

2024 Warren County Fair CONCESSIONS GUIDELINES

Thank you for choosing to be a concessionaire at the Warren County Fair. Please review and adhere to the following guidelines. These guidelines are provided for a successful operation of your business at the Warren County Fair. It is important that all persons responsible for business being conducted in your rented space be aware of these guidelines, 2024 Fair rules and ODA Regulations.

DEADLINE: Contract & deposit due June 15, 2024

FINAL PAYMENT OF BALANCE DUE THURSDAY OF FAIR, JULY 15, 2024.

FAIR ADMISSION:

- a. Everyone must have a ticket to enter the Fair or pay admission at the Gate. (\$12 Mon.-Thurs., \$15 Fri.-Sat.)
- b. A season or membership ticket admits one adult and one vehicle during the week of Fair.
- c. A season or membership ticket is \$35.00.
- d. Each concession contract includes **2 season tickets**.
- e. No replacement tickets are issued!

BOOTH SET UP and FAIR HOURS

- a. Each concession must be in place by 7:00 PM on Sunday, July 14, 2024. Concessions may arrive after 12 noon Saturday, July 13, or Sunday, July 14, from 9 AM – 5 PM.
- b. Each concessionaire must check in with the designated Fair director at the Senior Fair Office, (located in the Event Center) prior to setting up. You must pick up passes and all necessary permits (parking, RV/camper, stock trailer and golf carts) and tickets. Under no circumstances will a concessionaire be allowed to set up without first checking in and completing all contractual obligations, i.e., payments, certificates of insurance, etc.
- c. Any space that is not set up by 7 PM Sunday will be considered vacant and available to rent to another vendor.
- d. The Fair opens at 8 AM Monday, July 15, 2024.
- e. **Concessions are expected to be open 10 AM – 11 PM.**
Only exception: **Breakfast concessions 7 AM – 10 AM.**
- f. Concessions must remain in place until 11 PM, Sat., July 20, 2024.

GENERAL GUIDELINES:

1. All concessionaires are expected to fulfill all obligations of local, state and federal laws.
 - a. Ohio Health Department requires all food concessions to have a food permit.
 - b. A mobile food license can be obtained from your county health department. Warren County Combined Health District: application: <https://warrenchd.com/wp-content/uploads/2019/04/Temporary-Food-Service-Application-and-Guidelines-032019.pdf>
 - c. The county health inspector will be on the Fairgrounds on Monday to inspect and confirm your health permit. Permits must be posted. Health inspectors have final approval of all food booths/trailers.
2. Proof of liability insurance in the amount of \$1,000,000 is required, with Warren County Agricultural Society and Warren County Fair named as additional insured.

Each concession assumes all liability for any claims of damage arising out of their activities at the Warren County Fair. The Society, its directors, officers, employees and the Board of Warren County Commissioners will be held harmless in any and all claims for damage arising from the heretofore mentioned activities.

3. No concession shall be operated in a manner which presents a safety hazard or nuisance to the patrons or the general public. If management deems it unsafe, unsuitable or objectionable, the Concession operations may be suspended or removed from the Grounds.
4. Professional quality trailers, tents, stands and signage will be furnished by the concession contracting the space, unless otherwise negotiated. No unprofessional handmade signs are permitted.
5. All concessionaires and their employees are expected to conduct themselves in a professional manner and will refrain from disparaging comments, unruly conduct, refusal to follow rules and use of foul language. Such behavior will result in expulsion from the Fair and concessionaires may not be invited to return to future Fairs.
6. Each concession must have an area of two (2) feet from the walkways clear of stakes, poles, signs or other hazardous items and must adhere to guidelines recognized by OFMA/GOSA regarding safety/fire regulations.
7. Each concession must confine their activity to the space assigned.
8. Each concession must have a clearly defined perimeter (fence, counter, etc.) for safety of the operators and patrons.
9. Only items listed on the contract may be offered for sale.
10. No campers or sleeping quarters are permitted in or behind any concession spaces. Campers must park in designated camp area.
11. NO VEHICLES are allowed to drive on the Midway during Fair hours for the safety of all Fairgoers and vendors. Carts can be used and deliveries made prior to 9 AM daily.
12. Base electrical service will be available during set up days. Concessionaires who have requested additional service (220 volt, dedicated circuits, power for stock trucks, etc.) will be required to wait for the licensed electrician to connect them. Service will be provided on a first come/first served basis. All wiring must confirm to code.

We encourage all concessionaires to add flowers, landscaping, and decorations to their space to improve our Fairgoers' experience and their length of stay at the Fair. Concessions which look good are good for business – yours and ours.

**PLEASE SIGN YOUR INITIALS AND DATE AFTER READING
THE GUIDELINES ABOVE**

INITIALS: _____ DATE: _____