approved by the Fire Marshal. Except for material made of 100 percent fiberglass, a special permit from the Fire Marshal will be required for decorative material (non-flammable or treated). Copies of Fire Marshal approved certificates of flame resistance covering all treated material shall be kept on file at the exhibit site and made available upon request.

There is an established and defined difference between a Fair and a swap meet or “flea market.” Set-ups and displays that resemble those found at swap meets will not be allowed. Set-ups must conform to the terms of the contract and the Rules and Regulations Handbook. County/Fair is the final authority on all set-up issues.

BUILDING TEMPERATURES

Building temperatures will be kept at one setting for the entire duration of the Fair, so please dress accordingly.

C

CHECK-IN

Upon arrival and prior to any set-up Vendors must check in at the Commercial/Concession’s Office in the Shalimar Building, first floor. All prepaid credentials will be issued and staff will “spot” new Vendors to their assigned locations. **Under no circumstances may you drop off merchandise in the buildings or on the grounds before then.**

CITY BUSINESS LICENSE

City of Indio business licenses are no longer required for the Riverside County Fair and National Date Festival.

CLEANLINESS

The Riverside County Fair furnishes janitorial service for aisles in the buildings and areas used by the public, it is up to you to keep your booth or stand clean and clear of debris. Please use trash bins behind or near concession stands for your garbage; the 55 gallon trash barrels are for public use only. Break down boxes and stack them neatly next to the trash bins. All garbage, boxes, materials, coverings and non-display items must be removed, and all cleaning must be completed at least one-half hour before opening time each day. If you find an area that needs our attention, please let us know as soon as possible.

CONDUCT

In order to maintain the peace and protection of the general public, County/Fair reserves the right to regulate time, manner, and activities of Vendors. This regulation extends, without limitation, to individuals, noise, products, conduct, signs and/or printed materials that County/Fair may determine to be offensive or objectionable. County/Fair shall have the right to audit and review any and all sales, tax and other information or activities of Vendor necessary to assure compliance with the terms and conditions of the Agreement. County/Fair is authorized to monitor Vendor’s activity and sales.

COMMERCIAL / CONCESSION'S LOUNGE

The Riverside County Fair and National Date Festival's Commercial/Concession's Lounge is sponsored by Sysco and is located in the Fullenwider Building at the northwest corner of the Fairgrounds. Lounge hours are as follows:

February 16-25 10:00 a.m. to 10:00 p.m. Friday – Monday
 12:00 p.m. to 10:00 p.m. Tuesday - Thursday

The Commercial/Concessions Lounge is open to all participating vendors and concessionaires. Complimentary coffee and water are provided as a courtesy. Use of the vendor lounge is a privilege not a right, please do not abuse this privilege.

COLD STORAGE

The Riverside County Fair does not provide refrigerated storage units. Vendors that require electrical hook-ups for refrigeration trucks and or trailers may park in the designated cold storage area located on the southwest side of the Taj Mahal. The cold storage fee is \$350.00 per unit. To reserve a space, please use the 2018 Credential Order Form in the back of the Handbook. Space is limited and sold on a first come, first serve basis.

CREDENTIALS - In addition to the receipt of Riverside County Fair issued complimentary credentials, commercial vendors and concessionaires may purchase a limited number of discounted admission and or parking credentials. Admission credentials will be honored at gates 1, 4 and 6.

Any person found utilizing, distributing or providing credentials to anyone other than staff is subject to expulsion and will not be invited back to the Fair. NO EXCEPTIONS!

CUSTOMER RETURNS

All Vendor Return Policies must be clearly posted in your booth. Guests that need to return to the Fairgrounds to return items purchased at the County/ Fair may do so by making arrangements through the Commercial & Concessions Office. The Commercial & Concessions staff will make the necessary admission and parking arrangements to ensure that the fairgoer is allowed re-entry at no personal cost. Any costs associated with admittance and parking may be charged back to the Vendor. **Do not use your admission credentials for customer returns.**

D

DAMAGES

You agree to promptly reimburse and pay the County/Fair for any damages to Fair property or equipment that you, your employees or your agents cause during the term of your Agreement.

DELIVERIES / SHIPMENTS

County/Fair is not responsible for any shipments and/or deliveries. All shipments/deliveries should be directed to the Commercial/Concessions Lounge in the Fullenwider Auditorium/Commercial building. The Commercial/Concessions Lounge does not have the means to store, unload and secure deliveries. All unclaimed shipments/deliveries will be returned to sender at Vendors expense. Vendors must make their own arrangements with the carrier. **All shipments must be pre-paid and addressed as follows: Vendor Business Name, Vendor Name, c/o Commercial/Concessions Lounge, 82-503 Hwy 111, Indio, CA 92201.** Vendors are responsible for picking up all shipments and deliveries delivered by UPS, FedEx, and the U.S. Mail at the Commercial/Concessionaires Lounge located in the Fullenwider Building. (*UPS delivers at approximately 9:00 a.m. daily.*)

Deliveries to your booth or stand can be made one hour prior to the Fair opening, however all vehicles must be off Fairgrounds one hour prior to Fair opening. The Gate 7/9 pass is your permit to access the Riverside County Fairgrounds. Deliveries must be made using the service roads, service gates and service doors designated by the Fair. Golf carts and all other vehicles must use perimeter service roads and are not allowed on the Fairgrounds at any time during public hours. Violations may result in a fine and/or confiscation of the golf cart. During Fair hours you must use handcarts to transport items from the service roads, parking areas or public lots to your location.

DISPUTES

If a dispute arises between a Vendor and County/Fair and is not settled by discussion, Vendor shall submit a written statement to County/Fair within 24 hours of dispute. County/Fair shall make a decision in writing regarding the dispute, which shall be final and conclusive. Vendor shall continue to comply with all Agreement requirements without interruption during the dispute period.

DISTRIBUTION OF MATERIALS

The distribution of any advertising materials must be approved by Fair Management. Under no circumstances are Vendors allowed to distribute flyers, business cards, pamphlets, and or any advertising materials throughout the Fairgrounds. All materials must remain in the vendor booth and distributed directly from the booth space to fair patron(s).

