



LORAIN COUNTY FAIR

23000 Fairgrounds Road, Wellington, OH 44090

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ON THE WEB:

loraincountyfair.com

2018 Concession/Vendor Information Sheet

Fair Dates: August 20 – 26

If you wish to guarantee your space, you must:

1. Sign and return the **yellow contract** as soon as possible (the blue copy is for your records), *even if you have already made a deposit*. **March 15 is the deadline to guarantee space for returning vendors; new vendors have fifteen days to commit to their contract. The contract is void if not committed to by the date at the bottom of the contract.** Any contracts/deposits received after March 15 will be reassigned if that space is no longer available. Complete the reverse side of the yellow contract if your tent/trailer requires electrical hook-up over 120v/20 amp or if you need special tent placement. Existing Vendors: *If you are not planning on returning, please call or send an email so that we can fill your space immediately.*
2. **A minimum \$100 non-refundable deposit per space is due** with the signed contract. A deposit must be sent (if not already paid) to guarantee space. By sending a deposit, you agree to the terms and conditions on the contract and this sheet. **The balance of the privilege fees MUST be paid no later than JULY 18 OR A \$50 LATE FEE WILL BE ASSESSED AND THERE IS NO GUARANTEE YOUR SPACE WILL BE HELD** (except for food concessions who have previously made arrangements to pay during fair week). Any orders for tents will not be placed if not paid for in full by July 18.
3. **No part of this contract may be sub-leased or transferred.** No item may be added to be sold or promoted.
4. **Every entity needs insurance.** Be sure your insurance company sends us an updated certificate of liability to include fair week.

****THIS IS THE ONLY MAILING YOU WILL RECEIVE!**** Once you have a contract, you need to know:

- **CONTRACT:** The contract is for space only – you must provide your own table and chairs. The only items you are permitted to sell or exhibit are those listed on your contract. ***Any request for changes to your contract should be in written form and mailed with your signed contract.*** If any changes are approved, you will receive a revised contract by April 10 or within three weeks if sent after April 10. ***No changes to contracts (including camper and storage tags) will be made after July 18.*** Any cancellation of space must be submitted in writing by July 18 or you will be responsible for the balance of the contract. As an existing vendor, you will receive a contract for the same space next year the beginning of February. If you wish to request a change to your space, you must note it on next year's contract and it will be taken into consideration when we fill space at the end of March.
- **GATE TICKETS:** ***Your contract includes 14 admission tickets for your workers. For all vendors (not food and game concessions), your tickets will be mailed to the address on the contract the first week of August, if your contract is paid in full. Should you need them sent to another address or prefer to pick up, you must let us know by July 1. If you do not receive your tickets, you must let us know no later than August 14 – if we replace them, they will not be mailed in the future. Food and game concessions, with contracts paid in full, may pick up their tickets at the Secretary's Office during office hours (listed below) beginning August 1. Except in the case of food concessions that have regularly paid during fair week, tickets will not be given without payment of the contract in full.*** If you need additional tickets for workers, you can purchase sets of 7 tickets for \$25 during the month of August, including throughout fair week, up to a maximum of 35 per space unless a written request is received for approval by the Concessions Director prior to July 18. Admission at the gate is \$5.
- **CAMPING & STORAGE:** Concession camping tags are available for \$130 and storage tags for \$30. Any campers that take up more than one plug must pay an additional \$50 per extra plug.
- **SET-UP TIMES:** Set-up is the Friday – Sunday before the fair from 9:00 am - 7:00 pm. Deadline for set-up is Sunday, August 19, by 7:00 pm. Outside New Vendors: The first number of your contract is generally the gate you are closest to on the fairgrounds. Buildings will open at 9:30 am during fair week.
- **YOU ARE REQUIRED TO MAN YOUR BOOTH THE FULL SEVEN DAYS OF FAIR:** Displays MUST be open every day 10:00 am until 10:00 pm, except Sunday evening when the release time is 7:00 pm. The exhibit area should be kept clean at all times.
- **FIRE CODES AND FIRE SAFETY INSPECTION GUIDELINES:** It is your responsibility to be in compliance with the enclosed Fire Safety Inspection Guidelines and the complete code regulations found at www.wellingtonfire.com/index.asp?pgid=175.
- **TRANSIENT VENDOR'S LICENSE:** Per House Bill 612 – All vendors that do not have a permanent place of business in the county where the event is held are required to have a **Transient Vendor's License** purchased for a one-time fee of \$25. If it doesn't appear on your contract, write in your vendor's license number on the yellow contract. If you don't have a vendor's license and plan to sell merchandise at the fair, visit <http://tax.ohio.gov> for information and notify us of the number when received.

