

**Rules & Regulations for
Commercial Exhibitors & Concessionaires**

**Santa Barbara Fair & Expo
April 25-28 & May 3-5, 2024**

Exhibit "A"

Operating Hours:

Commercial Exhibitors & Concessionaires:

4/25: Thursday	4 PM to 10 PM	5/3: Friday	4 PM to 11 PM
4/26: Friday	4 PM to 11 PM	5/4: Sunday	11:00 am to 10 PM
4/27: Saturday	11:00 am to 11 PM	5/5: Sunday	11:00 am to 10 PM
4/28: Sunday	11:00 am to 10 PM		

Note: On Friday and Saturday nights the carnival will run until midnight. Vendors must stay open until at least 11 PM., but may close at their own discretion after 11 PM.

Set Up Hours:

Wednesday	8 AM to 9 PM
Thursday	8 AM to 1 PM

Tear Down Hours:

Monday	7 AM to 6 PM
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EXHIBIT & CONCESSIONS SPACE RENTAL POLICIES

The following policies shall apply to all Santa Barbara Fair & Expo, 19th District Agricultural Association exhibit and concessions space licensees:

It shall be the policy and practice of the Board of Directors of the 19th District Agricultural Association (19th DAA) to establish and revise from time to time, fees or rates to be charged to the individuals or entities utilizing exhibit space during the Santa Barbara Fair & Expo.

Criteria to be applied in the establishment of fees or rates for specific area or facilities shall be limited to the following:

- a. Volume or demand for space within specifically defined area, facility or the fairgrounds generally.
- b. Desirability of area or facility as indicated by potential traffic volume.
- c. The nature of accommodations.
- d. The degree of which services are rendered in the process of accommodating the licensee.

Fees or rates, as established for any particular areas or facility pursuant to the criteria stated above, shall apply uniformly and without exception to any and all entities utilizing exhibit space within said area of facility.

Rental rates shall reflect current market rates for comparable facilities as determined by periodical surveys.

Employees or officers of the 19th DAA may not have a financial interest in any exhibit or concession on the grounds of the 19th DAA.

The misrepresentation of exhibit or concessions ownership, operation or appearance on the application and photographs shall be grounds for immediate removal from the Santa Barbara Fair & Expo and the owner of such equipment waives all claims for damages against the 19th DAA, its officers, agents and employees.

ALL EXHIBIT MATERIAL AND MERCHANDISE MUST REMAIN WITHIN LICENSEE'S ASSIGNED SPACE. ALSO, LICENSEE AND/OR EMPLOYEES ARE TO CONDUCT BUSINESS ONLY WITHIN ASSIGNED SPACE. FAILURE TO DO SO MAY RESULT IN IMMEDIATE REMOVAL FROM THE GROUNDS.

RELOCATING PARTICIPANTS

Fair Management reserves the right and authority to arrange spaces or move participants to another location without prior written acknowledgment of the exhibitor.

The Santa Barbara Fair & Expo management reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, incident to the Santa Barbara Fair & Expo. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may determine necessary. Every effort will be made to notify exhibitor of changes as they are made.

Exhibitors and Concessionaires WILL NOT offer or give any gift or gratuity to any employee or officer of the 19th DAA, as employees and officers are not permitted to accept them. Fair Management will use every precaution to guard against extortion in any form practiced upon patrons of the Fair. A violation of this rule will cause forfeiture of the contract money paid and/or expulsion from the grounds, as the Manager may direct.

EXHIBIT & CONCESSIONS SPACE RESERVATION POLICY

It is understood and agreed that licensees from previous fairs do NOT automatically receive an invitation to return. There is no guarantee that a current space at the fair will insure an invitation to subsequent fairs or interim events. Each licensee's agreement is reviewed and acted upon in the best interest of the fair on an annual basis.

If invited to return, every effort will be made to allot the same space as in the prior year, but management has the right to move licensee to another location in the best interest of the fair **at any time**. There is no guarantee that a returning licensee will be assigned the same space. Locations are assigned on an annual basis. Returnees may request a different location. Every consideration will be given to such a request should space become available.

NEW EXHIBIT APPLICATIONS

Anyone requesting information on obtaining space will be sent an application form. The application with a photo of proposed display for new exhibitors must be returned by the specified date. The application is in no way a commitment by management or the applicant. Consideration will be given to each applicant, and the concession office will make notification of acceptance or refusal. If no space is available, the applicant's name will be placed on a waiting list. The selection criteria outlined below will be used to draw applicants from the waiting list.

