



2011

Exhibit Space and  
Commercial & Concessions  
Rules and Regulations

California State Fair

July 14 – 31, 2011

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### **Important Notice:**

All dates, times and prices listed in this handbook are subject to change without notice!

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# A

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## **Accounting Procedures**

We want you to have a successful and lucrative fair as much as you do. If your fee is based on a percentage of gross sales, these are the accounting procedures you will follow to tally your earnings. They are based on good accounting practices that will provide you with accurate information on which to base all your important business management decisions. Should you have any problems adhering to these procedures, or don't understand them, please ask a staff member in the Audits Office located in the Administration Building for more information.

Failure to comply with these financial reporting procedures will be considered a violation of the Agreement. If the violation is so severe that it must be dealt with immediately, State Fair management will be called upon to review the problem and come up with a solution. Violations will be taken into consideration when reviewing applications for future State Fairs or may result in immediate cessation of the right and privilege to do business with the California State Fair.

## **Cash Registers**

All sales must be recorded by use of an approved cash register or accounting system. So that accurate records can be kept. Each cash register must ~~to~~ have the following:

- Dual Tape/Readable tape (customer must be offered a receipt)
- Customer Display (pivot display suggested)
- Continues grand total
- Cumulative "Z" counter
- "X" Readings
- 30-day back up battery
- "Current" printed date on detail tape
- Key protector
- Price Look Up (PLU) or present keys

## **Commission Payment Formula**

All food concessionaires and certain commercial exhibitors pay for their space by a percentage rent formula based on a Gross Sales Formula. The percentage rent as stated in your contract is applied to this amount.

Gross Sales receipts ÷ 1.0875 (Sales tax) = Net Sales Total  
Net Sales total x Commissions % = Total Commission Due  
Total Commission Due - Scrip = Net Commission Due

"Gross Sales receipts" means all monies, Scrip, paid or payable to you for sales made or services rendered at or from the premises, or from any other source related directly or indirectly to operations under the Agreement, whether collected or uncollected, whether for cash or credit, it being understood that the term "gross receipts" shall include sales tax.

## **Daily Sales Reports**

Under the Agreement, you are required to maintain a daily record of all gross receipts derived from your operation. This record is to be available to the California State Fair at any time during the Fair and for the three following years. Daily sales report forms will be provided at check-in. Daily "Z" reports will be required that give a breakdown and accounting of all sales activity for each day. Please check the status of the receipt and journal tapes prior to a "Z" out to make sure you do not lose any daily sales information due to lack of register tape. Attach the "Z" tape to the daily sales report so the Fair staff can double-check your figures. When changing journal tapes, the used tape must be kept on grounds during the entire Fair.

Turn in the previous day's daily sales report at the Audits Office, in the Administration Building, between 8:00 AM and 11:00 AM daily. Only complete daily sales reports will be accepted, please allow enough time so that any questions concerning sales sheets or other issues can be addressed.

We will maintain a continuous running total of your sales, which you are welcome to review at any time. Just ask at the Audits Office. Any "Z" tapes not picked up after final settle-up will be destroyed 10 days after the last day of the Fair.

## **Paydays**

Settlement of daily sales reports for Exhibitors/Concessionaires on a percentage will take place two times during the Fair. Exhibitors/Concessionaires on a percentage will be required to pay on the following two dates:

- Monday, July 25, 2011 , 8:00 AM to 12:00 PM
- Sunday, July 31, 2011 , 8:00 AM to 12:00 PM

## **All commission payments must be paid with check only. Scrip money is to be redeemed with these payments.**

Any remaining payments/fees for Exhibitors/Concessionaires on a percentage, less sales tax, are due and payable to the California State Fair Monday, August 1, 2011, 9:00 AM to 12:00 PM.

## **Register Tagging**

State Fair Auditors will check each stand/booth to record the model numbers and serial numbers for all cash registers, including backup registers. Once it is approved for use, each register will get its own register tag. Register tagging will be Sunday, July 10, through Tuesday, July 12, 8AM - 5PM. Opening "Z" readings will be required at that time. Please be

aware that registers cannot be used for sales until they have been tagged and the information has been recorded. If your stand opens prior to Opening Day you will need to notify the Audits Office at **916-263-3155** to make an appointment for your registers to be tagged ahead of schedule.

### **Register Tapes**

Under the Agreement, all cash register tapes documenting your sales are to be turned over to the California State Fair daily. For the purpose of maintaining an accurate audit trail, all cash register tapes need to be identified by the California State Fair register tag number, name of exhibit/stand, space number and date.

### **Scrip Money**

All Concessionaires will accept Scrip money for face value. Scrip money requires change and is valued at \$1.00 and \$5.00 increments. Scrip money is held and used when paying commission payments.

### **Americans with Disabilities Act - ADA**

You must comply with the Americans with Disabilities Act ("ADA") of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. For more information please visit the Americans with Disabilities Act website at [www.ada.gov](http://www.ada.gov).

### **Admission Credentials - See the 2011 Commercial Admission Credential Request Form for pricing.**

#### **Commercial Exhibitors**

Commercial Exhibitor credentials will be available (in your move in packet) beginning Sunday, July 10, 2011 at 9:00 AM in the Commercial Exhibits Office in Building C.

#### **Concessionaires**

Concessionaire credentials will be available (in your move in packet) beginning Thursday, July 7, 2011 at 9:00 AM in the Commercial & Concessions Office in the Administration Building.