DRAWINGS/RAFFLES

A prize drawing application must be filled out and returned to the Commercial/Concession's Office prior to opening day of the Fair. This application can be found in the back of the Vendor's Rules & Regulations Handbook and will also be available in the Commercial/Concession's office. Drawing winner names, addresses, and description of prizes awarded must be submitted to the Commercial/Concession's Office no later than 12:00 p.m. on Monday, February 26, 2018. Your drawing slips may only ask for name, address, phone number or other appropriate demographic questions. A sign stating the following rules must be next to the box for entries:

- Need not be present to win.
- No purchase necessary.

All approved drawings absolutely must be held no later than Sunday, February 25, 2018 no later than 6:00 p.m. Holding your drawing after this deadline makes it invalid and may affect your ability to hold drawings at future Riverside County Fair & National Date Festival Fairs. Solicitation for the drawing must take place only in your space. You and you only, must conduct all drawings. Any information obtained from the drawing entry blank is to be used strictly by you and is not to be sold or given to another company or individual except for the Riverside County Fair & National Date Festival Fair. You also agree that there will be no games, gambling, or any other activity on the premises in which money is used as a prize or premium nor can you buy back discount coupons for cash. Raffles requiring the payment of money or other items of value will not be allowed under any circumstances. Only free drawings that comply with all applicable federal, state and local statutes and ordinances will be permitted. Failure to abide by any of the above guidelines will jeopardize any use of drawings in future fairs.

DEAD STORAGE

Dead storage area is available at Gate 12 on Arabia Street for equipment not used on property during the Riverside County Fair. If you have any vehicles, trailers or hitches not needed during the Riverside County Fair, they must be moved to dead storage. If this equipment is found parked at any other location on the Fairgrounds, it will be towed at the owner's expense. Dead storage is available for a fee of \$50.00 for the duration of the Fair. Vendors are responsible for providing their own push carts or dollies to transport stock items to and from the dead storage area. Vendors are responsible for locking and securing all equipment and or vehicles stored in the dead storage area. Riverside County Fair assumes no liability for stored equipment.

E

ELECTRICAL

The Fair electrician must complete all electrical hook-ups. Electrical wiring, fixtures, appliances, etc. shall comply with the requirements of the Fire Marshal, and local ordinances. Vendors are limited to 15 amps per 10 foot X 10 foot location. Due to the limited number of electrical amps per space the use of a microwave oven for personal use is strictly prohibited. If a microwave oven is used as part of your product demonstration, a sign informing the public must be posted in a conspicuous location. Grounded receptacles have been installed for safety and convenience per the State Fire Marshal's regulations. Said regulations direct that with exceptions, non-current carrying metal parts of fixture transformers and their enclosures shall be grounded. In order to comply with these requirements and avoid misuse of extension cords, it is recommended that Vendors obtain a three (3) wire "S" type flexible cord, and/or hand service equipped with a four (4) outlet wire, receptacle box. No more than four (4) outlets per cord are allowed.

EXHIBIT MATERIALS

Exhibit materials must be removed, Monday, February 26, 2018 by 5:00 p.m., unless other arrangements have been made with County/Fair. If items are not removed within this time frame the County will remove such items at Vendor's expense. Vendors must properly vacate their space. County/Fair may without further notice to Vendor remove any items left at the risk and expense of Vendor. Any item of Vendor that has not been retrieved by 5 p.m. on Monday, February 26th shall be considered abandoned and shall become the property of County. County may thereafter dispose of such item(s).

F

FIRE SAFETY

All fire regulations, as prescribed by the Fire Marshal, will be strictly observed. Rules must be met and all hazards corrected prior to opening day of Fair. The County Fire Department will conduct fire inspections prior to opening day. Vendors that do not meet minimum fire safety standards on the day of inspection will be required to pay Riverside County a \$25 re-inspection fee. The fire inspectors will be looking for the following:

- A. Proper use of electrical cords, in good condition. Only heavy-duty cords are permitted.
- B. All decorative materials must be non-combustible, flame retardant, or treated with a fire proofing solution. The fire inspectors may test all materials.
- C. A minimum of one five-pound dry chemical fire extinguisher is required for each food serving concession, with a tag that reflects a current inspection date.

All fire extinguishers must be visible to public. Vendors located in the Commercial Building and Gem & Mineral Buildings are not required to have individual extinguishers.

Flammable liquids are not allowed. Vendors with motor vehicles shall tap gas tanks and disconnect batteries. The storing of gasoline, benzene, naphtha, turpentine, kerosene, illuminating oil, explosives or any other similar substance is strictly forbidden. Such substances are prohibited in standard policies of fire insurance companies.

FIRST AID

The First Aid office is located at the south east corner of the Commercial building (Fullenwider Auditorium). First Aid staff is available during Fair hours of operation.

FORKLIFTS

The Riverside County Fair & National Date Festival Fair does not provide forklift equipment. If you need a forklift you will need to make arrangements on your own with a local rental company.

FORMS

Please see the back of the 2018 Vendor's Rules and Regulations Handbook for all necessary forms.

G

GOLF CARTS

All vendors who wish to operate a golf cart must purchase a golf cart permit from the Concessions Office. Vendors are responsible for providing their own golf carts. County/Fair does not provide golf carts. (See 2018 Credential Order Form in back of the Handbook). Vendors will be required to provide an insurance certificate for all golf carts. Any cart that does not have an operating parking brake or works without a key will be declared unsafe and must be removed from the grounds. Golf carts are considered a safety hazard and are to be driven at maximum speed of 5 mph with extreme caution at all times. Operating a golf cart is prohibited on the Fairgrounds between 10 a.m. and 10 p.m. Only licensed drivers may operate a golf cart on the grounds. If County/Fair observes a cart being driven in an unsafe manner, the permit will be revoked and the cart will be removed from the grounds for the duration of the Fair. Please do not block any aisle, walkway, or any concession or exhibit. ***Bicycles, skateboards, scooters and/or roller skates are not permitted on the Fair ground during Fair hours of operation.***

GRATUITIES (tips/donations)

If any Riverside County Fair & National Date Festival Fair employees or officers ask you for free gifts or services such as money, food, merchandise or free rides, report it to the Commercial & Concessions Manager immediately. In return, you should also not offer gratuities of any nature to Riverside County Fair & National Date Festival Fair employees or officers. Further, you are not allowed to solicit gratuities, tips or donations from fairgoers. Any "tip jars" will be confiscated by a Riverside County Fair & National Date Festival Fair representative and the contents will be donated to the Riverside County Fair & National Date Festival Fair Scholarship Fund.