SELECTION CRITERIA

Each application for space rental during the Fair & Expo is considered by management on the basis of:

Product balance on the fairgrounds

Financial responsibility

Uniqueness and appeal of product

Location availability

The sole decision for selection rests with management.

PRODUCT SALES

Fair Management may restrict duplication of brand names, trade name articles, products or services in any given area. Any product the Santa Barbara Fair & Expo Management deems bordering on pornography, to be drug oriented or in bad taste must be immediately removed from the exhibit space. It will be the decision of Fair Management as to what constitutes a product or exhibit bordering on pornography, drug orientation, or bad taste.

SUBLEASING

Licensees are prohibited from subleasing, assigning or apportioning the whole or any part of said rental space. Any licensee engaging in such actions is subject to having his/her contract canceled and forfeit any and all fees paid.

PAYMENT OF FEES

The contract price is due and payable by date specified on contract. IF PAYMENT IS RECEIVED AFTER 5 DAYS OF THE DUE DATE SPECIFIED ON YOUR CONTRACT, A LATE FEE OF 5% OF THE CONTRACT AMOUNT WILL BE CHARGED. IF NO PAYMENT IS RECEIVED AFTER 5 DAYS OF THE DUE DATE SPECIFIED ON YOUR CONTRACT, THE CONTRACT WILL BE TERMINATED. ANY APPLICATION TURNED IN AND APPROVED BY FAIR AFTER APRIL 1st, MUST BE PAID IN FULL IF ACCEPTED.

Late fees will NOT be prorated and will be assessed according to the 5-day schedule ONLY. An administrative fee of \$25.00 will be charged for any checks returned for ANY reason. Any contract not returned and paid in full, including all fees and late charges, is subject to cancellation whenever fair management deems necessary. Should an exhibitor fail to submit the required payments, as stated on the contract, Fair Management reserves the right to cancel contract without further notice.

ALL CONTRACT PAYMENTS MADE AFTER APRIL 1st, 2024 MUST BE MADE WITH CASH OR CASHIER'S CHECK ONLY.

CANCELLATION/REFUNDS REQUESTS

If licensee cancels 90 days prior to fair - 75% of the total amount paid will be refunded; 60 days prior to the fair - 50%; 30 days prior to the fair - 25%. No refund 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 approval by the Board of Directors.

If contract is dated after the 30 day cut off, refund will be granted on a case by case basis and upon approval of the Board of Directors.

DRAWINGS/RAFFLES

Raffles will not be permitted under any circumstances. Only free drawings which have been approved by the fair management and comply with all applicable federal, state and local statues and ordinances will be permitted. A copy of the winners list must be submitted to the Concessions Office the day of the drawing. All drawings must be held at the fairgrounds prior to the closing of the fair. Prize Drawing Applications will be available during check-in, which must be completed and returned prior to opening day of the fair.

The Licensee must conduct all drawings only. Any information obtained from drawings is to be used strictly by the Licensee and is not to be sold and/or given to another company and/or individual. Solicitations for the drawing must take place only in the space assigned to the licensee. ANY INFRACTION OF THIS MAY LEAD TO CANCELLATION OF LICENSEE'S CONTRACT AND FORFEITURE OF FEES PAID.

NOVELTIES/GIVEAWAYS

Free distribution or sales of edibles, novelties, or other objects are subject to approval by the Fair and other applicable agencies. No advertising, sale or distribution of a novelty will be approved which interferes with sales by any Fair Contractor. Items such as balloons and inflatable toys are covered under the 19th DAA's novelty contract as exclusive items for sale by that contractor only. These items may not be sold or used as giveaway promotions by any other licensee or participant in the Santa Barbara Fair & Expo.

USE OF LOGO

Use of the Santa Barbara Fair & Expo logo is forbidden without written permission from the management. Please contact the Administrative Office for details.

FLYERS (LEAFLETS, BROCHURES, ETC.)

NO flyers will be distributed on the fairgrounds other than from the confines of the rented booth space.

SOLICITATION

Because of our already crowded conditions at Fair time, the Santa Barbara Fair & Expo has restricted it's traffic flow to the fair going public only. No person or persons shall be allowed to solicit or distribute materials in aisles, rove on the grounds or in the parking lots.