#### **Purchasing Admissions Credentials**

To receive credentials in your move in packet return the Admission Credential Order Form and payment on or before June 15, 2010. If the form is received after that date or no payment is included, a Credential Purchase Authorization form will be in your move-in packet. The authorization form is required by the Box Office for you to be able to purchase the credentials at the reduced rate. Do not go to the Box Office until you have this authorization form.

#### **IMPORTANT:**

Parking & Admission Credentials payment cannot be combined with contract or any other fees.

Any attempt to sell, exchange, barter or give away to fairgoers any credentials issued by the California State Fair is strictly prohibited. Anyone found doing so will be required to pay for all credentials that were issued to them and will jeopardize their participation in future California State Fairs. Owners and staff residing on-grounds in Lot 16 or Lot 25 do not require admission credentials for daily entrance into the Fair. However, if you leave the grounds you will need a credential or hand stamp for re-entry. If you are staying in the RV Park you will need admission credentials.

#### **Western Fairs Association**

Western Fairs Association (WFA) cards are accepted as admission at all gates. To take advantage of this program you need to be a member of the WFA. Membership applications can be obtained by calling the WFA at (916) 927-3100 or their website [www.fairsnet.org](http://www.fairsnet.org).

### **Agreements**

Your Agreement (contract) is reviewed and acted upon in the best interest of the Fair on an annual basis. Please be aware that this handbook, the 2010 Commercial & Concessions Rules and Regulations Handbook, is made a part of your Agreement, which you and your staff agree to abide by when you sign and return your Agreement.

### **Alcohol**

Unless you have a current license authorizing the sale of alcohol and have been approved by the Fair to conduct limited sales, you cannot sell any alcoholic beverages of any kind at any time. You are also not allowed to consume alcoholic beverages while working within your contracted space.

### **Advertising**

In order to retain consistency and "fairness at the Fair," you are not allowed to advertise or promote your products in any fairground locations other than the one(s) designated by your Agreement and all business dealings are to be conducted within the space designated by your Agreement. The Cal Expo and California State Fair logo(s) and any other trademark artwork used by the Fair cannot be used on any marketing materials such as advertisements, promotions or forms without written consent from the California State Fair Marketing Department.

### **Audits**

Throughout the California State Fair, auditors will do spot audits which will test any or all of the following: use of P.L.U. registers, starting cash, paid out receipts, money drops, over rings, daily sales, and all other transactions which denote appropriate cash control systems. If a spot check or spot audit turns up financial discrepancies you will be notified with a written violation. Failure to cease the discrepancies and correct them will result in a fine or other appropriate action by the California State Fair management. This may include an order to discontinue operations and vacate the premises.

## **Audits Office**

The Audits office is located in the southwest corner of the Administration Building. Office hours are 8am to 12pm daily.

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# B

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## **Board of Equalization**

All Exhibitors/Concessionaires must file for a California State Seller's Permit number, even if you only take leads for future business while at the Fair and do not sell a physical product on Cal Expo grounds. Prior to loading in or setting up, a copy of your seller's permit and the Swap Meets, Flea Markets or Special Events Certification form must be on file with the California State Fair Commercial & Concessions Office. For information and seller's permit applications call the State Board of Equalization at (800) 400-7115. Their website is [www.boe.ca.gov](http://www.boe.ca.gov).

## **Booth Rules**

All persons, groups, and firms desiring to participate in the sale or distribution of any merchandise, including printed or written material, must be done in an authorized licensed fixed location on the fairgrounds. Fair management reserves the right to designate all fixed location on the fairgrounds. Failure to do so will be grounds for revocation of your license.

## **Box Office**

The Box Office Trailer is located at the Main Gate. Contact the Box Office at 916-263-3049

## **Building C Office**

### **Services**

The Commercial and Concessions Office will be open to make copies and send/receive faxes during regular business hours, depending on staff availability. Cash payment is due at the time of service. The maximum number of copies we can make is 99.

#### **Copies**

8.5 x 11 - single-sided copy only - \$ 0.25 page  
8.5 x 11 - double-sided copy - \$ 0.45 page

#### **Faxes**

	<b>Sending</b>	<b>Receiving</b>
first page	\$2.00	\$1.00
additional pages	\$1.00	\$0.50

## **Phone Messages**

All phone messages taken at the Commercial & Concessions Office in Building C will be posted on the Exhibitor / Concessionaire Bulletin Board. Paging for incoming callers is not available.

## **Building Temperatures**

Building temperatures will be kept at one setting for the entire duration of the Fair, so please dress accordingly.

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# C

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## **Cleanliness**

The State Fair furnishes janitorial service for aisles in the buildings and areas used by the public, it is up to you to keep your booth or stand clean and clear of debris. Please use trash bins behind or near concession stands for your garbage; the blue barrels are for public use only. Break down boxes and stack them neatly next to the trash bins. All garbage, boxes, materials, coverings and non-display items must be removed, and all cleaning must be completed at least one-half hour before opening time each day. If you find an area that needs our attention, please let us know as soon as possible.

## **Sacramento Coca-Cola**

Coca-Cola is the official soft drink, bottled water and ice sponsor of the California State Fair. Therefore, all carbonated and non-carbonated beverages, water, ice and "Fair Cups" must be purchased from Sacramento Coca-Cola. All soda must be served in the designated "Fair Cup". Refillable Souvenir Cups are also available for purchase through Sacramento Coca-Cola. Only current year "Fair Cup" can be sold. For a complete list of Coca-Cola prices and recommended pricing please refer to our web site.