GREASE BINS – GRAY WATER

Cooking oil must be placed in the proper grease barrels, not in cardboard boxes near dumpsters, nor poured into trash barrels or drains. Empty grease barrels will be provided by Biotane Pumping and are available for pick up in the maintenance yard. If the grease barrel is full, additional empty barrels will be available in the maintenance yard. Once grease barrels are full, notify the Concessions office and arrangements will be made to pump full barrels. Grease barrels must be placed

behind food stand and out of public view. Storage compound screens must completely hide and cover grease barrels.

Gray water cannot be dumped in storm drains, flower planters or restrooms. Only gray water may be dumped into sewer drains. Violators may be fined and charged for cleanup.

GUEST SERVICES

Disabled Guest Services is now located in the Taj Mahal Building (Date and Citrus Building). Please direct any related questions to the staff at Guest Services.

GUM/TOBACCO

The sale and/or distribution of chewing gum and/or cigarettes, tobacco etc. are strictly prohibited. Riverside County Fair & National Date Festival Fairgrounds is a non-smoking facility. NO EXCEPTIONS!

H

HANDBOOK

By this reference, the Handbook is incorporated into and becomes a part of the signed Rental Agreement indicating that the Vendor agrees to abide by the Rules and Regulations of this Handbook. It is also agreed and assured that all employees have been made aware of its contents.

HEALTH DEPARTMENT

If you are selling or handing out samples of prepared or pre-packaged food products you must follow all guidelines outlined in this book as well as those set by any governing agencies. For more information on Health Department requirements, visit the Riverside County Environment Health website www.rivcoeh.org or contact Environmental Health Department at (760) 863-8287.

Drink Refills

Please observe the proper procedure for drink refills:

- The customer holds the top and straw, and hands the container to the concessionaire.
- The concessionaire refills the container and hands it back to the customer.

The concessionaire must never use the customer's container to scoop ice; always use the ice scoop.

Food Safety Certification

Being Food Safety Certified means you or at least one of your employees has taken and passed an approved food safety certification class and possesses a valid certificate in food safety, this person is responsible for training all staff about food

safety practices. California Law requires that at least one owner/manager of each food concession be Food Safety Certified by an approved program. If your trained staff member should leave, you have 60 days to certify another staff member. If you sell only pre-packaged food or beverages such as dried fruit, nuts, jerky and bottled or canned beverages you are not required to be certified. Certificates are valid for five years from the date of issuance.

Sampling

If you hand out prepared or pre-packaged food samples you will need to pay the appropriate safe food handling fees. Food samples are limited to "bite size". Beverage samples are limited to a 2 oz. serving or package. Alcoholic sampling is not allowed.

HOTEL/MOTEL LIST

See the end of the Handbook for a listing of various local hotels and motels.

I

INSURANCE

All Vendors shall provide County/Fair original insurance certificates which evidence the following coverage's from companies licensed to issue such insurance in the State of California:

- A. Worker's compensation insurance as required by the laws of the State of California.
- B. Commercial general liability insurance, on an occurrence basis, with limits not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence)
- C. For contracts involving extensive use of vehicles (automobiles, trucks, or other vehicles) on or near the Fairgrounds, commercial automobile liability insurance, on an occurrence basis, with limits of not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence)
- D. Any other insurance required by law or the State of California for this type of activity or event.

The insurance certificates must also include the following:

- A. The dates of inception and expiration of the insurance.
- B. A statement that the following are listed as additional insured's: The County of Riverside County; the Riverside County Fair and National Date Festival; the Riverside County Economic Development Agency; and the officers, employees servants and agents of these entities;
- C. A statement that the insurance cannot be cancelled or reduced with 30 days prior written notice to County; and

- D. A statement that the certificate holder shall be: **County of Riverside, Riverside County Fair and National Date Festival, 82-503 Hwy 111, Indio, California.**
- E. If you cannot furnish the required policy, it may be purchased from CFSA through the Fair for \$145.00 for Commercial Vendors and \$185.00 for Food/Beverage Vendors. Prices include a \$10 Fair processing fee.

OR

CFSA Special Events Program – The Vendor obtains liability protection through the California Fair Services Authority (CFSA) Special Events Programs, when applicable.

OR

Master Certificates – A current master certificate of insurance for the Vendor has been approved by and is on file with California Fair Services Authority (CFSA).

Insurance must be on file by Monday, February 5, 2018. Vendors who fail to furnish a valid certificate of liability insurance will be billed for CFSA insurance. Vendors will not be permitted to set up without insurance. NO EXCEPTIONS!!

J

JANITORIAL SERVICES

The County/Fair provides janitorial service for aisles in the buildings and areas used by the public. It is your responsibility to keep your booth or stand clean and clear of debris. You are also responsible for the service, maintenance, landscaping and contracting of your assigned space.

M

MEGAN'S LAW

Vendors will need to complete the Megan's Law Form, which requires a list of all owners, managers, volunteers and employees in your exhibit/food operation who will have access to the grounds during or prior to the Riverside County Fair & National Date Festival Fair. This form must be submitted by the due date on your contract, and a revised list must be submitted no later than Friday, February 9, 2018, if necessary. Your signature verifies that you have checked all names through one of the sites provided on the Megan's Law Form. Vendor admission credentials,

Vendor Photo Badges and RV Park badges will not be issued until the Megan's Form has been completed and returned to the Commercial Concessions office.