The **Concessions window** is open year-round at the Secretary's Office on the fairgrounds from 9:00 am – 3:00 pm, Monday – Friday.

August Hours: August 1 – 17 9:00 am – 5:00 pm, Monday – Saturday
August 18 & 19 9:00 am – 6:00 pm (closed for pre-fair meeting on August 19, 11:30 am – 1:30 pm)
August 20 8:00 am – 8:00 pm (closed for breakfast 8:45 am – 10:30 am and opening ceremonies 11:45 – 1:00 pm)
August 21 – 26 9:00 am – 3:00 pm & 6:00 – 8:00 pm (closed for Senior contest on August 23, 11:00 am – 1:00 pm)

Please plan your check-in accordingly. Call Charisse at (440) 647-2781 or email cnikel@loraincountyfair.com if you have any questions. We are here to help you have a successful fair experience. **Thank you for being a vendor at the Lorain County Fair!**



LORAIN COUNTY FAIR

2018 Concession/Vendor Regulation Sheet

1. General Rules

The Lorain County Agricultural Society, through its authorized agent who shall be known as Concessions Chairman, shall have the letting of all such privileges as are required to furnish the necessary wants of its patrons or that may add to their comfort, convenience, and pleasure. Under no circumstances will privileges or concessions of questionable nature be sold or in any manner tolerated on the grounds or in the buildings. The Society further reserves the right to deny space to any concessionaire at its discretion.

No privileges or concessions will be sold or permitted which are conducted in any way other than a legitimate manner satisfactory to the Board of Directors.

The Society reserves the right to close any privilege or concession at any time and order its removal from the Fairgrounds and may, if it so desires, declare any concession or privilege fee which may have been paid as a forfeit.

The abuse by any concessionaire of any privilege granted, by extortion, sale of impure or unwholesome food or dishonest goods, or untidy or unsanitary appearance of booths or of their helpers, or other acts or practices objectionable to the Directors of the Lorain County Agricultural Society, will forfeit all rights and privileges without recourse.

No immoral shows, lottery devices, games of chance or gambling of any kind, including pool selling and paddle wheels, will be allowed.

2. Deliveries and Parking

All deliveries of supplies must be made before 10:30 a.m. No trucks or private cars will be permitted on the midway or by the vendor buildings after 10:30 a.m.

All vehicles belonging to concessionaires must enter and leave the Fairgrounds at the "Concession Gate." When not in use, these vehicles must be parked in a designated concession parking area.

3. Health Department

All dining halls, lunch booths, luncheon counters, and other stands shall be substantial in structure and, when serving or dispensing foods, drinks, confections, etc., shall be subject to supervision of the Dairy and Food Division of the Ohio Department of Agriculture, in cooperation with the Lorain County Health Department.

4. Payment of Fees

When a deposit has been made on a concession/vendor fee, the final installment must be paid **no later than July 18 or a \$50 late fee will be assessed. The first \$100 of deposit (per space) is non-refundable after March 15.** No refunds will be made after July 18. All vendor rental and privilege fees must be paid in advance.

5. Soliciting

No commercial advertising signs, placards or stickers, no slogans or political signs or stickers may be attached in any manner to any vehicle, tree, pole, wall, or any other structure within the limits of the Fairgrounds not immediately concerned with the distribution of the product or service advertised.