## **Ice & Ice Merchandisers**

Sacramento Coca-Cola will provide all ice and ice merchandisers for the 2011 California State Fair. To order an ice merchandiser, contact the Commercial & Concessions Office by May 16, 2011 Sacramento Coca-Cola will bill you directly.

### **Working Merchandisers – \$350.00 each\*      \*Price subject to change**

These are refrigerated storage merchandisers with solid doors and require 110 VAC power with at least a 12-amp circuit.

- Ice deliveries will only be made in the morning prior to fair opening, so please plan accordingly. Should you need to get more ice during fair hours, Coca-Cola will be located in Lot 25 with easy access by the back road.
- Ice run-off will not be permitted. Ice storage areas must drain into sewer drainage.

All equipment used to dispense carbonated beverages or ice merchandisers must have Coke product labeling or no labeling. Competing brand signage is not allowed.

### **Customer Returns**

Guests that need to return items purchased at the California State Fair may do so by making arrangements through the Commercial & Concessions Office. The Commercial & Concessions staff will make the necessary admission and parking arrangements to ensure that the fairgoer is allowed re-entry at no personal cost. Any costs associated with admittance and parking may be charged back to the Exhibitor. **Do not use your admission credentials for customer returns.**

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## D

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### **Damages**

You agree to promptly reimburse and pay the California State Fair for any damages to Fair property or equipment that you, your employees or your agents cause during the term of your Agreement.

### **Deliveries**

Deliveries to your booth or stand can be made one hour prior to the Fair opening, however all vehicles must be off public grounds 30 minutes prior to Fair opening. Deliveries must be made using the service roads, service gates and service doors designated by the Fair. Golf carts and all other vehicles must use perimeter service roads and are not allowed on the fairgrounds at any time during public hours. Violations may result in a ticket and/or confiscation of the golf cart. During Fair hours you must use handcarts to transport items from the service roads, parking areas or public lots to your location. See the Cart Route Map on our website for details.

### **Drawings/Raffles**

Your drawing slips may only ask for name, address, phone number or other appropriate demographic questions.

A sign stating the following rules must be next to the box for entries:

- Need not be present to win.
- No purchase necessary.
- Entry forms also available at \_\_\_\_\_ (This must be an alternate location in the Sacramento area with no admission charge.)

All approved drawings absolutely must be held no later than Sunday, July 31, 2011 at 10:00 PM. Holding your drawing after this deadline makes it invalid and may affect your ability to hold drawings/raffles at future California State Fairs. Solicitation for the drawing must take place only in your space. You and you only, must conduct all drawings. Any information obtained from the drawing entry blank is to be used strictly by you and is not to be sold or given to another company or individual except for the California State Fair. You also agree that there will be no games, gambling, or any other activity on the premises in which money is used as a prize or premium nor can you buy back discount coupons for cash. Raffles requiring the payment of money or other items of value will not be allowed under any circumstances. Only free drawings that comply with all applicable federal, state and local statutes and ordinances will be permitted. Failure to abide by any of the above guidelines will jeopardize any use of drawings in future fairs.

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## E

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### **Electrical**

All electrical installations must conform to the Electrical Safety Code of the State of California.

Your electrical needs will be determined from the information provided on your application. If, upon arrival, your electrical needs have changed or increased, an additional electrical fee will be charged. Each indoor exhibitor who requires electricity above and beyond the 110 volt, 500 watts provided for each 10'x10' space will be assessed the appropriate additional electrical fee plus a 20% facility utility surcharge paid directly to the decorator. A flat fee will be charged per outdoor 110 volt, 500 watts, unless otherwise indicated. Hardwire is also a flat fee per connection. See Commercial/Concessions applications for prices.

### **Electrical Guidelines:**

- All cords 70 Amps and less must have plugs.
- 220 volt must be #6/4 gauge or heavier wire with Nema Plug #14-50P.
- 110 volt must be #12/3 gauge or heavier wire with Nema Plug #5-15P.
- Electrical appliances such as fans, computers, coffee makers, microwave ovens and televisions that are for the convenience of the Exhibitor/Concessionaire and not a part of the exhibit itself may overload the electrical system put into place to service each booth's or stand's exhibit. Power failure in specific areas may occur as a result of the overload. If the need arises, you may be required to remove any or all of these items from the premises.
- Use of butane in any building is prohibited.
- All connections to State Fair electrical lines must be made by State Fair personnel.

- Extension cords and electrical motors are not provided by the California State Fair.
- Non-electrical motors are not permitted to be operated without prior written approval of the California State Fair.
- All extension cords and electrical appliances must be grounded three-pronged or double insulated types. No two-prong ungrounded extension cords or electrical appliances will be permitted on the premises unless it is clearly marked on the exterior of the product by the manufacturer that the product is double insulated.
- No zip cords are permitted.

The California State Fair is not responsible for any loss arising from the Exhibitor/Concessionaire's use of premises nor for loss or damages resulting from power interruptions and utility failures. If you have a mobile food stand, you are required have 50 feet of correctly sized cord and the appropriate cord cap to connect the stand. If you have a stock truck, you are required to have 100 feet of correctly sized cord and correct cord cap. Should you arrive at the area with the wrong sized cords or incorrect cord caps, there may be a delay in getting electrical service. If you require electrical service in excess of 50 amps, you must have a cord that is large enough to carry requested amperage. **You must identify/tag all power cords/hoses for each stand with tape. Please print stand name and stand number on each tag.**

### **Employer Guidelines**

Cal Expo is an equal opportunity employer and we expect all our exhibitors and concessionaires to follow the same guidelines. We also strive to maintain a quality professional atmosphere, so all employees must be properly and tastefully clothed and conduct themselves in a professional and courteous manner at all times. Each exhibitor and concessionaire is ultimately responsible for any claims, liabilities and actions relating to the conduct and representation of their personnel.

