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The goal of the Monroe County Fair and Recreation Association is to provide our patrons with a fun-filled family experience that will educate, entertain and provide them with memories that will last a lifetime. This means that the quality of our fair patrons' experience is important. We also seek to work with you to provide you with a positive vending experience at the Monroe County Fair. While we cannot guarantee your success, we do seek to provide a fair in which you will want to participate year after year.

Please read ALL the information contained in this manual, which has been compiled to furnish COMMERCIAL VENDORS who are exhibiting OUTDOORS with the complete details regarding their participation in the 2010 Monroe County Fair. We strongly encourage you to make this manual available to those persons responsible for your exhibit.

Complete Registration

Please note, your booth registration is not complete until you have paid all booth rental fees and deposits and filed all applicable paperwork with the fair office. Your Commercial Vendor credentials and booth license cannot be issued until the booth registration process is complete. Here are the key items that must be completed:

- Paid rental amount and fees in full, including Vendor Performance Deposit.
- Filed an Electrical Hook-Up Order Form
- Filed a correct Certificate of Insurance or purchased insurance through fair.
- Provided a valid NYS Sales Tax Re-Sale Certificate and Tax Number
- Filed NYS Workers Compensation Form
- Obtained food handling permits and certifications as applicable

A number of pages in this manual contain the forms or samples of forms, which you must file as part of your registration process.

- Outdoor Electrical Hook-Up Order Form, Page 7**
- Products/Services Listing, Page 8**
- Insurance Instructions & Sample Certificate of Insurance, Pages 9 & 10**
- Worker's Compensation Form, Page 11**

The Monroe County Fair and Recreation Association reserves the right to place exhibitors at its discretion. Once the fair has opened on opening day, no exhibit may be moved.

Questions? Contact Tom Gamble, Director of Marketing, at 585-334-4000 or tomgamble@mcfair.com.

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Vendor Performance Deposit

Because of the Fair Board's commitment to customer service and desire to provide the same high quality level of fair experience to fair patrons, whenever they visit the fair, the Monroe County Fair will continue the Vendor Performance Policy in 2010.

All Outdoor Commercial Vendors are required to put down a \$100 (one hundred dollar) (separate check preferred) Vendor Performance Deposit before setting up at the Monroe County Fair. This deposit will be held in escrow until tear down at 10 pm on Sunday, July 18, 2010. If at the beginning of tear down, the Outdoor Vendor has met the terms of the signed contract to the satisfaction of the fair's management, the deposit will be returned in full to the Outdoor Vendor. However, if the fair management does not feel the Outdoor Vendor has lived up to the terms of the contract, then the deposit will be retained by the Monroe County Fair.

The Vendor Performance Deposit is included in your contract.

Outdoor Commercial Vendor credentials and passes

Outdoor Commercial Vendor credentials and passes will be issued after the booth rental and registration is complete. They will be available at the registration window from 9am-5pm on Tuesday, July 13, 2010. Outdoor Vendor credentials include:

1. Outdoor Vendor ID Badges

All Vendors (including public sector, nonprofit and educational exhibitors) are required to wear their Indoor Vendor ID Badges while manning their booths and to gain access to the Dome during hours when the Dome is closed.

2. Outdoor Vendor Parking Tag.

The Vendor Parking Tag allows delivery access through the Fair's West Gate up to one hour before the fair gates open and one hour after the fair gates close each day. Indoor Vendor Parking is in the fair's South Parking Lot.

3. Outdoor Vendor Booth License

Outdoor Vending Space Description

Outdoor space is all sold by the frontal foot. Should you own a trailer; the hitch will be included in the frontal foot measurement. The 2010 rate is \$45.00 per frontal foot. Outdoor space simply includes the ground area of your exhibit. You are responsible for exhibit items such as tents. Any tent must be certified as fireproof by the manufacturer.

Tear Down

Outdoor Vendors and 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 until there is an announcement on the PA before beginning tear down. All exhibits must be removed by NOON on Monday, July 19, 2010.



Application

The Outdoor Commercial rental process begins when you file a Commercial Vendor application that has Outdoor space selected and a photo of your exhibit. The application is available on the fair's website at www.mcfair.com. Simply click on the vending button and select the outdoor link as applicable. Once your application has been accepted, a contract will be sent to you via US mail or email, depending on how you filed your application.