MENUS & PRICING

If your operation requires a menu, it must be easily visible and readable from the front of your stand. Menus must be printed and professional in appearance. Handwritten menus or taped over prices are not allowed. All menus must be submitted with your application. Should you wish to change your menu, all changes must be submitted in writing, be justified and preapproved by the Commercial & Concessions Manager before you can change your menu. Each menu must include a list of items for sale and their prices, plus the current California State Sales Tax. Soft drinks will comply with standard portions as approved by the Fair. If we determine that any price or portion appears inadequate or unreasonable, you will be advised and given the opportunity to justify the prices and portions, subject to approval. No refills may be given on any item(s) at any time without prior written authorization from the Commercial & Concessions Manager. Only approved refillable containers may be used, such as the County/Fair Souvenir Cup. Menus will be reviewed during the Fair and compared to the approved menu. Any discrepancies will be brought to the stand owner's attention for immediate correction.

MERCHANDISE

Because we want all of our commercial vendors and concessionaires to have a successful and lucrative fair, you may not give away or sell any items that will create unfair competition for our food vendors, novelty contractors and game vendors. With that said, the following items, including but not limited to, cannot be sold or given away: novelties, balloons, or souvenirs, tee shirts, inflatables, and any other item that could create the aforementioned unfair competition. You are not allowed to sell, give away or display any items not specified in your Agreement. It is also very important for us to keep a diverse mix of products in the Fair. Layout changes may result in your number of stands or booths being reduced. Commercial Vendors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services.

PRODUCT EXCLUSIVITY

Commercial Vendors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services. Items including but not limited to, balloons (any size), inflatable toys and glow-in-the-dark novelty items are covered under the Riverside County Fair & National Date Festival Fair's Novelty Agreement as exclusive items for sale by that contractor only. These items may not be sold, used as giveaways or promotions or used as signage or decorations by any commercial vendor, sponsor or participant in the Riverside County Fair & National Date Festival Fair.

MOVE OUT PROCEDURE

1. All Vendors must remain open until 10:00 p.m., Sunday, February 25, 2018. Vendors breaking down early will jeopardize their participation for the 2019 Fair.
2. Vendors may line-up for grounds entry at Gate 9 on Oasis Street starting at 9:00 p.m., Sunday, February 25th. You will not be allowed to enter until all Fair patrons have cleared the grounds. The carnival will be open until at least 11:00 p.m. We anticipate allowing vehicles on the grounds around 11:45 p.m.
3. Only Vendors with a Gate 3 “Preferred Parking Credential” will be allowed to enter/exit through Gate 3.
4. Gate 4 will not be used as an ENTRY or EXIT gate. All vehicles must enter and exit through GATE 9.
5. Buildings will re-open at 8:00 a.m., Monday, February 26, 2018. All merchandise must be removed from the buildings and grounds by 5 p.m., Monday, February 26, 2018.

Vendors must properly vacate their space. County/Fair may without further notice to Vendor remove any items left at the risk and expense of Vendor. Any item of Vendor that has not been retrieved by Vendor within one (1) day of the end of Vendor’s activity shall be abandoned, shall become the property of County, and County may thereafter dispose of such item as County in its sole discretion deems to be appropriate.

N

NOVELTIES/EXCLUSIVES

Balloons (any size), inflatable toys, and glow-in-the-dark novelty items (i.e. blinking beads), are covered under the County/Fair novelty contract as exclusive items for sale by that contractor only. These items may not be sold, used as giveaways promotions or used as signage or decorations by any other Vendor.

O

OFFENSIVE ITEMS

We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality or compatibility with the County/Fair. Please note that we will not exercise this right for the purpose of controlling the economic return or to protect exclusive licensing or similar arrangement between County Fair management and others. Some items that will

not be considered for sale, giveaway or rental include but are not limited to: weapons of any kind, lasers, high-powered water guns, rubber band guns, toy guns, products made from any endangered animals, pornographic or drug-related items.

P

PARKING

Vehicles are not allowed inside buildings at any time, for any reason.

- Parking lots and roadways will be under exclusive and absolute control of the Riverside County Fair.
- Streets must be kept open for emergency vehicle access and Riverside County Fair maintenance.

Commercial Vendor/Food Concessionaire Parking

Vendors are provided with off-site complimentary parking in designated lot on Arabia Street at Gate 12.

Liability Limitations of Parking

The Riverside County Fair hereby declares it is not responsible for fire, theft, damage to or loss of vehicles or articles left therein. Any person visiting the Riverside County Fair premises, who parks in any non-designated area, does so at his own risk, and is subject to towing and storage fees.

PREFERRED PARKING

Reserved vendor parking is available on Arabia Street at Gate 3 for an additional fee. Vendors may purchase a 10 day preferred parking hang tag for \$150.00. Overnight parking/camping is not allowed in this lot. This gate is locked at 10:30 p.m. and reopens each day at 9:00 a.m. daily. **No loading trucks or RV's (any size)** are allowed in this lot. **Preferred parking spaces are limited and are based on a first come, first serve basis.** (See 2018 Credential Order Form in back of the Handbook). No duplicate passes will be issued. Please lock your car. Vendors will be required to surrender an admission credential or present a Vendor Photo Badge upon vehicle entry at Gate 3.

PAYMENTS

Please read your contract and submit payment by specified due date. All payments received after Thursday, February 1, 2018 must be made in cash, cashier's check, money order or by credit card. There is a \$25 Administration fee for any check not honored by the bank. This fee and the check amount will be due immediately by cash, money order or cashier's check.

POST OFFICE

The US Post Office is located on Fargo Street and Hwy 111. US mail will be available for pick up in the Vendor's Lounge in the Commercial Building (Fullenwider Auditorium).

PRODUCTS, SERVICES AND MERCHANDISE

Only approved items listed on your Rental Agreement may be offered for sale.

You are not allowed to sell, give away or display any items not specified in your Agreement. It is the goal of the Riverside County Fair Management to maintain a diverse mix of products at the Riverside County Fair.

PRODUCT RESTRICTIONS

Items that will not be allowed for sale or as giveaways are: stun guns, stink bombs, silly string, switchblades, brass-knuckles, lasers, high-powered water guns, rubber band toys, toy weapons of any type, poppers, products made from any endangered animals, pornographic items, drug related items, and gang-related items. County/Fair reserves the right to determine whether an item is considered offensive, inappropriate, poor taste, and will prohibit the sale/display of such an item. All inappropriate material will be confiscated by a Commercial concession's office staff member and will be returned at the end of the Fair.

PROPANE

Americas will be the propane purveyor for the 2018 Fair. Contact information and pricing will be available in the Commercial/Concessions Office.