### **Department of Industrial Relations**

The Department of Industrial Relations can supply you with worker's compensation, labor law and safety information. For more information please call them at (916) 323-4920 or visit their website at [www.dir.ca.gov](http://www.dir.ca.gov).

### **Employment Development Department (EDD)**

If you have any question you can contact EDD for more information. Please call (916) 227-0301 or visit their website at [www.edd.ca.gov](http://www.edd.ca.gov). Cal Expo's Personnel Office also collects many applications from May to August. If you are interested in viewing these applications, contact the Commercial & Concessions Office.

### **Megan's Law**

You will need to complete the Megan's Law Form, which requires a list of all owners, managers, volunteers and employees in your exhibit/food operation who will have access to the grounds during or prior to the California State Fair. This form must be submitted by the due date on your contract, and a revised list must be submitted by July 12, 2011, if necessary. All names will be checked against the Megan's Law Sex Offenders CD-ROM.

### **Work Permit Law**

If you employ any one under the age of 18, you are required by law to see that they hold a valid work permit. You are also required to adhere strictly to all applicable child labor laws.

### **Evaluations**

The California State Fair always strives to produce a quality, attractive and family oriented event. With this in mind, all booths and stands will be photographed and may be evaluated and/or audited during the Fair. Evaluations are based on the general appearance of the booth, management practices, personnel and compliance with the rules and regulations outlined in this handbook. Please make sure your employees know how important these evaluations are for your future participation at the California State Fairs.

#### **Commercial Exhibitor**

Evaluations will be based on the following, but are not limited to:

- Customer service
- Professional display
- Company name and booth number displayed in booth
- Appropriate paperwork and payments completed in a timely manne
- Operation confined to assigned space
- Posted notice of exchange/refund policy
- Conduct of exhibitor and personal
- Appropriate attire of personnel, Staff cleanliness
- Noise level of microphone and amplification devices
- Observation of hours of operation
- Sale and display of approved items only
- Use of professional display furniture

#### **Concessionaire and certain commercial exhibitor**

Evaluations will be based on the following, but are not limited to:

- Customer service
- Appropriate cash control systems, P.L.U. registers
- Posting of microwave warning sign
- Observation of hours of operation
- Compliance with recycling regulations
- Appropriate attire of personnel, Staff cleanliness
- Proper clean-up and disposal of waste products and grease
- Professional menu board posted with prices
- Sampling only of approved products
- Observation and compliance with state and local health and safety codes, and the laws of the federal, state and local governments

### **Exhibit Design and Presentation**

We've established design and presentation parameters that create a festive yet professional atmosphere for our fairgoers. Your adherence to these guidelines is vital to the continued high-quality environment of the California State Fair. Your exhibit design must match the approved application and photographs that you submitted to the California State Fair. We cannot allow you to make any alterations, improvements or permanently affix any personal property to the premises. Under no circumstances are you to paint, remodel or renovate the area without the approval of the California State Fair.

#### **Booths**

All in-line and corner booths will be finished with back draping and three-foot side drapes. Side partitions and display materials are not to exceed four feet in height for a distance of five-feet back from the aisle. No part of the exhibit or

merchandise shall extend beyond the step-down design or block the view to adjacent displays. Equipment such as carpet, tables and chairs in the booth is the responsibility of the exhibitor and **booth numbers must remain in view at all times**. Seating and tables may be required by any stand that is serving food on dinner plates. No part of your display may extend outside of your contracted space. You may not have any unfinished walls exposed to public view.

#### **Exhibit Height**

Indoor back drape height is 8 feet. Outdoor booths must not exceed 12 feet in height. Any part of your exhibit, including signs, may not exceed the height of the back drapes. The only portion of the exhibit that may exceed the height of the back drape (8 feet) must be an actual product that you are selling such as flagpoles, ladders or very tall plants.

#### **Rain Rules**

Should there be periods of rain, all outside stands and booths may cover up to protect merchandise. Once the rain stops you will need to immediately remove the covers and re-open for business for the remainder of the day.

#### **Screens**

Your booth or stand must have visual screening to hide approved service and storage areas from public view. You must provide your own screens that are designed to look like the booth, food stand or trailer with similar artwork and colors. They must be big enough to completely surround the entire back service and storage area of the booth, stand or trailer. All trailers must have proper skirting around the perimeter to hide the under carriage, wheels or chassis and trailer hitch.

#### **Signage**

Large inflatable balloons with your company's name/logo will not be allowed unless authorized in writing by the Fair. Handmade or other non-professional signs, signs on cardboard or paper and unfinished signs exposed to public view are not allowed. Unless given written permission prior to Opening Day, the Fair will not permit any sign, banner or plywood cutouts placed over the top of a food stand, trailer, or outdoor exhibit and no signs are to extend over the height of the indoor back drape, which is 8 feet. Absolutely no signage is allowed on the top of your booth or tent/canopy. Signs placed on tents or canopies cannot be any higher than the bottom of the upper-most portion of the tent or canopy. The Fair reserves the right to move, remove or relocate any sign deemed necessary.