Contracts

If you receive the Outdoor Commercial Vending contract via US mail, please sign and date each page of the contract. Then return your entire contract along with your booth deposit, Performance Deposit and Certificate of Insurance. If you receive the contract via email, please print it out and then sign and date each page of the contract. Then return your entire contract along with your booth deposit, Performance Deposit and Certificate of Insurance. A confirmation of receipt of your contract will be sent to you. Contracts not submitted by the vendor with deposits within thirty days will be canceled and the space may be resold.

Payments

All contracts for Commercial Vendors must be returned within thirty (30) days along with a booth deposit of at least one-half the total rent and the \$100 Performance Deposit. The balance on all contracts is due before set-up. **We now accept payment by MasterCard or Visa. Please call 585-334-4000 for details.** AFTER JUNE 11, 2010...ONLY CASH, CASHIER'S CHECK, CERTIFIED CHECK, MASTERCARD, OR VISA WILL BE ACCEPTED.

Deliveries

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

A vendor vehicle is any vehicle that has an official Monroe County Fair Vendor Parking tag on it. The Outdoor Vendor Parking Tag allows delivery access through the fair's west gate up to one hour before the fair gates open and one hour after the fair gates close each day.

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.

Outdoor Vendor Booth License

All Commercial Vendors are required to display the Outdoor Vendor Booth License (orange Card) in full view of the public. Fair management provides the Outdoor Vendor Booth License after all paperwork, payments, and insurance has been completed and filed with the fair.



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Admission Passes

Commercial Vendors are entitled to two vendor passes. Each vendor pass includes parking and general admission. These are intended to cover booth staffing only. Rides and grandstand events are extra. Additional vendor passes may be purchased at the fair office. (\$1.00 for daily pass, \$5.00 for weekly pass).

Parking

Vendor passes include parking. Additional vendor passes, if needed, may be purchased from the Fair Office. Please see the admission section above for details. Vendor parking is available in designated areas only. Anyone parked illegally or in a non-designated area may be ticketed or towed. Special arrangements can be made to accommodate trailers. A limited amount of RV hook-ups are available for \$35/per day. Indoor Vendor vehicles must display a Monroe County Fair Indoor Vendor Parking Tag.

Sales Tax

All exhibitors should have a New York State Tax Identification or Exemption Number. If you do not, you must obtain one from the New York State Tax Department.[www.tax.state.ny.us] Please write your "Certificate to Collect Sales Tax" number on your contract. Your registration is not complete until we receive this number. No exhibitor will be allowed to set up without a valid Tax ID number.

Permits

Any vendor selling foods or giving away food samples must obtain any applicable permits from the Monroe County Health Department. The permit must be prominently displayed in the exhibitor's booth. Persons selling perishable foods must have taken a Safe Serve or similar certification course in food handling and must show proof of certification. (Please request Food Handling Attachment A and submit a copy of certification with signed contract.)

Electric Hook-Ups

\$35.00 for the first 15amps. Additional electrical hook-ups are available at \$2 per amp. If you are using electric at the fair, you must complete and return the Indoor Electrical Hook-up Order form on Page 9. Electrical Hook-ups must be paid for prior to set-up.

Phone Lines

The vendor is responsible for all costs in delivering telephone service to his booth. The exhibitor is also responsible for ordering phone line(s) directly from Frontier or other service provider. Please allow at least 45 (forty five) days lead-time.



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Worker's Compensation

A worker's compensation form can be found on the last page of this manual. All vendors are required to complete and return this form. If you have no employees, you must still complete and return the form. Simply indicate that you have no employees. Completed forms should be submitted, along with your contract, to: Monroe County Fair and Recreation Association, 2695 East Henrietta Road, Henrietta, NY 14467. Vendors are expected to comply with all NYS labor laws.

Insurance

All vendors and/or exhibitors, regardless of their types of exhibits, are required to carry \$1,000,000 of general liability insurance. Vendors may either submit a Certificate of Insurance naming the Monroe County Fair as additional insured or purchase vendors' insurance through the fair. Those vendors who do not submit a Certificate of Insurance by the Insurance Deadline of July 12, 2010 will automatically be added to the fair's insurance policy at the market cost to the vendor on July 13, 2010. Set-up without insurance is prohibited. Please see the **Insurance Requirements** on pages 11&12.