All gas lines/pipes must have a valve at the entry to the concession stand and you must turn off the gas supply at closing time each night. All compressed gas cylinders, full or empty, must be securely chained to prevent tipping or falling over.

R

RAIN

In case of rain, all outside stands and booths may cover up to protect merchandise. Once the rain stops you will need to immediately remove the covers and re-open your operation for the remainder of the day. County/Fair is not responsible for any damaged merchandise cause by any element beyond our control (ie: wind, rain, hail, etc.) Vendors must cover and secure all merchandise in the event of unexpected weather. This event is a rain or shine event.

REFUNDS

Rental space fees are non-refundable except for the following reasons:

1. If the Riverside County Fair deems it necessary to relocate a space and Vendor is not in agreement, the contract will be terminated. A credit of monies paid, less any applicable fees, will be refunded.
2. If the Riverside County Fair is notified in writing in advance of a cancellation, an attempt will be made to resell the space. If space is resold, a refund will be provided, less a 10% administrative fee, with the following exceptions:
 - If space is resold for less than the original fee – ***NO REFUND***

Refunds and or exchanges will not be issued for unused admission or parking credentials, RV parking or RV auto parking credentials, dry or cold storage credentials. **There will be NO REFUND, if for any reason the County/Fair terminates your rental agreement.**

RETURNED CHECKS

If a check is returned for any reason, your personal and business checks will no longer be accepted. Additionally, an administrative fee of \$25 will be charged for each returned check.

RV PARKING

General and Full Hook-up RV Parking spaces are available for purchase on a first come, first serve basis. Full Hook-up RV spaces are limited and available at a rate of \$595.00. Due to the limited availability, Full Hook-up spaces will only be assigned, reserved and guaranteed upon receipt of full payment. *Please note, the rate for General RV Parking is \$425.00 and will include only (1) one 30 amp electrical outlet and (3) three RV service pumps from Burrtec Waste for the 2018 Fair. Burrtec Waste sanitation truck will be on the grounds to pump all units on Wednesday, February 14th, Monday, February 19th and Friday, February 23th. Vendors will be required to make payment arrangements directly with Burrtec for any additional pumps.

The RV Park will open at **8 a.m. on Saturday, February 10, 2018. RV's must arrive between 8 a.m. and 5 p.m. in order to be parked.** RV's who arrive after 5 p.m. will be required to park at Gate 4 temporarily for the night until the park reopens at 8 a.m. the next day. Vendors who enter the RV Park after 5 p.m. without permission of the RV Park Manager will be fined a fee of \$150. All vendors are responsible for checking-in at the Concessions office prior to entering the RV Park. Vendors must pick up their RV Permits between 8 a.m. and 5 p.m. Parking permits must be presented to RV park manager in order to be parked. RV's will not be parked without a permit, **NO EXCEPTIONS!**

RV's will be positioned by our RV park manager according to size and length of unit. Vendors who wish to park together must arrive together, **NO EXCEPTIONS.** There will be no saving spaces for late arrivals. Vendors who stay in the RV Park must

bring their own 50-foot power cord, 50-foot water hose, and a 30-foot sewer hose. All RV's must have an approved fire extinguisher.

CAMPERS ARE REQUIRED TO CAP ALL SEWER HOSES. ANYONE NOT IN COMPLIANCE WILL BE TOWED FROM THE FAIRGROUNDS AT THE OWNER'S EXPENSE. IT IS PROHIBITED TO ALLOW WASTE OR GREY WATER TO DRAIN ON THE GROUNDS. ANYONE DUMPING WASTE OR GREY WATER ON THE GROUNDS WILL BE ASKED TO LEAVE THE RV PARK IMMEDIATELY WITHOUT A REFUND.

"QUIET HOUR" WILL BE ENFORCED IN THE RV PARK FROM 11 P.M. TO 7 A.M. DAILY. VENDOR'S WHO FAIL TO COMPLY WILL ASKED TO LEAVE THE PARK IMMEDIATELY AND WILL JEOPARDIZE THEIR PARTICIPATION FOR THE 2018 FAIR.

ABSOLUTELY NO TENT CAMPING OR OPEN CAMP FIRES ARE PERMITTED IN THE RV PARK. VENDOR'S WHO FAIL TO COMPLY WILL BE REMOVED FROM THE GROUNDS AND WILL JEOPARDIZE THEIR PARTICIPATION FOR THE 2018 FAIR.

NEW FOR 2018

RV spaces are designed to accommodate **(1)** one RV and only **(1)** one personal vehicle, per RV space. Vendors will not be allowed to park more than one personal vehicle in their designated RV space. Vendors will be required to purchase an "RV Overflow Parking Pass" for each additional personal vehicle they wish to park on the grounds. Additional vehicles will be required to park in the designated "RV Overflow Parking" area and display the required credential. **Absolutely no dead storage stock trucks, vans, U-haul trucks/trailers and or flatbed trailers may be parked in designated RV space.** All dead storage units must be parked in designated "Dead Storage" area located at Gate 12 and display required credential. **No Exceptions! EZ-ups, tents, canopies etc. will not be permitted for use as product/inventory storage in RV parking spaces.**

This year, Vendors will be required to purchase specific parking credential(s) for specific parking areas in the RV Park. Each individual RV, auto vehicle, dead storage unit, dry camp vehicle etc. will require specific parking credentials. For example, if an RV is hitched to a U-haul cargo trailer, each separate unit will require its own credential. Units that are hitched together will not count as one unit. Vendors will be responsible for purchasing separate credentials for each individual unit.

Any vehicle parked in the RV Park without required credential will be subject to towing at owners expense. **NO EXCEPTIONS!**

DEAD STORAGE

If you have any vehicles, trailers, stock trucks, or hitches not needed during the Fair, they must be stored in the Dead Storage area located at Gate 12, south of the Gate 6

Fair entrance. A Dead Storage permit will be required and must be placed on the top right corner of the unit where it is clearly visible to staff while parked in the designated storage area. The Riverside County Fair assumes no liability for stored equipment. To purchase a permit, contact the Commercial & Concessions Office. Dead Storage parking is located at Gate 12, south of the Gate 6 Fair entrance.