#### **Sound Devices**

All sound producing devices such as radios, televisions, microphones, stereos and public address systems are subject to the approval of the Fair and will be controlled so they do not interfere with the public or your neighboring exhibitors and concessionaires. All speakers must be in the rear of the booth or stand pointing down towards the ground and the microphone must remain at the level designated by the Fair. If interference exists or persists, the Fair reserves the right to revoke your privilege of using any sound devices at any time. **Bull horns are not allowed.**

#### **Tents**

If you are an outdoor vendor you will be required to rent a tent from us. "Pop-up" or "E-Z up" tents are not allowed. For more information contact the Commercial & Concessions Office. No tents, canopies, awnings or umbrellas are allowed in any area of the grounds or, buildings without prior approval of management. Tent structures are not allowed for food service.

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## F

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### **Fees and Payments**

#### **Late Fees**

\$100.00 Late Fee is due with contract, payment or required paperwork which includes forms and acceptable proof of insurance that is received or postmarked after the due date on contract.

#### **Payment Information**

**All payments made after June 29, 2011 must to be paid by cash, money order or cashier's check.**

You will need to send separate checks for the following payments:

- Contract (Rent/Deposit, Food Handling, Tent, Utilities, Insurance)
- Credentials (Parking, Admission)
- Late Fees (Application, Paperwork)

#### **Fire Marshal Regulations**

The State Fire Marshal (SFM) has jurisdiction at the Cal Expo facility. The following guidelines are provided for your convenience, but there are lots more where this came from. For a complete listing of applicable SFM regulations visit the website at [www.fire.ca.gov](http://www.fire.ca.gov). **Do not block fire lanes at any time**; this includes load-in and load-out days. Any vehicles left unattended will be towed at owners' expense!

- SFM may enter any portion of any exhibit space or booth on the grounds of Cal Expo at any time for the purpose of inspecting the premises for fire and life-safety.
- No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or with the visibility of any exit

- sign.
- No display shall block access to firefighting equipment, such as fire extinguisher stations, fire alarm pull station, fire hose cabinets and fire hydrants.
- No display, exhibit, booth or temporary construction shall be built of highly combustible material.
- Any paper or fabric used in displays or exhibits must be fire resistant or treated with an approved fire retardant solution prior to use. All draped, hanging curtains and other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard must be made from nonflammable materials or treated and maintained in a flame-retardant condition by means of a flame-retardant solution process approved by the SFM. Documentation must be maintained of the flame-retardant product(s) used.
- Electrical equipment and installation will be inspected and approved by a qualified person acceptable to SFM.
- The use and handling of any flammable or combustible liquid will be subject to approval by SFM. Location of such material will be noted.
- Location and use of portable containers of Liquefied Petroleum Gas (LPG) or other compressed gas cylinders inside buildings or tents is subject to approval by SFM.
- Cooking performed by a Commercial Exhibitor may be allowed only in approved locations with approved equipment. Prior approval by SFM is required.
- The use of any type of open flame must be approved by the SFM prior to use.
- Bark dust or like material must be kept moist at all times
- All concession stands must have an approved fire extinguisher with a minimum rating of 10-BC. All portable fire extinguishers must be serviced annually by a licensed California Fire Extinguisher company.
- A California licensed company must service all Automatic Fire Extinguishing Systems (Hood System) every six (6) months. The company performing the service must be licensed by the California State Fire Marshal's Office and possess an Automatic Systems License or possess a C-16 license issued by the California State Contractors Licensing Board.

The following fire and life-safety requirements shall be applicable for all tents, awnings and fabric-covered enclosures. Locations and use of items is subject to approval by both the California State Fair and SFM.

- All tents, awnings and other fabric-covered enclosure must be made from a nonflammable material or treated and maintained in an approved flame-retardant condition. Documentation must be maintained with the tent or awning.
- All tents occupied by 11 or more people must bear the seal of the SFM.
- No smoking is allowed in the tent. NO SMOKING signs must be posted.
- No vehicles are to park on a street closer than 20 feet from the tent or within 100 feet of a tent unless it is necessary for the operation of the tent.
- No open flame device will be permitted in any tent or tent structure.

### **First Amendment Expression Guidelines**

If you wish to participate in a public forum and be a part of Cal Expo's "Freedom of Expression Zone", please follow the guidelines located in the Board of Director's Policy & Procedures Manual under Section 10.7 for complete information related to this process.

### **Forklifts**

If you need a forklift you will need to make arrangements on your own as the California State Fair does not provide forklift equipment.

### **Future Delivery of Merchandise**

If you intend to take money or the equivalent for goods or services to be delivered at a future date you must post the following notice in a prominent location: "The California Exposition & State Fair does not guarantee future delivery of any item or return of any deposits."

## G

### **Garbage**

Use bins behind or near concession stands or buildings for your trash. Please break down boxes and stack next to trash bins. Use trash bins instead of barrels; the blue barrels are for public use only.

### **Golf Carts and Scooters**

Before you can bring a cart onto the grounds for use on perimeter service roads, you must complete an application at the Commercial & Concessions Office located in the Administration Building. You must affix the golf cart permit to the front of your cart prior to use so that it is easily visible. All non-current permits must be removed or covered. Any cart without a permit may be removed from the grounds and stored at owner's expense. See the 2011 Parking Credential Request Form for the golf cart permit fee. Golf carts are not allowed on the fairgrounds at any time during public hours. You will need to use the perimeter service roads outlined on the Cart Route Map when driving your golf cart and any other vehicles. The Cart Map can be found on our website [www.bigfun.org](http://www.bigfun.org).

Should you have health issues or a disability, you may receive permission to drive your golf cart on the fairgrounds during public hours. Send your request to the Commercial & Concessions Office prior to Opening Day. If approved, the cart you will be using will need to have a permanent placard attached for easy visibility.