Non-Exclusive Privilege

All vendor contracts provide the vendor with **NON-EXCLUSIVE** exhibition privileges. Sponsorship packages, which include exhibit space and provide "*Official Product*" of the Monroe County Fair rights etc.; are available. Please contact Tom Gamble at 585-334-4000 for details.

Literature, Sample & Premium Distribution, Lead Generator Placement

As a vendor, along with the sale of your product or service as agreed in your contract, you may place signage, distribute literature, samples and premiums **from your booth only**. Lead generators may be placed in your booth only. Distribution of literature, samples, premiums or placement of lead generators from alternate locations on the fairgrounds is prohibited. Sponsorship packages, which include signage, literature, sample, premium distribution and lead generator placement rights, are available. Please contact Tom Gamble at 585-334-4000.

Sound

Sound from your presentation or from your booth in general should be audible from your booth only. Sound levels are at the discretion of Fair Management.

Signage

All signage should be professionally prepared and may be hung within your booth. Hand written signs are discouraged; they do not help sell your product. Hanging or placing signage of any type at any location on the fairgrounds other than your booth is prohibited. Sponsorships, which include signage rights, are available. Please contact Tom Gamble at 585-334-4000.



Key Times- Outdoor Vending

- **2010 Set-up Hours:**

- Monday, 7/12/2010: BY APPOINTMENT ONLY
- Tuesday, 7/13/2010: 9:00am – 5:00pm
- **Please note:** Exhibitors must be set up by 11 am on 7/13/08.

- **Exhibit Hours**

- **Opening Day, Wednesday, 7/14/2010:** 4:00pm – 11:00pm
- **Thursday, 7/15/2010:** 4:00 pm – 11:00pm
- **Friday, 7/16/2010:** 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, 7/17/2010:** 12:00pm – 11:00pm
- **Sunday, 7/18/2010:** 12:00pm – 10:00pm
 - **Please note:** The Fair closes at 10:00pm on Sunday. Please listen for the PA announcement that the fair is closed should the fair elect to stay open after 10pm. Teardown and carryout of materials is not permitted until the “fair is closed” announcement is made. Vehicles are not allowed on fairgrounds until one hour after closing.

Please Note: The above times are subject to change.

Outdoor Electrical Hook-up Order

- The base fee of \$35 for electric hook-up in your booth represents your initial hookup (duplex) for up to 15 amps. This should be sufficient for basic display lights and/or a cash register etc. Please indicate your power requirements below. This is part of your contract.**

Here are the electrical items I will be using:

1. _____
2. _____
3. _____
4. _____
5. _____

- Base Hookup @ \$35.00**
- Yes, I will need additional electric at \$2 per amp.**
- I understand that I will be charged and agree to pay for any additional electrical hook-ups used, beyond what I've ordered at the 2010 Monroe County Fair.**

Vendor Signature

Date



Products List

The following is a list of the products that will be sold or promoted at the assigned space in the 2010 Monroe County Fair. (Please note: Products or services must be listed to be sold.) This is part of your contract & must be completed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

The Monroe County Fair and Recreation Association cooperates fully with the New York State Department of Taxation with respect to Sales Tax. The New York State Department of Taxation now requires that we collect a copy of your NYS Resale Certificate. You must provide us with a copy before your registration process is complete.

Insurance Requirements

Vendor insurance is required for all vendors 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 of property. It is mandatory that all vendors participating in the Monroe County Fair provide 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. is 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 day allows for set-up and tear down.
- ◆ The certificate must provide for a 30-day notice of cancellation or reduction in limits to the Monroe County Fair and Recreation Association, Inc.
- ◆ The Insurance carrier must be licensed to do business in New York State and an admitted New York State Carrier.

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

Insurance Deadline

Insurance deadline is July 12, 2010.

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



MONROE COUNTY FAIR & RECREATION
ASSOCIATION

Sample Certificate of Insurance



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.	
INSURED Rochester Eye & Human Parts Bank Inc. 524 White Spruce Blvd Rochester NY 14623		INSURERS AFFORDING COVERAGE 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	EK06402168	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	EK06402168	05/01/02	05/01/03	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC AGG \$
A	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	EK06402168	05/01/02	05/01/03	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER 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	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: A	CANCELLATION
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 <u>30</u> 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



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
2010 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 _____