



**2022  
Concession Vendor Manual**

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**YUBA-SUTTER FAIR**

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**WELCOME  
CONCESSION EXHIBITORS  
to the YUBA-SUTTER FAIR!**

We look forward to fun and successful year working with you and your staff.

Listed below is some **IMPORTANT** and **HELPFUL** information regarding this year's fair. Please review this information with all of your staff. This will ensure the success of this year's event. If you have any questions or concerns, please do not hesitate to contact us. The fair office number is 530-674-1280 or you can email [info@ysfair.com](mailto:info@ysfair.com) for more information.

**MISSION STATEMENT**

To be the hub of our rural, agricultural community showcasing the best of the people we serve and pursuing excellence as we provide for social, educational and historical needs!

**FAIR STAFF & CONTACTS**

Fair Manager/CEO  
Office Staff

Dave Dillabo  
Sherrie Skaggs  
Lisa Thunen  
Randy Garrick  
Todd Peters

Maintenance Department

**GENERAL FAIR INFORMATION**

This section is designed so that you will know what is happening, when and where. Please check the program and the daily schedules for additional information. We hope that you are able to enjoy the fair in its entire capacity.

Fair Dates: June 23 – 26, 2022 (Thursday through Sunday)

Location/Mailing Info: Yuba-Sutter Fairgrounds/13th District Agricultural Association  
442 Franklin Avenue, Yuba City, CA 95991

Phone/Fax: Phone: 530-674-1280

Website: Website: [www.ysfair.com](http://www.ysfair.com)

Office Hours: The office will open from 8:00 AM to 6:00 PM during fair week. The office number is 530-674-1280. Should you need to reach someone after those hours please contact Dave Dillabo, Fair Manager, at 541-281-9240.

**GUEST SERVICES STANDARDS**

All Fair board of directors, employees, exhibitors, concessionaires, contractors and volunteers are members of our YSF All-Star Service Team. As part of the YSF All-Star Service Team, we strive to create an environment that is welcoming, entertaining, educational and safe. Our guests come first and we show our appreciation by providing courteous service, exceeding their expectations, and acknowledging that without our guests, we would not be here.

As a member of the team, we depend on you to help us meet our goal of providing quality service to our guests. Remember to treat guests as you would like to be treated, and that sometimes the smallest gesture of kindness means the most.

Should you find a guest that needs assistance please direct them to the fair office or the Information Booth located just inside the main entrance of the fairgrounds.

**YOU ARE A MEMBER OF THE YSF ALL STAR SERVICE TEAM!**

## CONCESSIONS MANUAL DEFINITIONS

As used in this agreement, the following terms shall have the respective meanings indicated:

<b>DAA</b>	13th , Yuba-Sutter Fair, which sets policy for and produces the annual fair
<b>Concession</b>	Food and/or beverage vendor, or any other vendor with rent paid all or in part as a percentage of sales
<b>Concessionaire</b>	Contractor, as referenced in the Rental Agreement, their officers, agents, employees, volunteers and concession related invitees
<b>Contract</b>	The Rental Agreement which authorizes concessionaire to conduct business at the Yuba-Sutter Fair.
<b>Fair</b>	Annual Yuba-Sutter Fair
<b>Fairgrounds</b>	Yuba-Sutter Fairgrounds
<b>Fair Management</b>	The Fair Manager (DAA CEO) or other appointed representative and/or authorized delegate

### 1. PURPOSE AND SCOPE

The purpose of this Concessions Manual is to provide clear understanding of the rules, policies and procedures in regards to concession operations during the annual Yuba-Sutter Fair.

Every Concessionaire is required to know and abide by these rules and regulations. Every Concessionaire is responsible for assuring that all concessionaire members know and abide by these rules and regulations. Additional copies of this manual are available upon request from the Administration Office.

DAA and Fair Management reserve the right to amend, add to and interpret the following rules and regulations and to determine finally all questions and differences with respect to them arising out of, connected with, or incident to the Fair.

### 2. CONDUCT

Concessionaires shall operate strictly within the limits of their assigned space, not in the aisles or roadways. Concessionaires shall ensure that all officers, agents, employees, and concession-related invitees are clean, orderly and polite in their conduct and speech and that the assigned space is kept clean with no accumulation of trash, paper, or other combustible material.

### 3. RENTAL AGREEMENTS

**A. CONTRACTS** - Every Concessionaire must have a written and signed Rental Agreement with the Concessionaire's activities. DAA reserves the right to cancel all contracts of any kind should an Act of Providence such as war, riot, fire, flood, storm, or pestilence prevent the holding of the Fair in whole or part. Any and all county, state or federal licenses, inspections or permits required for the installation or operation of Concessionaires booth shall be obtained by Concessionaire, at its expense, prior to noon on Wednesday, June 23<sup>rd</sup>.

**B. COVID-19** – Every Concession Vendor must comply with the Yuba-Sutter Fair COVID-19 Exposure Control Plan. Available on [www.ysfair.com](http://www.ysfair.com) or upon request.

**C. ANNUAL PARTICIPATION** - Contracts are issued on an annual basis and do not indicate participation in any future Fairs or events sponsored either in whole or part by the DAA. Contracts, spaces and related privileges are not transferable.

**D. CANCELLATION OF CONTRACT** - If this contract is canceled by Concessionaire for any reason, rental paid to DAA by Concessionaire shall be refunded as follows, ONLY if the fair can resell the space:

1. If concession or Concessionaire cancels 90 days or more prior to opening day – 75% of the amount paid may be refunded; 60 – 89 days prior to opening day of fair – 50% of the amount paid may be refunded; 30 – 59 days prior to opening day of fair – 25% of the amount paid may be refunded. No refunds will be made if cancellation is made less than 30 days prior to the opening day of the fair. All requests for refunds must be made in writing and are subject to the approval of the Fair Management and/or the Board of Directors.
2. Failure to comply with the terms of this Rental Agreement shall be deemed to be a cancellation by the concessionaire. This includes but is not limited to; no further response, mailings returned as undeliverable, no forwarding address, and inability or failure to make or complete payments.