DRY CAMPING

This year the RV Park will have a designated area for “Dry Camping”. Vendors who wish to utilize vehicles, vans, trucks and trailers for lodging may park their vehicles in the designated “Dry Camping” area for a flat rate of \$200.00, per unit. “Dry Camping” **WILL NOT** include electric, water or sewer hook-ups and holding tanks will not be pumped. Absolutely no tent camping will be permitted. The “Dry Camping” permit will allow a vehicle to remain in the specified parking lot overnight. Any vehicle without a permit that remains on the grounds overnight will be towed. **Absolutely no dead storage stock trucks, vans, U-haul trucks/trailers and or flatbed trailers may be parked in dry camping area.**

It is prohibited to allow waste or grey water to drain on the grounds. Photos will be taken and recorded of anyone dumping waste or grey water on the grounds and will be asked to leave the RV Park immediately without a refund.

To make the RV Park experience as pleasant as possible, a RV Park Manager is available to assist with locating RV spaces and address RV camping concerns. Comments or suggestions are welcomed.

All persons staying in the RV Park must have an RV Park badge.

Animals in the RV Park

- All dogs/animals are required to be fenced or caged within the RV space.
- Animals must be kept on a leash at all times when out of the secured RV space.
- Anyone bringing a dog/animal into the RV Park must clean up after it. Non-compliance with this will result in loss of pet privileges.
- Animals are not allowed within the Fair Zone. Assistance Dogs are the only exception to this policy.

Move out day is Tuesday, February 27, 2018 by 12:00 noon. Please note, water and electricity in the General RV Parking spaces will be disconnected and shut off at 12:00 noon on Tuesday, February 27, 2018. Any RV remaining on the grounds after 12:00 noon will be required to purchase a permit through the Concessions office at the \$35 per day rate.

In order to assist our RV Park manager and service providers with locating your RV space, all spaces will be recorded and assigned upon arrival of unit. Each paid RV unit will be issued a sign with the vendor’s business name on it. The signs must be immediately displayed visibly from the window of the RV unit.

Parking which obstructs exits or fire department access is prohibited. Generators may be used only between 7:00 a.m. and 11:00 p.m.

RV PARK Badge - This year all vendors staying in the RV Park will be issued a "Date Festival RV Park Badge" that must be presented to guard upon entry to RV Park. Vendors and employees will be required to show their badge in order to enter the RV Park. Vendors without a badge will not be allowed to enter the RV Park. **NO EXCEPTIONS!**

The "Date Festival RV Park" badge **will not** serve as an admission credential into the Fair. Vendors will be required to surrender an admission credential at the entrance gates and have their hand stamped for re-entry into Fairgrounds.

Fairgrounds will not be responsible for any lost or stolen credentials. Vendor will be required to purchase and replace lost or stolen credentials.

IMPORTANT: Any attempt to sell, exchange, barter or give away any credentials issued by the Riverside County Fair to Fairgoers is strictly prohibited. Anyone found doing so will jeopardize their participation in future Riverside County Fairs.

S

SCREENS

Your booth or stand must have visual screening to hide approved service and storage areas from public view. You must provide your own screens that are designed to look like the booth, food stand or trailer with similar artwork and colors. They must be big enough to completely surround the entire back service and storage area of the booth, stand or trailer. All trailers must have proper skirting around the perimeter to hide the under carriage, wheels or chassis and trailer hitch.

SECURITY

You must not leave your booth or stand unattended at any time during operating hours. You should also cover all valuable items when leaving the building after closing. The County/Fair provides general security for its buildings and grounds. However, Vendors are responsible for their own property and need to secure any property that can be carried away. **County/Fair is not responsible for loss of any kind** by Vendor whether by fire, theft, physical violence, and the elements (i.e.: rain or wind damage) or by any other cause however originating. Any losses should be reported to security and the Commercial/Concession's Office immediately.

SELECTION PROCESS

The following is a list of what is considered when your application is reviewed for placement in the Riverside County Fair & National Date Festival Fair.

Commercial Exhibitors / Concessionaires

Space availability

Value to Fair guests

Uniqueness of product – Type of food served

Appearance of booth/stand

Prior experience and passing health inspections

Audit Reports (returning applicants only – only if on percentage)

Paperwork submitted in a timely manner

Product Diversity

The Riverside County Fair & National Date Festival Fair strives to present a unique and diverse shopping experience. Although there is some duplication we try to incorporate many new and exciting products for our fair goers. When choosing the product you would like to sale please keep this in mind.

Product Exclusivity

Commercial Vendors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services. Items including but not limited to, balloons (any size), inflatable toys and glow-in-the-dark novelty items are covered under the Riverside County Fair & National Date Festival Fair's Novelty Agreement as exclusive items for sale by that contractor only. These items may not be sold, used as giveaways or promotions or used as signage or decorations by any commercial exhibitor, sponsor or participant in the Fair.

Product List / Menu

If an agreement is issued, only those items listed on the contract or approved menu may be sold. Any request to add or change product(s) to sell or menu items must be submitted in writing and approved by Fair Management.

Product Sales / Restrictions

Some items that will not be considered for sale/giveaway are, but not limited to: weapons of any kind, lasers, and products made from any endangered animals, pornographic or drug related items, profanity, derogatory and stickers of any kind. Management reserves the right to determine whether an item is considered offensive or in poor taste and to prohibit the sale / display of such items.

SERVICE HOURS

The commercial building and exhibit buildings will open at 9:00 a.m. daily to allow Vendors to begin preparing for the day. Service Vendors will not be allowed on the grounds without the proper delivery pass. Beginning on Friday, February 16, 2018 all vehicles must be off the grounds by 9:00 a.m. (1 hour before opening of Fair). **VEHICLES MAY NOT BE DRIVE MORE THAN FIVE (5) MPH AT ALL TIMES. NO EXCEPTIONS!**

SEWER CONNECTIONS

All drain and sewer connections will be done in accordance to the County/Fair's policies. All sewer lines have been cleaned and prepared for your connection in advance of your arrival. If your line backs-up we will work with you to assist in the repair. Repeated back-ups may be considered a violation of your Agreement to operate properly and safely.