FEDERAL, STATE & COUNTY LAWS & ORDINANCES

California State Sales Tax Permit: Licensees who will be selling or taking orders for merchandise must obtain a California State sales tax permit number. This number must be listed on the licensee's license agreement. For information on obtaining this sales tax permit, contact the State of California, Board of Equalization.

Work Permit Law: Licensees who employ youths under the age of 18 are required by law to see that each such employee holds a valid work permit. They are further required to adhere strictly to all applicable child labor laws.

Fire Safety Regulations: All Fire regulations as prescribed by the State Fire Marshall must be strictly observed. You will receive detailed information regarding this in your information packets.

Health Department Requirements: All exhibitors must conform to all rules issued by the County of Santa Barbara Environmental Health Services. Food Sampling is allowed after obtaining permission from Fair Management and Health Department.

INSURANCE

A Certificate of Insurance for general liability coverage is mandatory and should be submitted directly by the licensee's insurance company/agent to the management office. Only originals without corrections will be accepted. This is for the licensee's benefit as well as for management.

WE WILL NOT ACCEPT CERTIFICATES SENT BY LICENSEE. Please refer to EXHIBIT FE-13 (attached to your rental agreement) for further information regarding general liability insurance.

ADMITTANCE TO GROUNDS PRIOR TO OPENING DAY

Beginning on April 24th, 2024, licensees will be admitted to the grounds with a copy of the signed rental agreement.

NO EXHIBITOR/CONCESSIONAIRE WILL BE ALLOWED TO OCCUPY RENTED SPACE ON THE GROUNDS PRIOR TO APRIL 25th, 2024. If a licensee requires space prior to this date or period, he/she must obtain permission from the Fair Office and a daily rental fee may be charged.

EXHIBIT HOURS

Exhibit areas will be open to the public as listed on page 3 unless otherwise noted in daily schedule. Admittance will be authorized two (2) hours prior to opening and 15 minutes after the closing of the buildings for exhibitors. Vehicles must be removed from interior portions of the grounds One (1) hour prior to fair opening.

EXHIBIT LOCATION

Upon arrival and prior to the construction of their booths, LICENSEES WILL BE REQUIRED TO CHECK IN AT THE CONCESSIONS OFFICE. Information packets will be issued at this time, which will include such necessary items as CREDENTIALS, booth location and I.D. cards, daily sales sheets, etc.

EXHIBIT INSTALLATION & CONSTRUCTION

All preparation for exhibits must be completed by 1:00 p.m. Thursday, April 25th, 2024. Licensees will be responsible for the installation and disassembling of their own displays. No part of the display should interfere in any way with another exhibit. **ALL VEHICLES MUST BE OFF THE GROUNDS BY 1:00 P.M.** Vehicles are prohibited inside the building.

OUTDOOR BOOTH DESCRIPTION

Outdoor booths will have a canopy (top of tent) provided by management. Removable front sections will be provided to allow exhibitors to secure their location nightly. Exhibitors are responsible for securing their own booth nightly.

Exhibitors must provide chairs, tables, signs, display items, etc.

Check with Exhibit Office prior to set up for exact location.

Licensee will be provided with a contract identification card that **MUST BE DISPLAYED WITH ADEQUATE VISIBILITY AT ALL TIMES.**

BOOTH DECORATIONS

Licensees may decorate their booths or employ an independent firm to do so at their own cost. All materials must be flameproof with final approval resting with the State Fire Marshall and local fire safety authority.

All utility requirements must be marked on the licensees' application for booth space. MANAGEMENT RESERVES THE RIGHT TO DENY REQUESTS FOR UTILITIES THAT WOULD RESULT IN EXCESSIVE COST TO THE MANAGEMENT.

BOOTH SIGNAGE

All signs within the assigned space for exhibits **MUST** be professionally made.

UTILITY INSTALLATION

ALL PLUMBING AND ELECTRICAL WORK REQUIRED (other than 110-115 Volt outlet furnished by the fairgrounds) **MUST BE INSTALLED AT THE EXHIBITORS OWN EXPENSE UNDER THE SUPERVISION OF THE FAIRGROUNDS MAINTENANCE SUPERVISOR OR DESIGNEE.** All such installations shall conform to regulations established by the applicable city, state and local governmental authorities. Requests for plumbing and electrical connections other than the usual 110 volt outlets provided, require that the licensee complete a work order form. A workman will be sent to the licensee's location on a first come, first serve basis, at the discretion of the Maintenance Supervisor. Any plumbing or electrical work performed on an emergency basis will be charged double the normal fee.