The forfeited funds constitute liquidated damages for the direct and indirect costs incurred by DAA in organizing, setting up and providing a space for Concessionaire and expenses caused by Concessionaire's withdrawal, including re-letting the space. Concessionaire agrees DAA's actual loss and damages for Concessionaire's default may be difficult to ascertain, that DAA's collection and retention of this sum represents a reasonable estimation of its actual loss, and that this provision does not constitute a penalty.

**E. DELAY OR CANCELLATION OF FAIR** –DAA shall not be liable for any damage or expense incurred by Concessionaire in the event the Fair is delayed, interrupted or canceled. If the Fair is canceled for any reason, DAA may retain as much of the rental paid by Concessionaire as is necessary to cover expenses incurred by DAA.

**F. SECURITY FOR RENTAL** - Concessionaire hereby grants to DAA a security interest in all of Concessionaire's merchandise and exhibit materials, including, but not limited to, raw materials, work in process, materials to be used or consumed in Concessionaire's exhibit, inventory, equipment, and the products and proceeds thereof, to secure payment and performance of any and all of Concessionaire's obligations specified herein. In addition to all other remedies, DAA shall have the right to take possession of said property without notice or demand and without legal proceedings in the event of Concessionaire's default under this Contract. DAA shall not be responsible for the deterioration or spoilage of any such property. DAA shall have the right to dispose of the security in a commercially-reasonable manner. Any sale proceeds shall be retained by DAA and applied to costs of repossession and/or foreclosure including attorney fees, storing and selling the property, and the unpaid rental due from Concessionaire for the entire Fair. Any excess proceeds shall be disbursed to Concessionaire.

**G. ATTORNEY FEES** - If any action is brought to enforce the terms of this Contract, the prevailing party shall be entitled to attorney fees from the losing party in an amount as may be adjudged reasonable by the court, including an appeal.

**H. VENUE** - Any action brought to enforce this Contract shall be filed in Sutter County, California.

**I. GOVERNING LAW** - This Contract shall be governed by and construed in accordance with California State Law.

**J. ASSIGNMENT** - DAA may sell, assign, or transfer any or all of its rights, benefits, privileges, obligations, or duties under this Contract without prior notification to Concessionaire. Concessionaire may not sell or sublet their assigned space under the terms of this agreement with DAA.

**K. DAMAGES** - Concessionaire agrees to return said premises and the area to which it has access in the same condition as the premises were before the use of the same was permitted. Ordinary wear and tear, damage by the elements, acts of nature or casualties beyond the control of the Concessionaire is an exception to this rule. The Concessionaire agrees to pay the costs of repair and replacement for any and all damages of whatever origin or nature, which may have occurred during the term of this agreement, by the Concessionaire for restoring the premises to a condition equal to that which existed at the time the participant took possession.

**L. UNAUTHORIZED PRODUCTS** - If a Concessionaire substitutes or adds any food items, prizes, giveaways, products, or services that have not been approved by Fair Management and/or deletes any such items approved by Fair Management, it is a material breach of the contract and DAA may terminate the contract immediately upon notice to Concessionaire of the violation. Items must be removed immediately. The Concessionaire may not be granted future contracts by DAA.

**The following statute will apply to all exhibitors at the Fair:**

**The demonstration and/or sale of the following products during the Fair are strictly prohibited: firearms, weapons, blow guns, blow gun darts, explosives, drug paraphernalia, the sale of any items that promote or glorify drug use, combustibles, laser pointers, spud (potato) guns, stink bombs and any other items which the DAA deems to be dangerous, obscene or highly offensive.**

**M. SUPPLIER OR SPONSOR PRODUCTS** - Space, products and signage is limited to the name of Concessionaire and the primary products as established on the contract. Suppliers or sponsor company products or names cannot be used without advance approval by DAA (example: Pepsi, Maytag, etc.)

**N. UNLAWFUL BUSINESS PRACTICES** - DAA will use every precaution to guard against unlawful business practices in any form. A violation of this rule will cause the forfeiture of all contract money paid, or expulsion from the grounds, or both, as DAA may direct.

**O. PAYMENT INFORMATION** –

- a) An initial payment of \$750 which is a guarantee vs. 22% of the gross receipts not including tax, whichever is greater is due immediately upon execution of agreement but no later than date stipulated on face of contract to reserve the concession booth space.
- b) Insurance fees must be paid by June 4<sup>th</sup>.
- c) Concessions not meeting items "a" and "b" will forfeit their space and it will be rented to a new concession. There will be NO EXCEPTIONS to this policy.
- d) All spaces come with standard electricity. Additional electrical cost is 15 to 50 amps \$50 and 60 amps and over \$125.
- e) The remaining contractual fees must be paid in full at the conclusion of the fair. Concession Fees paid with a credit card will be charged an additional 3.5% surcharge fee.
- f) Payment for space must be made payable to "Yuba-Sutter Fair" as stipulated in contract.
- g) Payment due for booth fees, insurance, etc. made after June 4<sup>th</sup>, will be accepted in the form of cash, cashier or bank check, money order, credit card (Visa, MasterCard or American Express) only. **No checks will be accepted after June 4<sup>th</sup>.**

**No Concessionaire shall distribute advertising matter, handbills, fliers, tokens or other material on the Fairgrounds except from an assigned booth or display space. The tacking or positioning of any advertisement, bill, sign, banner, or printed matter other than within the assigned space is strictly prohibited. No Concessionaire shall solicit or distribute such material in aisles or while roving the grounds. Anyone violating this rule is subject to removal from the grounds.**

#### 4. LIABILITY / INSURANCE

**A. LIABILITY INSURANCE** – When returning signed contract, all concessionaires must provide one of the following:

- 1) CSFA insurance number.
- 2) An acceptable Certificate of Insurance meeting all requirement of the State of California including, but not limited to, public liability coverage of not less than \$1,000,000 CSL, dates of inceptions and expiration, a 30-day cancellation clause and required additional insurers with the exact wording naming **"The State of California and the Yuba-Sutter Fair/13th District Agricultural Association as additional insured.** The acceptable wording is as follows; **"The State of California, the California Fair Services Authority, the Yuba-Sutter Fair/13th District Agricultural Association, their agents, directors, officers, servants and employees are made additional insured, but only insofar as the operations under this contract are concerned."**
- 3) \$145.00 for food vendors or \$120.00 for non-food vendors to purchase insurance through the California Fair Services Authority.