To insure a safe fairground for the public and all employees, the following safety guidelines apply to all electric and gas golf carts and scooters:

- Carts are to be driven safely and at a reasonable speed at all times. Please obey all posted speed limits.
- Open alcoholic beverage containers are not allowed on any cart.
- Drivers are not to be under the influence of drugs or alcohol.
- Pedestrians always have the right-of-way over carts. Drivers are to be courteous and patient.
- Only licensed drivers listed on the cart application are permitted to drive a cart.
- Carts are never to be driven inside any Cal Expo building.
- All cart users must abide by all instructions from the California State Fair management regarding cart usage on the grounds.

Failure to abide by any of the above rules will result in removal of the cart credential for the remainder of the Fair and may result in a ticket or confiscation of the golf cart. Any cart that is deemed unsafe for any reason by the State Fair must be repaired or removed from the grounds. If the unsafe cart is not removed, it will be impounded by the California State Fair for the duration of the Fair.

### **Government Regulations**

Your exhibit or concession must be conducted in a manner that strictly conforms with all applicable:

- Laws of federal, state and local authorities
- Public safety and fire regulations
- Rules and regulations of state and local authorities, including but not limited to health, copyrights, patents, trade names, and trade marks

You are required to pay all requisite deposits, fees and taxes, including possessory interest tax, which may be levied by the City or County of Sacramento. You must also obtain all licenses applicable to the operation of your exhibit, and are responsible for any other city, county and state permits and licenses required by law. For more information from the City of Sacramento please call 916-264-8500 or visit their website [www.cityofsacramento.org](http://www.cityofsacramento.org). For more information from the County of Sacramento please visit their website [www.co.sacramento.ca.us](http://www.co.sacramento.ca.us).

### **Gratuities (tips/donations)**

If any California State Fair employees or officers ask you for free gifts or services such as money, food, merchandise or free rides, report it to the Commercial & Concessions Manager immediately. In return, you should also not offer gratuities of any nature to California State Fair employees or officers. Further, you are not allowed to solicit gratuities, tips or donations from fairgoers. Any “tip jars” will be confiscated by a California State Fair representative and the contents will be donated to the California State Fair Scholarship Fund.

### **Grease Bins – Gray Water**

Use grease containers for all cooking oil. If the grease bin is full, find the next closest available grease bin. Do not place grease in cardboard boxes near dumpsites. Do not pour grease into drains. Notify the Commercial & Concessions Office at 916-263-3155 if a grease bin is full. Gray water cannot be dumped in storm drains, flower planters or restrooms. Only dump gray water into sewer drains. Violators may be fined and charged for cleanup.

## H

### **Health Department**

If you are selling or handing out samples of prepared or pre-packaged food products you must follow all guidelines outlined in this book as well as those set by any governing agencies. For more information on Health Department requirements, see the California Health and Safety Code, [www.emd.saccounty.net/Documents/Info/EH/CalCode/pdf](http://www.emd.saccounty.net/Documents/Info/EH/CalCode/pdf) or Contact the County of Sacramento Environmental Management Department at (916) 876-8484 or [www.emd.saccounty.net](http://www.emd.saccounty.net).

### **Drink Refills**

Please observe the proper procedure for drink refills:

- The customer holds the top and straw, and hands the container to the concessionaire.
- The concessionaire refills the container and hands it back to the customer.

The concessionaire must never use the customer’s container to scoop ice; always use the ice scoop.

### **Food Safety Certification**

Being Food Safety Certified means you or at least one of your employees has taken and passed an approved food safety certification class and possesses a valid certificate in food safety, this person is responsible for training all staff about food safety practices. California Law requires that at least one owner/manager of each food concession be Food Safety Certified by an approved program. If your trained staff member should leave, you have 60 days to certify another staff member. If you sell only pre-packaged food or beverages such as dried fruit, nuts, jerky and bottled or canned beverages you are not required to be certified. Certificates are valid for five years from the date of issuance. Certificates must be renewed prior to expiration and a new copy submitted to the Commercial & Concessions Office.

Certified food safety testing providers:

- American Food Safety Institute (800) 723-3873
- California Food Handlers School (800) 510-0525
- California Restaurant Association (800) 794-4272
- Food Safety Now (800) 396-1417

- National Restaurant Association (800) 765-2122

### Health Inspection Guidelines

All food vendors and commercial vendors sampling food must comply with all health codes set forth by the County of Sacramento Environmental Management Department & Health Division. For more detailed information on how to comply with the food safety laws, please inquire with the department at (916) 876-8484 or [www.emd.saccounty.net](http://www.emd.saccounty.net).

Your booth or stand must be staffed at all times and there must be a person of authority, such as an owner or manager on the premises while the Fair is open to the public. The following guidelines must be followed at all times and will be part of your health inspection:

- Food is to be cooked, held and served at the correct temperature:
  - 165 degrees F for ham and pork
  - 140 degrees F or higher to maintain hot foods
  - 41 degrees F or lower to maintain cold foods
- Steam tables may not be used for cooking or defrosting.
- Defrosting should only be performed in the refrigerator, microwave, under running cold water or as part of the cooking process.
- All food servers are to observe personal hygiene practices.
- Hands must be washed prior to each shift, anytime their hands become contaminated, between different tasks, and after visiting the restroom, smoking or eating.
- Servers must be free of communicable diseases.
- Employees must restrain long hair by pulling it back and securing it firmly.
- For BBQ's, only approved foods which are being cooked may be outside. All food preparation and serving must be conducted inside the vehicle or booth.
- Condiment tables must be cleaned regularly.
- Condiments should be served in squeeze containers or individual packets. Utensils must be prepackaged or stored properly.
- Straws and napkins are recommended to be readily available and maintained for the public.
- Concession stands must have adequate refrigeration for storage of perishables. Deliveries of all perishable items must be refrigerated immediately.
- Food may be displayed in Plexiglas enclosed casings; all display food must be destroyed after use.
- Employees must be instructed to keep stand or trailer doors closed.
- Pass-through windows must be used between cooking and open air serving areas.
- Employees are to follow the proper procedure for giving drink refills.
- Holding tanks or sinks with drains must be used for water only.