ELECTRICAL POWER

If a licensee requires 208 or 240 volt electrical power for motors or other equipment, fair management must be advised of the following on the licensee's application:

Type of equipment to be used.

Voltage - current, phase, and cycle

Wattage or Kilowatt current required.

Exact position in booth where electrical outlets shall be replaced. Please note: 208 or 240 volt electrical power is subject to availability.

PAINTING

No painting of floors, booth backgrounds or space dividers will be permitted without written permission from the fair management.

MANUAL HANDLING OF MATERIALS

Forklifts for unloading heavy material may be furnished through management's Maintenance Office on a "time available" basis if requested well in advance of exact time such assistance is needed. Cost of this assistance to be paid by licensee at the prevailing rate of \$65 per hour. Requests for use of the forklift must be made through the Concessions Office. Please bear in mind the 19th DAA receives first priority for use of the forklift.

LABOR OR SKILLED MECHANICS

Fair management CAN NOT SUPPLY CARPENTERS, ELECTRICIANS, LABORERS, ETC. These may be obtained from the local labor office sponsored by the State of California, Employee Development Department.

MATERIALS NEEDED

No lumber, tools, electrical fixtures, plastic trashcan liners, paper towels, etc., are available from the fairgrounds. Such material must be obtained from local suppliers at the licensee's own expense.

SHIPMENTS

All shipments to a vendor must be PREPAID and addressed to:

Vendor's business name
C/O Concessions
Santa Barbara Fair and Expo
3400 Calle Real
Santa Barbara, CA 93105

Management is not responsible for delivering these goods to the exhibitor's booth. The shipments must be picked up by the exhibitor. Shipments will not be accepted earlier than April 15th, 2024.

MAIL/PHONE MESSAGES

Incoming mail for licensees should be addressed to Vendors Business, C/O Concessions, Santa Barbara Fair & Expo, 3400 Calle Real, Santa Barbara, California, 93105 (805) 687-0766. All phone messages (other than emergencies) & mail will be kept at the front reception desk in the administration office. Due to our limited staff, we ask that you keep such messages to an absolute minimum.

MANNING YOUR BOOTH

Your booth must be properly manned at all times during the fair's operating hours. Commercial exhibit personnel must be 18 years of age. Exhibitors not abiding by this rule may be removed from the grounds and will forfeit any and all fees paid.

RV/CAMPING

Limited RV spaces are available. Sleeping in the exhibit or in cars is **strictly prohibited**.

SMOKING

We are a Non-Smoking fair.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in any commercial exhibit at any time.

SOUND EQUIPMENT

Demonstrations of radios, televisions, musical instruments, etc., are subject to the approval of fair management, and if conducted, must be so controlled as to not interfere with other licensees. Fair management will have the final authority.

VOICE AMPLIFICATION SYSTEMS

Voice amplification systems will be permitted. However, the volume MUST be kept at a reasonable level. Complaints received regarding abuse of the privilege will result in removal of the amplification and seriously jeopardize future consideration for next year's fair.

FOOD SAMPLES

Sampling of food items may be permitted on a limited basis only after obtaining approval from fair management and the licensing from Department of Health.

PRODUCTS SOLD

Only the products listed on the contract may be sold. ALL PRODUCTS TO BE DISPLAYED OR SOLD MUST BE LISTED ON SUCH CONTRACT. NO SUBSTITUTIONS can be made without approval of management. No product of a pornographic or a drug-related nature will be permitted. Management will determine whether a product is offensive or in bad taste.

CLEANING YOUR BOOTH

All booths must be kept clean and orderly at all times. Rubbish must not be swept into aisles except after 10:00 p.m. Refuse cans are provided outside the exhibit buildings for the licensee's convenience. Large trash items (e.g. boxes) should not be disposed of in refuse cans provided inside the buildings as these are strictly for the public's use. Building superintendents will designate the proper areas for these large trash items.