- 4) The Certificate of Insurance must be received by the fair office no later than June 4<sup>th</sup>.

## 5. EMERGENCIES AND SECURITY

- A. EMERGENCY OR INCIDENT-REPORTING PROCEDURES** – Yuba-Sutter Fair is confronted with various emergency situations and hazardous conditions during the annual event. Fair Security needs to be immediately informed of accidents and incidents that occur during the Fair. A report form in the Security Office must be filled out by a Concessionaire that observes any of the following: injury or accident to a person or property, verbal threats, violence, theft, fire, or hazardous condition of any kind. The Fairgrounds has an emergency and security network that can respond within minutes to any incident that may occur. Concessionaires should acquaint themselves with the location of fire extinguishers, first aid. Good judgment is essential in any emergency. Remember that all incident reports must be filed with the Fairgrounds Office.
- B. FIRST AID BOOTH** – The first aid booth is located in the Main Exhibit Hall Building.
- C. BUILDING AND GROUNDS SECURITY** – The 13th DAA assumes NO responsibility for material left in the booths. If you have anything in your display that could be carried away, it is suggested you take it with you when you leave each night. Security is onsite 24/7 throughout the week of fair.

## 6. VEHICLES/TRAFFIC PROCEDURES

1. **RV PARKING** - A limited number of RV spaces with electrical and water hookups are available. RV spaces are allocated on a first-come, first-serve basis and located in the Vendor RV Camping area only. The fee for RV parking is \$300 for the week of fair. 30 Amp or 50 Amp Electric and water hook-ups are available.
2. **VEHICLE PARKING** - Each concessionaire will receive no more than 8 complimentary parking passes to be used in the daily Vendor parking lot. Additional parking passes may be purchased at the Fair Office.
3. **SUPPLY TRAILER PARKING & DAILY UNLOADING-**
  1. **Concession Supply Trailer/Van Parking:** All concession supply trailers and/or storage vans must be parked in the designated Vendor Parking Area. Absolutely NO STORAGE TRAILERS and/or STORAGE VANS will be allowed to park in the fair patron parking lots.
  2. **Supply Vehicle Parking:** Supply trailer parking will be available on a limited first come first serve basis in the RV Camping area. Supply trailer parking permits can be purchased through the fair office. The cost is \$75. Parking permits are valid from Monday prior to fair thru Monday following the fair.
  3. **Supply Vehicle Daily Fair Entry Policy:** All vehicles must enter through Wilbur Gate beginning Thursday, June 22<sup>nd</sup>. The vehicles must be outside the gate by 10:00 am Thursday through Sunday of the fair. After that time no vehicles will be allowed to remain inside the gates. No vehicles will be admitted inside the gates after that time.
4. **SKATEBOARDS, ETC.** - No skateboards, roller skates, roller blades, bicycles, scooters, motorcycles or similar recreational vehicles are allowed on the grounds. Golf carts and other motorized transportation may be authorized by Fair Management with prior approval.

## 7. DELIVERIES & STORAGE

- A. DELIVERIES** - Management is not responsible for lost or stolen packages. All deliveries will be accepted at the DAA in the Main Office.

1. **PRE-FAIR** When shipping products to the Fairgrounds, it is Concessionaire's responsibility to instruct the cartage company to hold delivery until specific dates.
2. **DURING FAIR** - All deliveries on grounds must be prior to 10:00 a.m. daily.
3. **C.O.D. FREIGHT** - Concessionaires receiving C.O.D. packages must make arrangement with Administration office prior to delivery if they are unable to be present. DAA is not responsible for payment or collection from Concessionaire in regards to packages.

**B. STORAGE AFTER FAIR** - Storage of materials is generally not available on the Fairgrounds after the Fair. If Fair Management determines that space will be made available for this purpose, an interim storage agreement must be signed and an appropriate fee paid.

## 8. BOOTH LIMITATIONS

The booth is to be used solely by the Concessionaire and no portion shall be sublet or assigned without prior written permission by DAA. Concessionaire recognizes that it is a tenant of the booth and thus should not enter into a lease with the DAA for subsequent Fairs, Concessionaire shall not assign or in any way transfer the booth, but rather acknowledges that any other booth tenant must negotiate directly with DAA.

## 9. CONCESSION SPACE SET-UP AND RESTOCKING

**A. SET UP** - Prior to Fair, Concessionaire may commence set-up of concession as outlined below. For days and times to begin earlier set-up or repair, permission from Fair Management is required. Remember, all electrical work must be approved by the Yuba-Sutter Fair Management.

1. Pressure washing/steam cleaning of Food Court booths must be completed by Monday prior to fair.
2. Set-up is available from 9:00 am Monday, June 20<sup>th</sup> through 8:00 am Thursday, June 23<sup>rd</sup>.

**B. SET UP COMPLETION** - Set up must be completed no later than 8:00 am on Thursday, June 23<sup>rd</sup>. If a Concessionaire is not completed and open for business by Noon on Thursday, the Concessionaire will be in breach of the contract and may be subject to immediate cancellation of all rights and forfeiture of all monies paid, at the sole discretion of the Fair Management. Fair Management will not, under any circumstances, permit a Concessionaire to work on the installation of their concession during the hours the Fair is open to the public.

**C. EXPENSES AND SET UP** - Concessionaires are responsible for all their own expenses incurred in connection with decoration, equipment, or occupancy of the assigned space, with the exception of electrical power provided with the booth or as stated in the contract.