### Re-Inspections

If your stand fails the initial Health Department Inspection (one or more major violation); your stand may be subject to closure until a re-inspection is made. If you fail your re-inspection or are cited for critical violations you will be closed for the duration of the Fair and the location assigned you will be terminated and your stand will be removed. All re-inspection fees will be passed on to vendors with violations.

Critical violations are those which may compromise public health resulting in food borne illness if not corrected immediately. You will be charged a re-inspection fee.

### Safe Food Handling Fees

Safe food handling fees are to be paid directly to the California State Fair. We will, in turn, combine all fees and submit them along with one application to the County of Sacramento, Environmental Health Department. This is not a "health permit" fee. Please note that all prepaid vendors must pay this fee and that veteran's and non-profit's exemptions will not be recognized.

### Sampling

If you hand out prepared or pre-packaged food samples you will need to pay the appropriate safe food handling fees as outlined. Food samples are limited to "bite size". Beverage samples are limited to a 2 oz. serving or package. Alcoholic sampling is not allowed. See CalCode for sampling requirements.

### Self-Inspection

Once you've set up your booth or stand, you will need to conduct a self-inspection using the forms found on our web site. The form must be posted on the wall of the food stand next to the back door by 8:00 AM on Wednesday, July 14, 2010. Any deficiencies noted on the form should be completed prior to the health inspection.

The Health Inspection Team will be conducting inspections on opening day, so be ready and available! If no one is in your stand or if the self-inspection form is not completed and posted when the inspectors arrive, you will be charged a re-inspection fee.

See below to determine which self-inspection form you are required to complete:

Type	Form Code	Form
Trailers	MFPU	Mobile Food Preparation Units
Temporary Food Facility	TFFP	P - Prepackaged Products
	TFFI	I - Food Preparation/Sampling
Food/Beverage Carts	MFF	Mobile Food Facility

### Hours of Operation

If the Fair is open for business, then you're open for business. That means being ready for customers when the Fair opens each day and remaining open until the closing times noted below or as long as necessary to serve our fairgoers. However, there are a few exceptions; some concessionaires will have alternate opening hours:

Outdoor stands  
Livestock stands serving breakfast  
All other stands serving breakfast  
Indoor booths/stands

Open when Fair opens until 10:00 PM or as agreed to by Fair  
Open by 7:00 AM  
Open one hour before Fair opens  
Open when Fair opens until building closes

Indoor Exhibitors must close their booth and be out of the Commercial Exhibits buildings A,B,C and D by 10:30 PM.

**State Fair Hours - subject to change**

Monday - Thursday, 12:00 PM - 10:00 PM  
Midway closes at 11:00 PM  
Friday - Sunday 10:00 AM - 10:00 PM  
Midway closes at midnight

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I

**Insurance**

Prior to your use of the premises, you must furnish the California State Fair with an original insurance certificate that shows general liability insurance with minimum coverage of \$1,000,000, combined single limit for the full term of the Agreement. Circulators, Simulators and Thrill Rides require \$2,000,000 minimum coverage. If you are sampling or selling consumable products you must also provide product liability with minimum coverage of \$1,000,000, combined single limit for the full term of the Agreement.

The insurance certificate must also provide the following special endorsements exactly as specified. No variation or alteration of the endorsements will be acceptable.

- **The State of California, California Exposition & State Fair, its agents, officers, directors, employees, and servants are included as additional insured insofar as the operations under this contract are concerned.**
- The insurer will not cancel or reduce the insured's coverage without 30 days prior written notice to State.
- The State will not be responsible for premiums or assessments on the policy.

The insurance policy must cover the full term of the Agreement including the set-up and clean-up period, if any. You agree that the liability insurance herein provided will be in effect at all times during the term of the Agreement. In the event said insurance coverage expires at any time or times during the term of the Agreement, you agree to provide the California Exposition & State Fair (P.O. Box 15649, Sacramento, CA 95852-1649) a new copy of the insurance certificate evidencing insurance coverage as provided for herein for not less than one year or the remainder of the term of the Agreement. New copies of the insurance certificate are subject to the approval of the California Exposition & State Fair and no activity contemplated by the Agreement shall be performed after the insurance expires and prior to receiving approval. In the unlikely event that you fail to keep the insurance coverage in effect at all times during the term of the Agreement, the California State Fair & Exposition may terminate this Agreement, in addition to any other remedies it may have.

If you need to purchase insurance for the California State Fair, it is available through the Haas & Wilkerson Insurance Company. Please contact the Commercial & Concessions Office at 916-263-3155 for more information and pricing.

**Workers' Compensation Insurance**

Pursuant to section 3700 of the California Labor Code, each concessionaire/commercial exhibitor must have on file and in their assigned space a Certificate of Workers Compensation Insurance or Certificate of Self-Insurance from the Director of Industrial Relations. For more information, contact the Department of Industrial Relations at 916-323-4920 or [www.dir.ca.gov](http://www.dir.ca.gov).