PROTECTION FROM THEFT

Booths must not be left unattended at any time during operating hours. Licensees should cover all valuable items when leaving their booth after 10:00 p.m. Valuable items in outdoor booths such as televisions, VCR's or any other portable item should be properly secured and concealed after closing. It is suggested that licensees obtain a temporary insurance policy to cover their displays for the fair period as an added protection against possible losses. **Fair management will not be responsible for lost, damaged or stolen merchandise.**

PERSONNEL

Exhibitor is responsible for all claims, liabilities and actions relating to the conduct and representation of personnel.

APPEARANCE OF PERSONNEL

Licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene speech or conduct toward, or in hearing range of the public shall be sufficient grounds for termination of this agreement at the sole discretion of Fair Management.

SALES SLIPS

Sales slips must be furnished upon request with each item sold to a patron. This is for the licensee's protection as well as that of management. Sales slips should indicate company name, which appears on your contract. No bartering of products and/or services will be allowed.

SECURITY GUARDS

Roaming security guards will be on duty after 10:00 p.m. for the protection of equipment and material. Losses or infractions must be reported to the Administration Office immediately upon detection.

CREDENTIALS

Parking credentials are valid in the lot specified on the credential. Once the lot is full, exhibitors are encouraged to utilize the free shuttle to/from offsite parking or pay full price.

Admission credentials may be used at any admission gate. Be sure your staff is given the correct amount of credentials or are prepared to pay full price at the gates. **No one** will be permitted on the grounds without one. Credentials lost will not be replaced.

Commercial Exhibitors will receive three (3) credential badges and two (2) exhibitor season parking passes per contract. Up to ten (5) additional discount admissions may be purchased at a price of three dollars (\$3.00) each. Due to limited parking no additional parking passes may be bought.

Food Concessionaires will receive five (5) credential badges and three (3) exhibitor season parking passes per contract. Up to five (5) additional discount admissions may be purchased at price of three dollars (\$3.00) each. Due to limited parking no additional parking passes may be bought

INTERIOR GROUNDS RULES

During the fair period, all unauthorized vehicles must be off the Interior Grounds one (1) hour prior to opening until after closing. Please restock prior to opening. Any vehicle improperly parked or without proper credentials is subject to towing at the owner's expense. (Licensees must advise their employees of this provision). **VEHICLES WILL NOT BE PERMITTED ON THE GROUNDS AT ANY TIME THE FAIR MANAGEMENT DEEMS NECESSARY.**

NO CARS, TRAILERS, PICKUPS OR TRUCKS WILL BE ALLOWED INSIDE ANY BUILDING AT ANY TIME FOR ANY REASON.

CARTS/MOPEDS

Golf carts are not allowed on the grounds during the hours that the Fair is open to the public. All golf carts being used on the fairgrounds must have an identification sticker, which must be purchased, from the Credentials Office for \$25.00. All operators of such vehicles must be 18 years or older and have a valid automobile drivers license. A certificate of Insurance as evidence of coverage is required before a sticker can be purchased and will be kept on file in the Credentials Office. Failure to do so will result in a fine, possible denial of a release form and possible loss of consideration as a future licensee. Carts may not pass through any gate or be used to transport persons into the Fair without credentials.

No bicycles, skateboards or roller skates are allowed on the fairgrounds at any time.

AUDIT/EVALUATIONS

Licensees must comply with any requirements arising from any audits/evaluations conducted by the management. Additional details will be provided in licensees' information packets. The results of such audits/evaluations will become an integral part of management's Selection Criteria for returning licensees.

CLOSING NIGHT

Exhibits may not be dismantled before TEN O'CLOCK (10:00 P.M.). No cars, trucks, or vehicles of any type will be allowed on the grounds before MIDNIGHT. Information regarding this procedure will be distributed to each licensee just prior to the closing of the fair. Anyone who leaves or dismantles prior to approval will be eliminated from the mailing list and will not be invited to return.

REMOVAL OF EXHIBITS

Unless otherwise authorized, all exhibit material must be removed from the grounds on Monday, May 6th, 2024, between 9:00 A.M. and 6:00 P.M. Fair management is not responsible for any booth material and is subject to disposal at the owner's expense. Failure to remove exhibit material within this time frame will result in items being considered "abandoned" and will be disposed of by management.

VIOLATIONS

ALL INFRACTIONS OF RULES AND REGULATIONS WILL BE DOCUMENTED. Violation slips will be issued by Management to any licensee failing to meet specified rules and regulations. Any licensee receiving a violation will seriously jeopardize his/her consideration for returning.