SIGNAGE

All signs (including menu boards) must be professionally produced. **Handwritten signs are not permitted.** Signs may not extend beyond the airspace of Vendor's space without prior written consent of County/Fair. Signs mounted on the roof/top of a Vendor's exhibit may not exceed 24 inches (i.e. a two (2) foot banner) in height. County/Fair, in its sole discretion, may disallow or require to be removed any signs that are considered offensive or inappropriate. All vendors must post a return policy in a prominent location in the vendor booth space. The Fair reserves the right to move, remove or relocate any sign deemed necessary.

SIGNS FOR VENDOR BOOTHS

The Concessions office will provide a sign identifying the company name of each vendor booth. This sign must be visible to the public at all times. These signs help to identify you to patrons, emergency personnel and evaluators. Failure to comply with the signage requirement will result in the issue of a violation.

SMOKING

Riverside County Fairgrounds is a non-smoking facility. Smoking is not permitted. NO EXCEPTIONS!

SOUND DEVICES

Sound-producing or sound amplification devices (including but not limited to microphones and speakers) may not be used by Vendors without the prior written approval of County/Fair. A microphone approval form will be available in the Commercial/Concession's Office. Sound devices must not cause annoyance or disturbance to other persons or Vendors. County/Fair, in its sole direction, shall have the final and conclusive determination as to the acceptability and volume level of such devices.

SPACE LOCATIONS

Fixed locations are assigned on an annual basis. Returning Commercial Vendors and Concessionaires may submit a written request for a different location. Should space become available, we will be happy to consider your request. Occasionally we need to move a vendor or concessionaire to another location; sometimes this can happen during the Fair. Should this need arise you will move, at no cost to the Fair.

SUB-LEASING

Your assigned space is for your sole, exclusive and personal use. As such, you are not allowed to sub-lease or allow any person or business to use your contracted

space unless granted written permission by the County/ Fair. If the approved sub-lease is doing business under a fictitious name or as a partnership or corporation, one individual of the business must be designated as the responsible party. This individual is the only one who can conduct business, display, give or receive information at your location. Any vendor caught subleasing will jeopardize their future participation at the Fair.

T

TENTS

If you are an outdoor vendor you will be required to use the tent provided by County/Fair. "Pop-up" or "E-Z up" tents are not allowed. For more information contact the Commercial & Concessions Office. No tents, canopies, awnings or umbrellas are allowed in any area of the grounds or, buildings without prior approval of management.

U

UNIFORMS

All employees must be tastefully clothed at all times. While uniforms are not mandatory they are highly recommended. Name tags with employee name clearly visible are required.

V

VENDOR PARKING

This year, each contracted commercial booth space will be issued an allotment of complimentary parking credentials. Each contracted booth space will be issued credentials based on the size of the booth. For example, a 10 x 10 commercial booth space will receive (20) parking credentials, a 10 x 20 will receive (40) parking credentials and so on. Vendor parking has been relocated to Parking Lot 12 on Arabia Street. Vendors requesting additional parking tickets will be required to purchase them through the Commercial Concessions Office. Vendors will have optional parking at Gate 5A for daily parking fee of \$5. Parking tickets for Gate 5A will be available for purchase through the Commercial Concessions Office. There is no overnight parking allowed in this area. (Vendors without parking credentials will be required to pay for general parking and park in the general public parking lot).

Please use the Credential Order Form. Riverside County Fairgrounds will not be responsible for any lost or stolen vendor parking credentials. Vendors will be required to purchase any additional admission credentials through the Commercial Concessions Office.

Vendors may not park or store storage trailers, stock trucks, fifth wheels or flatbeds overnight in vendor parking lot. All vehicles and or trailers will be towed at owner expense.

Any person found utilizing, distributing or providing credentials to anyone other than staff is subject to expulsion and will not be invited back to the Fair. NO EXCEPTIONS!

VIOLATION NOTICES

This Handbook is part of your Agreement, so non-compliance with any part of this book is considered a breach of your Agreement. A breach of your Agreement may be cause for termination of your Agreement. Violations play an important role when deciding to invite a vendor or concessionaire to future County/Fairs. If you violate any part of this Handbook, a notice of violation will be issued. You will first receive a verbal warning and a reasonable amount of time to correct the violation. If the violation is not corrected, the verbal warning will be followed by a written Notice of Participation Violation. The original copy will be given to you and a duplicate will be placed in your file along with a notation of the prior verbal warning. You will be given 24 hours to respond to the notice, in writing, indicating when and how the violation will be resolved. You can write your response on the back of the violation slip or a separate sheet of paper. It must then be submitted to the Commercial & Concessions Office. If the matter is not resolved, further action will be taken, as deemed appropriate by County/Fair management. Further action will include, but is not limited to:

- A second written notice of violation and an imposition of a \$100.00 fine to be paid immediately upon presentation of the written violation notice, with copies placed in your file.
- Not being allowed in future Fairs.
- An order to cease operation immediately and vacate the premises.

W

WATER

All concession stands are required to provide free water and cups. While you are under no obligation to provide ice water, no guest should be refused water. Carts and indoor food booths are excluded from this requirement.

WATER HOSES

Water hoses must be NSF green or NSF approved with green tape that can clearly be identified by the County Health Department inspectors. No garden hoses are permitted.

WORK PERMIT LAW

If you employ anyone under the age of 18, you are required by law to see that they hold a valid work permit. You are also required to adhere strictly to all applicable child labor laws.

FOOD CONCESSIONS ONLY

Concessions Meeting

Tuesday, February 13, 2018, @ 4:00 p.m., at the Shalimar Building.

This is a mandatory meeting for all food concession operators. Each operation must be represented.

SET-UP

All vendors MUST check in first with the Concessions office for credentials.

Food Concessionaires may begin set-up on Saturday, February 10, 2018. Screening is required for the rear perimeter of all food trailers. County/Fair must approve all screening. **Trailer tongues must be removed or covered.** Set-up must be completed by 5:00 p.m. on Tuesday, February 13, 2018 for register certification.

Register certifications will take place Wednesday, February 14th and Thursday, February 15th from 8 a.m. to 12 noon. Appointments for register certification will be available in the Concessions office.