Any work performed or demonstration of products that produce dust or spraying of materials must be shielded behind a heavy plastic or glass enclosure to prevent dust or other materials from being distributed on other concessions or persons.

**D. LAST DAY OF FAIR RELEASE** - All concession materials must remain in place the entire length of the Fair. NO CONCESSIONAIRE IS PERMITTED TO REMOVE THEIR DISPLAY PRIOR TO 10 pm ON SUNDAY, June 26<sup>th</sup>. **Concessionaires will be allowed to remove items from their allotted space(s) after all pedestrian traffic is reduced to a safe number.** Concession and all concession materials must be removed by 5:00 p.m. on Monday, June 27<sup>th</sup>. Concessionaires must remove all cooking oils and grease by Monday, June 27<sup>th</sup>.

## 10. CONCESSION HOURS OF OPERATION

**A. PUBLIC HOURS - ALL CONCESSIONS** - Following are the required hours of operation during which booth spaces must be manned and open to the public.

Thursday, June 23 <sup>rd</sup> – Saturday, June 25 <sup>th</sup>	Noon to 11:00 pm (may go later if guest needs dictate)
Sunday, June 26 <sup>th</sup>	Noon to 10:00 pm (may go later if guest needs dictate)

## 11. STAFFING

### **A. GATE ADMISSION/PARKING FEES:**

1. DAA will provide to Food Vendors, at no charge, each concessionaire will receive no more than 16 daily admission passes and 8 daily parking passes to be used in the Vendor parking lot. Additional admission and parking passes may be purchased at the Fair Office by Wednesday, June 23<sup>rd</sup> at 5 pm.
2. Any attempt on the part of the Concessionaire to sell, exchange, barter or gift any privilege of admission or parking passes issued by the DAA will be sufficient cause for cancellation of the contract and removal from the property. All passes allotted are specifically for the use of Concessionaire staff only.
3. Concessionaire passes are only available at the Administration Office and will NOT be mailed unless requested.
4. Purchase of additional parking passes after June 4<sup>th</sup> will not be accepted by check. After June 4<sup>th</sup>, payments will only be accepted in the form of cash, cashier or bank check, money order or approved credit card VISA, Discover or MasterCard.

**B. STAFFING YOUR BOOTH** - During the official open hours of each day of the Fair, all concessions must be open to the public and supervised by a competent attendant. No one is allowed to stay overnight in a booth. If any Concessionaire fails or refuses to abide by these rules, DAA reserves the right to terminate the contract and to take possession of the concession. In the event of a breach of contract, DAA will not return advance payments to the Concessionaire and may seek other remedies.

In addition to the other actions described above, Concessionaires who do not follow these staffing guidelines may not be invited to participate in next year's Fair.

**\* LOST OR STOLEN PASSES WILL NOT BE REPLACED UNDER ANY CIRCUMSTANCES \***

**C. WILL-CALL PROCEDURES** - The Administration Office will not allow Concessionaires to leave "will call" passes.

## 12. BOOTH OPERATION REQUIREMENTS

DAA reserves the right to restrict or remove Concessionaire and concession from the Fairgrounds without refund if any representations made by Concessionaire in this manual and agreement are false or if Concessionaires exhibit is deemed, by DAA, unsuitable or objectionable. This restriction applies to, but is not limited to, noise (i.e.: public address systems), objectionable conduct, distribution and/or display of offensive matter.

**A. REFUNDS AND SALES AGREEMENTS** - Concessionaire must post its policy regarding refunds on merchandise within the assigned booth space so that it is visible to patrons. Additional refund information, which may include a telephone number and address for patrons to contact must be available upon request.

**B. SOUND DEVICES** - No sound device (record players, tape recorders, etc.) shall be allowed unless they are an integral part of the items on sale or display. Concessionaires desiring to use public address systems or other sound making devices must obtain advance written approval by Fair Management. Approval may be revoked at any time if the noise level is objectionable in the judgment of Fair Management.

Volume of any sound device or vocal pitch sales must not interfere with the activities and sales of other Concessionaires. The calling of people from the aisles or from other booths is strictly prohibited.



**C. GIVEAWAYS** - Giveaways and giveaway items (pens, key chains, pencils, etc.) must be approved in advance by Fair Management. Balloons are not allowed.

### 13. ADVERTISING MATERIALS AND SIGNS

The aisles, passageways and overhead space remain under the control of the DAA and no signs, decorations, banners, advertising or exhibits will be permitted in those areas, except upon prior written permission of DAA.

Signs may not extend into the aisles, and must be confined to the booth area. Distribution of brochures or promotional materials may be handed out from the assigned space only.

**A. HANDMADE SIGNS** - All concession signs must be of professional quality as determined by Fair Management.

**B. PRICE SIGNS** - Price signs must be legible and visible to all Fairgoers. Food concessionaires are required to submit a list of menu items 120 days in advance of the Fair for the Fair Management approval. The menu should include prices to be charged for each item. The Fair will notify each concessionaire of the menu items which have been approved for sale.

If you wish to make changes to the menus or prices after the Fair has sent approval, you must submit the request in writing identifying the reasons for the change for Fair Management approval. Food concessionaires' price signs must include ALL items on menu. Posted concessionaires prices must include sales tax. No adding of sales tax to the posted price is allowed.

### 14. CASH REGISTERS

**This section is directed at all individuals who are in sole or part paying the DAA on a percentage basis.**

Material covered in this section is subject to change.

**A. CASH REGISTER SPECIFICATIONS** - All cash registers must be inspected and certified by the Concessions Auditor prior to the first sale. Percentage based Vendors are **REQUIRED** to use cash registers that meet the following specifications:

1. Registers must have non-adjustable grand total.
2. Registers must have the non-re-settable "Z" counter.
3. Registers must have the ability to take daily "X" readings that will not alter the running "Z" totals.
4. Registers must have detail journal tape at all times.
5. Registers must have two-way displays and both the register and display must be placed in plain view of the customers at all times. Fair Management or auditors reserves the right to request change of cash register location.
6. Registers shall print the date and time of each transaction and have consecutive transaction numbers on the detail tape and be accurately set.
7. Registers must have battery back-up with memory and surge protection in operation.
8. All non-sales must have a written explanation noted on register tape.
9. Yuba-Sutter Fair auditors shall approve all register systems prior to use.

