

2010 Monroe County Fair

Food Vendor Instructions

The Monroe County Fair and Recreation Association aims to provide our patrons with a fun-filled experience that will leave them with memories that last a lifetime. We also seek to work with our vendors to provide a positive experience at the Monroe County Fair. While we cannot guarantee your success, we do seek to provide a fair that you will want to participate in year after year.

Please read ALL the information contained in this manual, which has been compiled to furnish outdoor exhibitors with complete details regarding food vendor space rental at the 2009 Monroe County Fair. We strongly encourage you to make this manual available to those persons responsible for your exhibit.

Questions????????? Contact Myke Wettach, Events Supervisor at 585-334-4000.

The Monroe County Fair and Recreation Association reserves the right to place exhibitors at their discretion. Once the fair has opened, no exhibit may be moved without written consent of hospitality manager.

Contracts

Please sign the front and back of contract. Return entire contract with a deposit, Certificate of Insurance, Worker's Compensation Form and Resale Certificate. Contracts not returned with a deposit within thirty days will be canceled and the space resold.

Payments

All contracts must be returned within thirty (30) days with a deposit of at least one-half the total rent. The balance on all contracts is due before July 13, 2010. **ONLY CASH, CASHIERS CHECK, CERTIFIED CHECK, VISA or MASTERCARD WILL BE ACCEPTED AFTER JUNE 11th, 2010.**

Deliveries

All delivery and private vehicles must be off the grounds one-half hour before opening each day of the Fair. We do not accept shipments or deliveries for any exhibitor prior to show dates.

Inspection

All exhibits will be reviewed each year. Fair management reserves the right to approve all exhibit materials or products and remove those that may be considered objectionable.

License

All exhibitors are required to display in full view to the public their orange cards that are provided by Fair Management after payment in full is received. Exhibitors will receive their orange cards after all paperwork, payments, and insurance is complete.



Soft Drinks

All soft drinks (bottled water, soda, iced tea, juice, etc.) are acceptable. **The MC Fair will not be selling ice this year.**

Parking

Exhibitor passes include parking. Parking is available in the general lots only. There is no reserved parking.

Admission

Food vendors are entitled to two exhibitor passes per booth. Each exhibitor pass includes parking and general admission. These are intended to cover booth staffing. Rides and grandstand events are extra. Additional exhibitor passes may be purchased at the fair office (\$1.00 for daily pass, \$2.00 for weekly pass).

Camping

Trailer space is available on a first come, first serve basis, \$35 per day.

Signs

All signs must be professionally lettered and designed and may be displayed in your booth only.

Prices

All prices shall be clearly visible to the patrons.

Tents

All tents must be clean and in good repair and meet the standard fire code requirements.

Rubbish

Nothing should be dumped down storm drains. This is a violation of the public health laws and Fair rules. Sanitary locations, including grease depositories, are designated on a location map in the Fair Office. It is the responsibility of all concessionaires and outdoor exhibitors to keep the area around their display clean. All rubbish should be placed in front of your exhibit at the close of the Fair daily.

SET-UP TIME

Monday, July 12,2010 – by appointment

Tuesday, July 13,2010 – 9:00 am – 5:00 pm

All vendors must be in place by 11:00 am on Wednesday, July 14, 2010.

Tear Down

Concessionaires and outdoor exhibits cannot begin tear down until Fair has officially ended on Sunday, July 18, 2010 at 10:00 pm. Please Note: If there are still a lot of people on the grounds, the fair may stay open for a maximum of one additional hour. Wait tile there is an announcement on the PA before beginning tear down. All exhibits must be removed by NOON on Monday, July 19, 2010.



Permits

All food concessionaires must obtain a Monroe County Health permit and must conform to all Health Department rules and regulations. Permit must be prominently displayed. You can phone the Monroe County Health Department at 585-753-5051 with any questions. **All concessionaires selling perishable foods must have taken a Safe Serve or similar certification course in food handling, and must show proof of certification; please submit a copy of certification with signed contract. The Monroe County Health Department will be on site to inspect your operation.**

Sales Tax

All concessionaires and outdoor exhibitors should have a New York State Tax Department Number. If you do not, you must fill out a "Report of Casual Sales" form and return it to the New York State Tax Department after the Fair. All vendors must provide the Monroe County Fair with a "Resale Certificate." Please include this with your contract.

Electrical Hook-Up

The charge is again \$35.00 for a 15-amp hook-up and \$2.00 per extra amp hook-up fee. Make sure that you specify how much power you will need on your contract and whether you need a 110 or 220 service. There is also an attached sheet if necessary. Electric must be paid for prior to set-up. **NO ELECTRIC GRILLS OR FRYERS ARE ALLOWED.**

Dress Code

Food concessionaires must wear clean and appropriate attire. Shirts, shoes, and head coverage are required at all times.

Booth

- Your booth should look professionally designed. It should be related to your corporate image and product, be esthetically pleasing and in good structural, clean condition.
- All products and materials related to the operation of your booth must be covered or stored under display cases or tables and kept elevated from the ground. All stored stock and equipment must be out of the public's view.
- Sound systems may be used provided they do not disturb your neighbors or anyone else on the grounds and are kept at low volumes. If complaints are received, the sound system must be eliminated.
- By order of the Fire Marshall: **all** food booths must have a currently inspected fire extinguisher in each booth.
- **K Fire Extinguisher required for all food booths.**

Worker's Compensation

A worker's compensation form can be found in this manual. All exhibitors are required to complete and return this form. If you have no employees, you must still complete and return this form; simply indicate that you have no employees. Return form to the Monroe County Fair and Recreation Association.