All registers must be certified by 12:00 noon, Thursday, February 15, 2018.

FOOD CONCESSIONS GUARANTEE RATES

All **NEW** food Concessionaires will be at the 22 percent rate with a guarantee of \$2,000.00. Returning food Concessionaires are required to pay a guarantee of 20 percent of gross sales (unless otherwise contracted) (Corn Dogs 25 percent) less State Sales Tax, whichever is ultimately greater, if paid prior to October 31, 2017 or 22 percent if paid after October 31, 2017 (Corn Dogs 27 percent). In the event that a returning Vendor does not pay by the contract due date the rate will be increased by 2% for the remainder of their participation as a concessionaire.

All food Vendors are required to submit cash register tapes and report their previous day sales to the Commercial/Concession's Office each day by 10:00 a.m.

Final report and payments must be made by noon on Monday, February 26, 2018. Failure to turn in a final report may jeopardize your future participation at the Riverside County Fair and National Date Festival.

CASH REGISTERS

1. Cash register serial numbers will be verified by Concessions staff. Each cash register (including back-up registers) will be tagged and assigned a number prior to the opening of the Fair.
2. Cash registers must be positioned so that customers can read their bill from the front or either side of the stand.

3. Each person waiting on the public must ring up each sale, make change and close the register.
4. Using any other method to keep cash or change is prohibited.
5. Sales are not to be made from an open drawer or from under the counter.
6. Any breakdown of a register must be reported to the Concessions Office immediately.
7. Previous day's tapes must be turned in by 10:00 a.m. each day. Tapes will be returned the next day.
8. **Over-rings are to be highlighted or circled on the tape and recorded separately on an "over-ring" sheet indicating date, register #, transactions #, amount and cashier's initials and turned in with each day's tapes. Tapes with over-rings must be fan folded.** Over-rings turned in at a later date will not be accepted.
9. "No sale" rings are not allowed and will be construed as an unrecorded sale.
10. Voids are not allowed.
11. Each item/sale is required to be entered into the register.

Any violation of the above mentioned methods of handling cash or sales will jeopardize your future participation at The Riverside County Fair and National Date Festival.

CASH REGISTER REQUIREMENTS

***All Concessionaires will be required to provide the Concessions office staff with all cash register serial numbers (including back-up registers). Cash register serial numbers will be verified by concessions staff at the time of cash register reading.**

1. Customer Display
2. Z Reading
3. 30 day battery back-up
4. Current printed date on detail date
5. Consecutive transaction number
6. "Readable" tape
7. Product description and prices
8. Key Protector
9. Serial Number

The County/Fair highly recommends that you have a back-up register on site. The Vendor is responsible for his/her own back-up register. Any register changes must be reported to the Commercial/Concession's Office immediately.

There will be no placing of "tip" jars, towels on counter tops or anything written that encourages tips. Though tips may be gratefully accepted, the solicitation of "tips" either visually or vocally on the grounds is strictly prohibited.

MENU

Vendors, which sell food or beverages, must have a food and beverage menu posted in a clearly visible location, which list the price for each item including tax. The County/Fair will monitor food prices and items sold and make recommendations accordingly. **All menus and price lists are to be given to the Commercial/Concession's Office along with the contract by October 31, 2017 if not already submitted as requested.**

County/Fair exercises its legal right to sign exclusive contracts with Vendors for items such as soft drink, ice, and water. Since all suppliers are afforded equal opportunity to bid on a contract, the Fair exercises its right to demand exclusive use of contractor's products. A list of Vendors will be posted in the Commercial/Concession's Office. Please do not buy products from anyone not on the list.

BEVERAGE CONTAINERS

Beverage containers from another Fair and/or facility cannot be used on the Fair grounds. Containers may not have logos or advertisements other than the contracted Vendor. It is the sole discretion of management to dictate the acceptability of all containers. Containers for non-carbonated beverages must be of a disposable paper or recyclable Styrofoam cups of a generic design. Custom printed cups or napkins must be approved by County/Fair prior to opening day of the Fair. All concessions are to provide napkins, eating utensils and condiments for their customers. Pointed wooden sticks are prohibited.

RIVERSIDE COUNTY DEPARTMENT OF ENVIROMENTAL HEALTH PERMIT

All food concessionaires are required to obtain an environmental health permit to sell food and drinks. The Department of Environmental Health Permit fee will be paid directly to the concessions office and will be listed on the 2018 Credential Order Form due no later than Monday, February 5, 2018. Health inspections will take place on opening day, February 16, 2018.

SEATING/TABLES

If space is available, the County/Fair encourages all concessions to provide tables and chairs that will allow food and beverage customers to sit and relax while eating.

GREASE DISPOSAL

Proper disposal containers for grease, cooking oil or raw garbage must be used. Any vendor disposing of grease or garbage at inappropriate locations will lose their privilege to participate in the Fair and may be removed from the grounds. All grease barrels must be kept in the designated spot or behind your screening and out of public view. Please do not pour grease or garbage into the sewer line. **Vendors will be charged a cleaning fee for disposing any grease or garbage in into the sewer line. The Riverside County Fair & National Date Festival will provide grease barrels and wood pallets for your use. Please make sure that all barrels are set on pallets for convenient pick-up and disposal.**

GARBAGE/TRASH

Please pick up after yourselves and put your trash in the barrels or the dumpsters behind the Fine Arts Buildings. Do not use the trash barrels on the grounds for boxes or other trash, as they are provided for our guests. We make every effort to keep the grounds clean and appreciate your cooperation. If you notice a dumpster or barrel that needs emptying, please contact Fair staff.

Vendors shall keep its space and adjacent areas properly arranged, orderly and clean. County/Fair will provide trash receptacles at several locations. Vendors are asked to place all trash in the trash receptacle provided by County/Fair. Vendors please don't sweep or place trash into the aisles, street, any public space, or any area outside your space.

Many times the Fair has activities scheduled just days after the Fair closes. When Vendors leave their trash behind it makes it extremely difficult for maintenance to get the grounds ready for the next event. Failure to clean up may result in a forfeiture of the rules and regulations deposit and may jeopardize your future participation at The Riverside County Fair and National Date Festival.