**Recommended, but not required:**

10. Preset key/plu's
11. Waterproof keyboard layouts
12. Department keys
13. Cashier identification
14. Compulsory closed door mechanism
15. High amount lockout
16. Customer change computation
17. Error correction and refund/void keys should be separate on both keyboard and financial report

Concessionaires are **NOT** permitted to work from an open cash drawer, money apron, or cash box.

**Each item sold must be rung in the cash register.**

Concessionaires are required to keep an operating manual for each cash register in the booth in which that cash register is being used and available to the DAA Concessions Auditor at all times during the run of the Fair. All cash registers must have an identifying number (the serial number will be used for this purpose).

Each Concessionaire is required to have an ample supply of cash register supplies on hand at all times.

**B. OVER RINGS** - Do not deduct over ring from cash register. Circle, date and initial the over ring on the tape. All over ring amounts must be recorded on the over ring form. Over ring forms must have location, date, register number and managers approval marked on slip to be acceptable. Over ring slips will not be accepted unless they are attached to the journal or detail tape showing the same information. DAA will not honor any over ring that is not circled on the tape, initialed by the supervisor and reported on the appropriate forms.

**C. REGISTER RENTAL/REPAIR** - All cash registers must be in good working order. Concessionaires will be responsible to select and contract whatever company they wish for cash register rentals, repairs and for providing the necessary gate and parking passes. Before using a replacement register, you must notify the Concessions Auditor and have the replacement register approved by the Concessions Auditor. Any register leaving the Fairgrounds to have maintenance work done that could alter totals, must be checked out by the Concessions Auditor.

**E. CASH REGISTER TAPES** - The DAA has the right to keep any and all tapes.

#### **E. DAILY REPORTING**

1. DAA will provide reporting forms. Forms will be available in the Concession Auditors Office.
2. Each booth has received a complete Commercial & Food Concessions Manual.
3. Concessionaires must turn in the original daily reporting form along with your daily cash register tapes. The daily reports and tapes from all registers and over ring forms are to be turned into the Fair Concessions Office the following day by 10:00 am.
4. All Concessionaires shall make their final payment no later than 12:00 pm on Monday, June 28<sup>th</sup>. DAA reserves the right to require the final payment to be either cashiers check or money order. Concessionaires are encouraged to schedule appointments with the Concessions Auditor.

## **15. FOOD VENDOR VIOLATION NOTICES**

Yuba-Sutter Fair Management will use "Violation Notices" to inform food concessionaires of occurrences that are not in accordance with the Rules and Regulations established in the Concessions Manual issued to all Concessionaires.

It is Fair Management's philosophy that the use of written notification given to the offending concessionaire in a timely manner offers the following benefits:

- Provides the concessionaire the opportunity to take corrective measures.
- Defines the offense in exact terms instead of the vagueness that sometimes accompanies verbal descriptions.
- Provides the opportunity for verbal dialogue with management regarding reasonable corrections.
- Enhances the long-term relationship between Fair management and the concessionaire.

Violations are divided into three "levels" depending on the seriousness/repetitiveness of the particular offense. While it is virtually impossible to anticipate and list all potential infractions, an effort is made here to cite examples of the various levels in order to provide an understanding of the concept for the concessionaire. Severe violations may cause finding of Level III or termination of contract.

#### **LEVEL I**

Examples of infractions that may cause an issuance of a Level I Violation Notice include:

- Failure to turn in daily report forms to the Concessions Office by the time requested.
- Failure to follow the outlined procedure for reporting cash register over rings.
- Improper position of cash register.

- Improper cash register.

### **LEVEL II**

Examples of infractions that may cause an issuance of a Level II Violation Notice include:

- Repeated Level I violation.
- Use of a cash register without having it registered with the Concessions Audit Supervisor.
- Relocation of a cash register without prior notification to the Concessions Audit Supervisor (Multiple locations).
- Loss of data in the cash register due to actions of the concessionaire (i.e. failing to have adequate battery back-up to safeguard against AC power loss).
- Improper conduct of concessionaire's staff.

### **LEVEL III**

Examples of infractions that may cause an issuance of a Level III Violation Notice include:

- Repeated Level II violation.
- Failure to enter sales accurately into cash register.

**NOTE:** It is important to note, as stated previously, that the above examples are given to assist concessionaires in understanding Fair management's philosophy and views of the types of offenses that create the issuance of a Violation Notice. In no instance are the examples listed above to be interpreted as the complete list, nor are they intended to be rigid in their enforcement. It is Management's opinion that, due to the many variables and contributing factors, each instance must be decided independently based on the facts available.

## 16. HEALTH DISTRICT REQUIREMENTS

Fair Management requires all Concessionaires that are handling food in any manner contact the Sutter County Environmental Health Department for all rules and regulations. The Sutter County Environmental Health Department inspects all concessions on site and will permit you at that time and not before. For any other questions concerning food handler's requirements contact the Sutter County Environmental Health Department.

**Sutter County Environmental Health Department - (530) 822-7400**  
<http://www.suttercounty.org/oc/government/depts/ds/ehs>

Listed below are key items that all Concessionaires must be aware of and in no way should be construed as the complete listing of all Health District rules and regulations.

### **A. REQUIREMENTS TO OPERATE A TEMPORARY FOOD SERVICE FACILITY -**

1. Liquid waste must not be dumped into streets, storm drains, or onto the ground. Use containers to collect the dirty water and discard in a sanitary manner (such as specially marked sewer drain areas or mop sinks). (Not in flower beds or grass!).
2. Water supply - any hose that is used for drinking or cooking water must be of NSF or food grade plastic.

Fair Management has requested the Health Department's strict application and enforcement of these rules and other health regulations in order to avoid incidents involving food hazards. Cooperation by Concessionaires is greatly appreciated and required.