Non-Exclusive Privilege

All exhibitor contracts provide the exhibitor with **NON-EXCLUSIVE** exhibition privileges. Sponsorship packages to become an “*Official Product*” of the Monroe County Fair are available. Contact Tom Gamble and 585-334-4000 for details.

Literature, Sample & Premium Distribution

As an exhibitor, along with sales of your product or service as agreed in your contract, you may distribute literature or samples. **However, this may be done from your booth only.**

Key Times

- **2010 Set-up Hours:**
 - Monday, 7/12/10: by appointment only
 - Tuesday, 7/13/10: 9:00am – 5:00pm
 - **Please note:** Exhibitors must be set up by 11 am on 7/14/10.

- **Exhibit Hours**
 - **Opening Day, Wednesday, 7/14/10:** 4:00pm – 11:00pm
 - **Thursday, 7/15/10:** 4:00 pm – 11:00pm
 - **Friday, 7/16/10:** 10:00am – 11:00pm
 - Includes Youth Day: 10am – 2pm
 - Booths must be open by 10:00am; cars must be off grounds by 9:30 am
 - **Saturday, 7/17/10:** 12:00pm – 11:00pm
 - **Sunday, 7/18/10:** 12:00pm – 10:00pm
 - **Please note:** The Fair closes at 10:00pm on Sunday. Teardown and carryout of materials is not permitted until 10:00pm. Vehicles are not allowed on fairgrounds until one hour after closing. Please listen for PA announcement that the fair is closed should the fair elect to stay open after 10pm.

***BOOTHS MUST BE OPEN AND
FULLY OPERATIONAL
ALL HOURS THE FAIR IS OPEN***

All vehicles must be off grounds ½ hour before Fair opens Thursday – Sunday and 1 hour before Fair opens Wednesday.

Insurance Requirements

Exhibitor insurance is required for all exhibitors at the Monroe County Fair. This will protect your business as well as the Fair in cases of public liability, theft, fire, and other damage or loss evidence that the following insurance requirements are met by having your insurance company provide us with a certificate of insurance showing...

- Public liability limits for at least \$1,000,000 for bodily injuries and property damage, including personal injuries.
- Product liability included for the same limits as public liability.
- The Monroe County Fair and Recreation Association, Inc. **named as additional insured** (in the special remarks section) with respect to your operation at the Fair for the period of July 13, 2010 – July 19, 2010. The extra days allow for set-up and teardown.
- The certification must provide for a 30-day notice of cancellation or reduction in limits to the Monroe County Fair.
- The Insurance carrier must be licensed to do business in New York State and an admitted New York carrier.

Please give this sheet to your insurance representative so the certificate of insurance is issued properly the first time.

See sample copy for more information.

Insurance Deadline

Insurance deadline is July 12, 2010.

THOSE EXHIBITORS WHO DO NOT SUBMIT A CERTIFICATE OF INSURANCE BY THIS DATE OR WHO DO NOT HAVE INSURANCE WILL AUTOMATICALLY BE ADDED TO THE FAIR'S INSURANCE POLICY AT THE MARKET RATE AS OF JULY 13, 2010.

RECEIVED JUN 26 2002

ACORD CERTIFICATE OF LIABILITY INSURANCE		OP ID SH ROCH-30	DATE (MM/DD/YY) 06/25/02
PRODUCER Brown & Brown, Inc. - Rochester 45 East Avenue Rochester NY 14604 Phone: 585-232-4424 Fax: 585-232-5813	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURERS AFFORDING COVERAGE			
INSURED Rochester Eye & Human Parts Bank Inc. 524 White Spruce Blvd Rochester NY 14623	INSURER A: ST Paul Companies	INSURER B:	INSURER C:
	INSURER D:		INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY				EACH OCCURRENCE \$ 1,000,000
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	FK06402168	05/01/02	05/01/03	FIRE DAMAGE (Any one fire) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	FK06402168	05/01/02	05/01/03	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY: COMBINED (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				
A	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	FK06402168	05/01/02	05/01/03	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

RE: Monroe County Fair—7/13/2010-7/19/2010 Certificate Holder is listed as additional insured.

CERTIFICATE HOLDER

Y ADDITIONAL INSURED; INSURER LETTER: **A**

CANCELLATION

MONROE

MONROE COUNTY FAIR & RECREATION, INC.
2695 EAST HENRIETTA ROAD
HENRIETTA NY 14467

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Andrew J. Mahan



BARBARA C. DENHART
CHAIRWOMAN

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD

THIS AGENCY EMPLOYS AND SERVES
PEOPLE WITH DISABILITIES WITHOUT
DISCRIMINATION.

OFFICE AT: Rochester

DATE:

INQUIRY RE COVERAGE AT

2009 Monroe County Fair

The New York State Workers' Compensation Law requires, generally, that employers of one or more employees must provide a New York State Workers' Compensation Policy and a New York State Disability Benefits Policy for their employees.

Please furnish the information requested below and mail it to the office shown above.

General Counsel's Office
Enforcement Unit

* * * * *

To: State of New York
Workers' Compensation Board

During the fair indicated above, Workers' Compensation insurance and Disability Benefits insurance will be provided for employees as follows:

	Name of Insurance Carrier	Policy Number	Effective Date	Expiration Date
For Workers' Compensation				
For Disability Benefits				

Date _____

Employer Name _____

Signed by _____

Official Title _____

Telephone Number _____