INFORMATION FOR FOOD CONCESSIONAIRES

ALL CONCESSIONAIRES MUST USE CASH REGISTERS AND TURN IN A GROSS SALES REPORT AND CORRESPONDING REGISTER TAPES TO THE CONCESSIONS OFFICE ON A DAILY BASIS BY 3:00 P.M. ON THE FOLLOWING DAY OF SALES.

CASH REGISTER REQUIREMENTS

Concessionaires will use and position registers that will make the sum of each purchase readily visible to the purchaser. Registers must have a grand total meter. **All Tapes Will Be Brought Into the Concessions Office Daily, Along With A "Daily Sales Sheet"**.

All concessions, subject to audit, shall have a cash register or registers that meet or exceed the following criteria:

Electronic Operation

Front/Rear Display

Impact Printer

Readable Continuous Print Capability

Consecutive Numerical Transaction Record

Consecutive "Z" Counter

Battery Backup or Memory Backup

Key Protector

ALL CASH REGISTERS must be inspected by the auditor, and approved, prior to operational use. The auditor prior to operations will seal electronic component access and programmable functions.

The following rules regarding the operation of cash registers will be strictly enforced: All sales will be entered on cash register (s).

Cash drawers will be closed following each sale. Continuously open cash drawer or use of cash box separate from register machine is prohibited. It is required that Concessionaires will "z" out at the close of business daily and turn tape into the Accounting Office no later than 3:00 PM the following day. Auditors may make periodic "x" out readings throughout the day.

"No Sale" key will be limited to very few uses. Excessive use of the "No Sale" key will be construed as unrecorded sales and a factored amount will be added to the daily sales on which the key is used.

Form must be turned into the Accounting Office no later than 3:00 PM of the following day to receive consideration. Late receipt of over-rings will not be considered.

Proper maintenance of registers is the responsibility of the Concessionaire. Register downtime reduces concessionaire profits and fair revenue. Downtime on registers must be reported to the auditor.

PAYMENTS

Percentage Sales must be paid in full before leaving the grounds on Monday, May 6th, 2024. Any money outstanding after that will result in a late fee of 18% of balance for every thirty (30) days it remains unpaid.

HEALTH CODE REQUIREMENTS

All food vendors must meet California Unicode Requirements as administered by the Santa Barbara Department of Health. Noncompliance with health codes will be considered a breach of contract. Anyone found dispensing wastewater (gray water) on the ground or into storm drains will be fined \$50.00 for each occurrence.

The State Department of Health require, **ALL** locations selling food products must have running hot and cold water. Also **ALL** locations selling food products must have the most recent copy of their Health Inspection available to the public and shall have signage to let the public know the report is available per State Law.

FIRST AID

The First Aid Station location will be indicated on the grounds map.

LOST & FOUND

Lost & Found is located in the Administration Office.

LOST CHILDREN

Contact a Security Guard or Law Enforcement Officer. Lost children will be directed to the Administration Office.

STORAGE AREA

Area must be kept clean and orderly at all times. Canvassed storage enclosures are recommended.

UTILITY CONNECTIONS

There will be no hardwiring of electrical connections into fairgrounds equipment. All concession units must comply by adapting to fairgrounds connections.

EMERGENCY PROCEDURES

KNOW locations of fire extinguishers and telephones in your particular area. When reporting an emergency, **BE SPECIFIC** as to the location. The Police, Security, Fire and First Aid departments have maps identifying the location of each concession stand and commercial exhibit. If calling for help, have someone meet the arriving emergency unit and direct them to the scene.

REMAIN CALM. Try to prevent people from running, as that will cause others to panic and run also.

If necessary, in the interest of safety, evacuate building or area in which a hazard exists. Cooperate at all times with Emergency Personnel and Fair Staff.

If the media contacts you, **DO NOT DISCUSS THE INCIDENT.** Refer any questions to Fair Management

Over-rings will be circled on the tape and recorded on the "Daily Sales Sheet" indicating date, time, amount, cashier's signature. GREASE & GARBAGE DISPOSAL

Food concessionaires MUST USE PROPER DISPOSAL CONTAINERS FOR GREASE, COOKING OIL AND RAW GARBAGE. Any concessionaire disposing of grease in planters, trash bins or sewers will be fined \$250.00 for each violation and will not be allowed to return to the fairgrounds the following year. Each concession unit must have an individual wastewater holding tank.