## 17. MISCELLANEOUS

**A. ANIMALS** - No dogs or other pets are allowed on the Fairgrounds except those pre-entered into exhibit competitions or service animals (example: dogs that assist the blind or hearing-impaired).

**B. ALCOHOLIC BEVERAGES / ILLEGAL SUBSTANCES** - Concessionaire, its employees, agents and guests shall not consume any alcoholic beverages nor use illegal substances at the Facility (including the parking lot). Violation of this section will be grounds for immediate termination of this Agreement (including forfeiture of all rental paid and owing). Additionally, those persons violating this policy will be asked to immediately leave the Fairgrounds.

**C. PHOTOS/VIDEO TAPING** - DAA reserves the right to photograph and video tape any concession and products while vendor is participating at the Yuba-Sutter Fair. All such photographic and video material shall become the sole ownership and contain all rights to use of The Yuba-Sutter Fair and Concessionaire hereby waives any rights of use, royalty, or other intellectual property rights related to the media or its future use by the DAA.

**D. SMOKING POLICY** - Yuba-Sutter Fair is a smoke free zone, but we do have designated smoking areas on the fairgrounds.

**E. ADDRESS AND TELEPHONE NUMBER CHANGES** - Concessionaires must immediately notify DAA of any address or telephone number changes. Fair Management will not be responsible for loss of any correspondence or contracts due to non-notification.

**F. RETURNED CHECKS** - A \$50.00 fee will be charged on all checks returned by the Bank. Concessionaire shall then be required to pay all fees and applicable charges in cash or cashier's check. Any Concessionaire whose check is returned risks cancellation of contract.

**G. TIP JARS/DONATIONS** - There will be **NO** placing of "tip" jars on any stand or the soliciting of "tips" anywhere on the grounds. Soliciting donations is prohibited on the Fairgrounds.

**H. EMPLOYEE DISCOUNTS** - Concessionaires are not expected to offer nor are they obligated to extend free or discounted merchandise or food to employees and directors of the Yuba-Sutter Fair. Concessionaires are encouraged to notify the Fair Management if they are approached by anyone asking for free or discounted merchandise or food.

**I. RELEASE / DISCLOSURE** - Concessionaire irrevocably consents to and authorizes DAA the use by DAA, anyone authorized by DAA of my name, likeness, voice, picture, video, business address, business telephone and electronic address for any business purpose. DAA does not release this information for profit or sale. We further disclose that all requests for vendor information are screened by DAA staff for accuracy and privacy purposes.

**J. LOCAL SALES TAX RATE** - The sales tax rate for transactions at the Yuba-Sutter Fair is 7.25%.

**K. CALIFORNIA STATE DEPARTMENT OF REVENUE** - All concessionaires must possess a valid Seller's Permit. Concessionaires are required to provide their Seller's Permit number to the DAA. Temporary permits may be applied for. Contact the California state Board of Equalization for information and forms at <http://www.boe.ca.gov> or by calling 800-400-7115

**L. CONFLICT OF INTEREST** - Concessionaire certifies that no employees or officials of Siskiyou County, DAA have any known interest, financial or otherwise in the Concession.

**M. EQUAL OPPORTUNITY** - No person shall, on the grounds of race, color, religion, sex, disability, national origin, age, sexual orientation, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this Contract.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified disabled individual shall be discriminated against in admission or access to any program or activity.

Concessionaire agrees to provide equal opportunity in the administration of the contract and its subcontracts or other agreements.

**N. ALTERATIONS TO CONTRACT** - No alterations of conditions of the terms of the Contract shall be valid unless made in writing and signed by the parties hereto and no oral understanding or agreements not incorporated herein and no alteration or variation of the terms hereof, unless made in writing and signed by the parties hereto, shall be binding upon any of the parties.

**O. SEVERABILITY** – If any provision of this Contract is declared void or unenforceable, such provision will be deemed severed from this Contract, which shall otherwise remain in full force and effect, provided that this Contract must be construed to give effect to the Parties' intent.

**P. CAPTIONS** – Captions and paragraph heading used herein are for convenience only and are not a part of this Contract and do not limit or alter any provisions hereof and are not relevant in construing this Contract.

**Q. RECOMMENDED STANDARDIZED MINIMUM DRINK SIZES AND PRICES**

Recommended Minimum Standardized Soda Drink Prices as follows:

- a) 16 oz. = \$3.00
- b) 24 oz. = \$3.50
- c) 32 oz. = \$4.00

Recommended Minimum Standardized Water Prices as follows:

- a) Bottled Water (12oz. to 16.9 oz.) = \$2.00

**R. 2021 FAIR PROMOTIONS:** You are welcome to participate in the 2021 Daily Fair Promotions at your discretion. If you do choose to include a special promotion that is directly correlated to the fair's daily promotion please provide the special promotion information to the fair 30 days prior to opening day, so that the fair can include the special promotions in our fair-time advertising.

**Thursday, June 23<sup>rd</sup>**

**Thrifty Thursday**

The Fair will kickoff with an opening day special, Thrifty Thursday offering \$5 admission to everyone 6 years and older! Children 5 and younger are FREE everyday!

**Friday, June 24<sup>th</sup>**

**Kids Day**

FREE Admission for all children ages 6 to 11 ALL day! Children 5 and younger are FREE everyday!

**Saturday, June 25<sup>th</sup>**

**Military Appreciation Day**

For a day revolved around immense appreciation, we invite active duty, reserve and veterans from all branches of the military to enjoy FREE Fair admission. The whole day is focused on paying gratitude and celebrating the individuals and organizations that keep our country safe. For free admission, veterans or military personnel must present valid military ID or proof of service at the Fair Entry Gate. Free admission is expanded to include Active Duty Spouses and Dependents. (must show valid military ID).

**Seniors Day**

Free Admission all day for Seniors, ages 60+.

