

2024 Concessionaire Information

- **Read your contract carefully so you are aware of the rules and regulations. It is your responsibility.**
- Contract does not guarantee exclusivity of product or service (you are contracted for food and beverage only, no raffles, souvenirs, etc. will be allowed).
- **ICE TO BE DETERMINED**
- The Douglas County Fair does not provide food service equipment (refrigerators, freezers, hot boxes, pots & pans, etc)
- Please watch the drains for the sewer system carefully and remember they are for gray water only.
- **ELECTRICAL:** If your electrical hook-up requires hard wiring, you will need to contact a local electrician at your own expense for work. The Fairgrounds does not provide any electrical work (Fairgrounds to provide power box to plug into only).
- If you fail to return contract by due date, we will assume you are not returning and your space will be subject to forfeiture.
Contracts are due back to the Fairgrounds by 05/01/2024.

FAIR OFFICE HOURS:

- **Regular Hours:** July 1st – August 2nd Monday through Friday, 8:00am to 5:00pm.
Fair Week: 8:00am to 8:00pm, Wed-Sat **(Monday of Fair week 8:00am – 5:30pm & Tuesday 8:00am – 7:00pm)**

EXHIBITOR ADMISSION PASSES:

- We **must have** your signed contract and full payment before we will issue passes.
- Passes will be available one week prior to FAIR. **We do not mail passes.**
- **One (1) Exhibitor Parking Pass will be included with each signed agreement**
- See contract for number of Exhibitor passes provided with your booth space.
- **Additional Exhibitor passes are \$6 each.**
 - Exhibitor passes are for **your workers only.**
 - No refunds for unused Exhibitor passes.

WILL CALL:

- Exhibitors may leave passes in the Fairgrounds office for workers. (will call closes at 8pm)
- Everyone must have a ticket to enter the Fair; it is the exhibitor's responsibility to ensure that all workers have access to your booth.
- Fair does not reimburse or refund on any type of tickets. (Parking, admissions, etc.)

FIRE REGULATIONS & HEALTH REQUIREMENTS:

- Fire regulations may be viewed at www.douglasfairgrounds.com or by calling Fire District #2 541-673-5503.
- Contact Douglas County Health and Social Services, Environmental Health for application forms and current fee schedule for temporary events at 541-464-3820.

SECURITY:

- Roaming Security Outside Tuesday, August 6th 4:00pm – 10:00pm. Full security will be provided Tuesday, August 6th 10:00pm - Sunday, August 11th 7:00am

CONCESSIONS:

- **Setup:** Starting Wednesday, July 31st from 8:00am to 10:00pm. We encourage early move-in to avoid the black top congestion when Commercial Vendors start moving in on Monday. Setup must be completed by 10:00pm Tuesday, August 6th
- **Fair Hours:** Wednesday - Saturday: 11:00am – 11:00pm. Concessionaires are encouraged to arrive and open as early as 7:00am for public.
- Booths must be manned at all times, with proper staffing to efficiently serve the public in a timely manner.

CONTRACT AND PAYMENT:

- \$750.00 deposit is due with the submission of your contract (Concessionaire percentage 25%) along with:
 - The signed addendum regarding cash register use and reporting requirements
 - The attachment for power requirements and menu listing
 - Must have certificate of insurance – at least two weeks prior to event
 - Proof of Workers' Compensation Coverage (unless manned by volunteers)
- **Low Gross Food Concessionaire:** In order to encourage productivity and allow for a variety, it is by the Fair Board Policy that the lowest grossing food booth in each category (commercial and civic non-profit) may not be invited to return.

- **Final settlement:** **All Final receipts must be turned in Saturday night at close of Fair.** All settlements must be paid at the close of Fair. Make sure to schedule a Check-Out Time with concession office for Sunday 9am – Noon (If other times are needed please make arrangements with Fair Office).

STORAGE AND APPEARANCE:

- **Tanks, Ice, Merchandise:** Everything must be stored behind your booth out of sight.
- **Front Footage:** You have contracted for front footage of your booth.
- **Booth Foundation:** Trailer booths will have skirting to hide wheels, axles, etc.
- **Canopies:** proper canopies and/or easy-ups will be permitted, but must be securely tied down. No tarps will be permitted.
- **Garbage and Empty Tanks:** must be stored behind your booth. Fairgrounds staff will pick up garbage throughout the day. Grease disposal container will be provided for your use.
- **Nightly Clean up:** Each night at close of Fair, set garbage outside of your booth for pick-up. Be sure all items in your booth are off the ground.

PARKING AND DELIVERY:

- **Parking:** \$10 per car, each time you enter the grounds.
- **General Parking Pass:** \$35 for the week. This allows for parking where the traffic is being directed in the general parking lots.
- **Exhibitor Parking Pass:** One (1) Exhibitor Parking Pass will be included with each signed agreement. Additional passes are \$50 for the week. This allows for deliveries inside the gate for vehicle only between 7:00a.m. and 9:30 a.m. and allows for Exhibitor Lot parking (dirt lot across from the main gate). Only (1) one additional Exhibitor Parking Pass may be purchased. Any parking needs beyond that will need to pay the \$10 per car, each time you enter the grounds or purchase a General Parking Pass.
- Vehicles inside gates after 10:30a.m. will be towed at the owner's expense.
- **Truck/Trailer Storage:** Must be parked in designated area of the North End Exhibitor Lot.

CANVASSING & SOUND DEVICES:

- Soliciting or hawking outside the confines of your booth will not be tolerated. Those found doing so may be required to remove their booths and leave the premises.

PACKAGES (UPS, FEDEX, ETC.):

- Packages being delivered must have your booth name, booth number, and contact phone number on them. The Fairgrounds is not responsible for loss, theft, or damage after delivery. **NO C.O.D.S**

ANIMALS:

- **Please leave pets at home.** You will be refused entry if you bring pets with you.
- **Exception:** Only animals that are entered as Fair exhibits or registered Service Animals are allowed on the grounds during Fair. (Complete "Event Policy for Animals" may be requested at Fairgrounds Business Office.)

TEAR DOWN AFTER FAIR:

- Absolutely no one is allowed to remove their display prior to **Sunday, August 11th at 7:00am**
- All booths must be removed from the grounds no later than **12:00pm on Monday, August 12th.**

HOST HOTEL & FAIRGROUNDS RV PARK:

We currently work with several hotels in the area to secure the best rates possible for our Fair Exhibitors. Please check our website www.douglasfairgrounds.com for the most current host hotel information. If you would like to reserve a spot in our RV Park for you or your crew, please contact me before June 20, 2023.

PLEASE NOTE:

It is your responsibility to be certain that all information contained herein and in your contract is passed on to all who will be working with and/or for you.

Any questions, please do not hesitate to call Ciera Keith 541-440-4394, ciera.keith@douglascountyor.gov or stop by the Fair office.

We are looking forward to working with you and to continue in Douglas County's tradition of having *Oregon's Greatest County Fair!*