No roving solicitation or distribution of literature, or posting or display of signs, or the selling of, or free distribution of, merchandise shall be permitted on the fairgrounds except by qualified exhibitors who may use this privilege only from within the confines of their own contracted concession or commercial rented spaces.

6. Public Address Systems

No public address system or amplifiers are allowed inside of buildings. In outside areas, they must be regulated as not to interfere with neighboring concessionaires.

7. Beverage Regulations

Beverages in glass bottles cannot be sold or given away. Concessionaires must provide closed containers for their ice storage. No alcoholic beverages are allowed on the fairgrounds during the fair.

8. Handouts and Sale Items

All free handouts and items for sale in commercial spaces must be approved by the Concessions Chairman. **NO HELIUM TANKS** are permitted on the grounds. Helium balloons must be filled off premises.

9. Drawings

Free drawings and giveaways must be approved by the Concessions Chairman. **Live giveaways are not permitted.** Selling tickets for raffles of any kind, immoral shows, lottery devices, games of chance, or gambling of any kind will not be permitted.

10. Dogs

There will be no dogs allowed on the fairgrounds during the fair.

11. Insurance

Lessee is required to carry Public Liability Insurance in the minimum limits of Bodily Injury **\$1,000,000** and Property Damage \$100,000, evidence of insurance provided by a Certificate of Insurance issued by the insuring company. The Lessee agrees to indemnify and hold harmless the Lorain County Agricultural Society for any claims, demands, liabilities, cost, or attorney fees arising from, or in any way connected with, Lessee's concession at the Lorain County Fair.

12. Cancellation

It is mutually understood and agreed that, in the event of fire, windstorm, disaster, Act of God, Act of War or Public Authority, riot, accident, strikes, scarcity of energy or fuel, or any act beyond the control or power of either party, preventing the holding of the Lorain County Fair in full or part, neither party shall hold the other liable for any damages of any kind.

13. Laws and Regulations

Lessee shall comply with both State and Federal minimum wage and hour laws, child labor laws, and agrees to hold harmless the Lorain County Agricultural Society from any claim presented by any person entitled to benefits under these laws.

The Lessee agrees to abide by and conform to all Laws of the State of Ohio; and the Laws, Rules, and Regulations of the State of Ohio Agricultural Department; and the Rules and Regulations of the Lorain County Agricultural Society.

14. Outside Vendors – Tents

You must stay within your space. Please take the time to secure the sidewalls and leave your tent in the upright position. If there is a surcharge for soiled sidewalls, it may be passed onto those that leave their tents in an improper manner.

15. Inside Vendors – Space

Drapes will be furnished in buildings 17, 19, and 23. You must stay within your space. The buildings will open at 9:30 am during fair week. **NO TAPE ON FLOORS IN BUILDINGS.**

16. Garbage & Trash Handling

All food trailers **MUST properly dispose** of all waste water in either sewer lines or holding tanks. **Cooking grease** must be poured into grease containers provided. Improper disposal of grease will result in cancellation of contract. Garbage must be put in garbage bags, tied shut, and placed next to a trash barrel. **All boxes need to be broken down and set next to a trash barrel.**

17. Water Supply

In order to hook up to the water supply, you must have a 1024/1012 Back Flow preventor on your unit.

18. Electrical Hookup

All booths/spaces are provided electric. Any vendor/exhibitor that requires hardwiring **must** contact the fair electrician for hook-up. Failure to do so will be considered a breach of this agreement and may result in dismissal from the fair. The Lorain County Agricultural Society, dba Lorain County Fair, assumes no liability or responsibility for accidents or injuries that occur as a result of a violation of this policy. All hook-ups will be checked for proper grounding by the fair electrician. You must note, on the back of your signed contract, any electrical needs over 120v/20 amp. There will be a \$100 fee for 220v/50 amp. **NO ELECTRIC PROVIDED BEGINNING TUESDAY AFTER FAIR @ 8:00 AM.**