**Sunday, June 26<sup>th</sup>**

**Family Day**

Family Day will offer numerous exhibits and entertainment acts that reflects the diverse ethnicities in our Yuba-Sutter community! Enjoy a day out with the family and celebrate "American Flair at our County Fair" while enjoying music, dancing, exhibits and local talent!

**First Responders Appreciation Day**

A special thank you for their hard work and bravery, active members of law enforcement, firefighters and first responder units can enjoy free Fair admission on Sunday.

All fairgoers can enjoy a day of fun celebrating first responders complete with special exhibits, interactive activities, one-day-only entertainment and much more. For free admission, active first responders must present ID at the Fair Entry Gate, showing first responder status. Offer does not include admission for family members, dependents, or Administration personnel of first responders.

We value the services and contributions that you provide as a member of our YS Fair team! We look forward to having you as a vendor at this year's fair! We hope that this quick reference guide will provide beneficial information about the fair, services available by our staff and nearby local resources that you may need while you are away from home. Let us know how we can be of any further assistance!

#### **FAIRGROUND RESOURCES:**

**Ice Service:** Ice available daily onsite

**Maintenance Assistance:** Tood Peters & Randy Garrick

**EMT Service:** Bi-County Ambulance, (530) 674-2780 Onsite First Aid located in Main Exhibit Building

**RV Dump Station:** Available upon leaving fairgrounds

**Propane Service:** Available each morning onsite Brown's Gas, (530) 743-3976

**Concessionaire Manager:** Robin Hauck

**Fair CEO:** Dave Dillabo, (541) 281-9240 (Mobile)

#### **FAIR OFFICE RESOURCES:**

Basic Office Supplies Postal Stamps

Shipping & Receiving Lost & Found

#### **LOCAL SERVICES**

**Beauty Salon:** SuperCuts, 402 Colusa Ave #C, Yuba City (530) 671-9114

**Barber Shop:** Yuba City Barber Shop, 1224 Bridge Street, Yuba City (530) 434-6457

**Dental:** Munger Family Dentistry, 1215 Plumas Street, Yuba City (530) 671-2350

**General Pet & Tool Supplies:** Grange Co-Op, 1262 Stabler Lane, Yuba City (530) 777-3551

**Gym:** Planet Fitness, 905C Colusa Ave, Yuba City (530) 645-3790

**Grocery/Food Supplies:** Cash & Carry, 717 Colusa Ave, Yuba City (530) 751-7125

**Laundry Mat:** Fairgrounds Laundromat, 118 Garden Hwy, Yuba City (530) 674-3556

**Cleaners:** Butler Bros, 778 Plumas Street, Yuba City (530) 673-9056

**Hardware Store:** Harbor Freight Tools, 729 Colusa Ave #B, Yuba City (530) 673-1961

**Mechanic:** Slack's Automotive Repair, 236 Garden Hwy, Yuba City (530) 674-8987

**Tire Service:** Les Schwab Tires, 1481 Bridge Street, Yuba City (530) 671-4310

**RV Parts/Repair:** ET Quality RV, 2021 Live Oak Blvd, Yuba City (530) 755-4036

**Staffing Needs:** Express Employment Professionals, 870 W Onstott Frontage Rd, Yuba City (530) 671-9202

**Urgent Care:** Sutter North Urgent Care, 444 Plumas Street, Yuba City (530) 749-3420

**Medical Center:** Adventist Health and Rideout, 726 4th Street, Marysville (530) 749-4300

**Veterinarian:** Northpointe Veterinary Hospital, 880 W Onstott Frontage Rd, Yuba City (530) 674-8670

#### **FAST FOOD RESTAURANTS**

**Dunkin Donuts:** 1040 Colusa Hwy, Yuba City, (530) 671-2008

**Panda Express:** 1260 Bridge Street, Yuba City (530) 300-9976

**The Habit Burger Grill:** 1270 Bridge Street, Yuba City (530) 443-9805

**Dickey's Barbecue Pit:** 871 Gray Ave, Yuba City (530) 491-0101

**Subway:** 601 Plumas Street, Yuba City (530) 763-5401

**Costa Vida:** 1074 Harter Pkwy Suite 101-B, Yuba City (530) 673-9283

#### **PIZZA**

**Sylvio's Pizzeria and Deli:** 1747 Live Oak Blvd, Yuba City (530) 430-7499

**Rico's Pizza:** 1415 Garden Hwy, Yuba City (530) 821-0188

**Papa John's Pizza:** 1592 Franklin Rd, Yuba City (530) 777-3925

**Straw Hat Pizza:** 540 Bogue Rd W-2, Yuba City (530) 671-5150

#### **RESTAURANTS**

**El Zarape:** 1005 Stafford Way, Yuba City (530) 755-2888

**Dancing Tomato Caffé:** 990 N Walton Ave, Yuba City (530) 790-0300

**Casa Lupe:** 655 W Onstott Frontage Rd, Yuba City (530) 673-2190

**The Ranch House:** 111 S George Washington Blvd, Yuba City (530) 923-2272

**Cool Hand Lukes:** 1669 Colusa Hwy, Yuba City (530) 822-9900

**Kenzo Sushi:** 1655 Colusa Hwy #300, Yuba City (530) 790-6877

**Sushi Ichiban:** 1560 Butte House Rd, Yuba City (530) 751-7478

**Sutter Buttes Brewing:** 421 Center St, Yuba City (530) 790-7999

## 19. CALIFORNIA STATE FIRE MARSHAL REQUIREMENTS

**All Concession Booths must be in compliance with the California State Fire Marshal requirements set forth in the Special Events held on DAA Fairgrounds trifold brochure that is included in the Concession Vendor Manual. Any booth not in compliance, will not be allowed to operate at the Yuba-Sutter Fair.**

**THIS FORM MUST BE COMPLETED AND POSTED IN EACH BOOTH, BARN, EXHIBIT HALLS PRIOR TO EVENT**

**BOOTH CONSTRUCTION/LOCATION:**

- Minimum of 20 feet from any permanent structure.
- All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
- Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.

**ELECTRICAL:**

- Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type.
- Electrical equipment and installation shall be inspected and approved by a qualified person.

**LIVESTOCK/BARN AREAS:**

- No space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances.
- No storage of flammable or combustible liquids or machines.
- Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
- The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
- No parking of any vehicles in any barn or livestock areas.

**RV PARKING:**

- The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
- A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
- All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.

**FOOD SERVICES AREAS:**

- No use or storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents.
- All cylinders must be secured to prevent tipping or falling over.
- Cooking booths must be separated from non-cooking booths by 10 feet.
- All Automatic Fire Extinguishing Systems (Hood System) have been serviced within the last six months.
- Fire Extinguishers:**
- Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
- Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
- All portable fire extinguishers have been serviced by a SFM licensed company annually with a service tag attached.

- The fire extinguisher must be mounted or secured so that it will not fall over.
- All fire extinguishers must be visible and accessible.
- Deep Fat Fry/Flambé Cooking:**
- Deep fat frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed.
- Wood Barbecue Cooking:**
- No wood barbecue cooking inside of booths.
- Only wood barbecue cooking shall be performed in areas away from public access.
- No fuel wood shall be stored inside of booths.
- Metal containers shall be provided for hot coal and ashes.
- Charcoal Barbecue Cooking:**
- No charcoal barbecue cooking inside of booths or tents.
- Only commercially sold charcoal fuel may be used.
- Charcoal cooking shall be performed only in areas away from public access
- Charcoal cooking shall be located a minimum of 15 feet from any booth
- Charcoal cooking is at least 20 feet from any permanent structure.

**EXHIBIT HALLS**

- No open flame.
- Exiting**
- Illuminated exit sign.
- No blocking or obstruction of exit.
- Doors shall not be locked or chained.
- Aisle width shall be maintained according to approved site plan.
- Fire equipment**
- No blocking of fire hydrants.
- No blocking of fire extinguishers.
- No blocking of standpipe and fire hose cabinets.
- No blocking of fire sprinkler systems.
- No blocking of manual fire alarm pull stations.
- No blocking of fire alarm audible/visual devices such as horns or sirens.
- No blocking of first aide equipment.
- Vehicle Static Display**
- Battery terminals disconnected.
- Fuel tank shall be no more than 1/4 filled.
- Locked or taped gas cap.
- Decorative Materials**
- Shall be inherently flame resistive or treated.

**I have reviewed and verified this check list that all applicable items listed above are in compliance:**

Signature \_\_\_\_\_

**Host Vendor Exhibitor**

Title (Circle one)

Date \_\_\_\_\_

**State of California**

**OFFICE OF THE  
STATE FIRE  
MARSHAL**



**FIRE & LIFE SAFETY  
DIVISION**

**Special Events and/or  
DAA Fairs**

**Sacramento Headquarters**  
2251 Harvard, Suite 130, Sacramento, CA  
95814  
(916) 568-2957

**Monrovia Regional Office**  
602 E. Huntington Drive, Suite A  
Monrovia, CA 91016  
(626) 305-1908  
(626) 305-5173 Fax

**Web Site:** <http://osfm.fire.ca.gov>



## GENERAL:

Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the fairgrounds. This list is not meant to cover all possible situations and the Promoter or Fair is responsible for adhering to all applicable regulations.

1. Plans identifying the configuration of exhibit spaces shall be submitted to the SFM for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles, and shall show exhibits both inside and outside of any building. Where sealing is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. SFM may enter any portion of any exhibit space/booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
  - a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.
  - b. The battery or batteries shall be disconnected and the battery terminals taped with electrical tape.
  - c. Vehicles shall be inspected by SFM.
6. No open flame is allowed in any Fair Building.
7. Bark dust or like material shall be kept moist at all times.
8. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
9. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.
10. A housekeeping program shall be maintained and adequate non-combustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

## BOOTH CONSTRUCTION/LOCATION:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the SFM.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
  - a. Inherently fire resistive and labeled as such; or
  - b. Treated by a SFM licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (empty can and dated sales receipt may serve as proof).
3. Exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

## FIRE SAFETY TIPS:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.

4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

## ELECTRICAL:

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length. This shall be temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person or concern acceptable to the SFM.

## LIVESTOCK/BARN AREAS:

1. Heat production appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes, shall not be permitted in the barn or livestock areas. Electrical devices in good repair and properly maintained and used in direct connection with the care of animals may be exempt from the above.
2. Smoking shall not be permitted within the barn, stable, or livestock areas, or in exhibits using sawdust, hay or like materials on the floor.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock areas.
4. Fire hoses, fire extinguishers or other fire equipment shall only be used in case of an emergency. These devices shall not be blocked or obstructed at any time.
5. The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
6. No vehicles shall be parked in any barn or livestock areas.

**RV PARKING:** Fire and life safety requirements shall apply to the use or parking of recreational vehicles on undeveloped sites on the fairgrounds.

1. Plans identifying the configuration of the site shall be submitted to SFM for review and approval at least 30 days prior to site development.
2. The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
3. A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
4. All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.
5. Painted lines, fences, posts, ropes, etc. shall be used to designate roadways from vehicle parking areas.

**FOOD SERVICES AREAS:** Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by SFM. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Item #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by SFM. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Item #1). All cylinders must be secured to prevent tipping or falling over.

3. Commercial cooking may be allowed only in approved locations with approved equipment. SFM Approval is required prior to use.
4. Cooking booths must be separated from non-cooking booths by 10 feet.

5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and possess an Automatic Systems License, or possess a C-16 license issued by the California State Contractors Licensing Board.

## **Fire Extinguishers:**

1. Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

Deep fat or flambé type cooking operations may require additional and/or larger units, as per the SFM. Fire extinguishers shall conform to the following:

- a. The fire extinguisher must be mounted or secured so that it will not fall over.
- b. It must be visible and accessible and away from cooking area.

**Deep Fat Fry/flambé Cooking:** Deep fat frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.

## **Wood Barbecue Cooking:**

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the SFM.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

## **Charcoal Barbecue Cooking:**

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.