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J

**Janitorial Services**

The State Fair provides janitorial service for aisles in the buildings and areas used by the public. It is your responsibility to keep your booth or stand clean and clear of debris. You are also responsible for the service, maintenance, landscaping and contracting of your assigned space.

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L

## **Labor & Materials**

If you need any labor or materials that are to be furnished by the California State Fair, you must submit your request in writing to the Commercial & Concessions Office. Once approved, the work will be furnished on a reimbursable basis. We will submit an invoice that is payable within 10 calendar days or prior to vacating the premises, whichever comes first.

## **Liability**

The California Exposition & State Fair is not responsible for loss or damage to your property. The parties agree that the Agreement does not convey, demise or let any interest of the California State Fair in any real property, and occupancy of premises by Exhibitor/Concessionaire, the acceptance of rent or commission by the California Exposition & State Fair during the term of, or under any holdover under, this Agreement shall not confer on Exhibitor/Concessionaire any title, interest, or right in real property against the California Exposition & State Fair as to "premises."

## **Load-in & Load-out - Commercial Exhibitors & Concessionaires**

### **Load-in and Set-up - Commercial Exhibitors**

To ensure everything runs smoothly, please adhere to the following guidelines:

- Enter/Exit through Gate 12 at Ethan Way & Hurley Way only.
- Credential Packets may be picked up in the Commercial Exhibits Office in Building C starting on Monday, July 11 at 9:00 AM.
- Satisfy all requirements in advance. You will not be allowed to pick up any credentials, set-up or open for business until all requirements such as insurance, payments, licenses, and other paperwork set forth in the Agreement are on file with the Commercial & Concessions Office. An Agreement may be terminated if any one of these requirements is not properly fulfilled prior to load-in and set-up.

### **Commercial Exhibitor Set-up Hours – subject to change**

#### **Buildings A/B/C/D:**

- Monday, July 11, 2011 9:00 AM - 7:00 PM
- Tuesday, July 12, 2011 9:00 AM - 7:00 PM
- Wednesday, July 13, 2011 9:00 AM - 9:00PM

### **Load-in and Set-up Concessionaires**

To ensure everything runs smoothly, please adhere to the following guidelines:

- Enter/Exit through Gate 3 only (Exposition Boulevard & Lot D).
- Upon arrival, park in Lot D and check-in with the Commercial & Concessions Office, located in the Administration Building.
- Credential packets may be picked up starting on Thursday July 7 at 9:00 AM at the Commercial & Concessions Office.
- Satisfy all requirements in advance. You will not be allowed to pick up any credentials, set-up or open for business until all requirements such as insurance, payments, licenses, and other paperwork set forth in the Agreement are on file with the Commercial & Concessions Office. An Agreement may be terminated if any one of these requirements is not properly fulfilled prior to load-in and set-up.
- Your stand must be physically in place by Wednesday, July 13, 2011

### **Concessionaire Set-up Hours**

- Thursday, July 7<sup>th</sup> - Wednesday, July 13<sup>th</sup> from 8:00 AM - 5:00 PM

Early move-in is encouraged by appointment only. Please contact the Commercial & Concessions Department to make arrangements at (916) 263-3155.

### **Load-out Procedures - Commercial Exhibitors**

Your exhibit(s) must be completely dismantled and removed by 5:00 PM on Monday, August 1st. All boxes, crates, packing materials, exhibit materials, debris and anything used in connection with the exhibit must be removed. You agree that any items left past the deadline become the property of the California State Fair and that we have the right to sell, dispose or remove these items at our discretion. However, you will be responsible for costs incurred to remove any items that require special handling. If your site requires cleaning or repairs, you will be billed accordingly. You will not be allowed to bring any vehicles onto the grounds until the heavy pedestrian congestion has subsided. Please be aware that this may occur well after midnight on Sunday, July 31<sup>st</sup>. As such, we strongly encourage you to be patient and load-out on Tuesday morning. If your exhibit is indoors, buildings will open at 8:00 AM. You can use a handcart to dismantle or remove your booth while waiting for vehicles to be allowed on grounds.

### **Load-Out - Concessionaires**

Before you leave, please be sure that your concession area is in the same condition it was in upon arrival. It must be clean, grease must be placed in the appropriate containers and all waste removed or deposited in the proper locations by 5:00 PM on Wednesday, August 4th. You agree that any items left after this deadline become the property of the Fair which has the right to sell, dispose, or remove any items left on the grounds. However, you will be responsible for costs incurred to remove any items that require special handling. If your site requires cleaning or repairs you will be billed accordingly. You will not be allowed to bring any vehicles onto the grounds until the heavy pedestrian congestion has subsided. Please be aware that this may occur well after midnight on Sunday, August 1st. As such, we strongly encourage you to be patient and load-out on Tuesday morning. If your concession is indoors, buildings will open at 8:00 AM. You can use a handcart to dismantle or remove your booth while waiting for vehicles to be allowed on grounds.

## **Lodging**

Cal Expo has partnerships with several area hotels. For a complete listing see the Hotel Partners section on our website.

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# M

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## **Maintenance**

You are responsible for the service, maintenance, landscaping and repairing of your contracted space. If you wish to paint, remodel or renovate your area in any way you must get prior written approval from the State Fair.

## **Menus & Pricing**

If your operation requires a menu, it must be easily visible and readable from the front of your stand. You must also visibly display any special promotion(s) and Health Department signs required or distributed by the California State Fair. All menus must be submitted with your application. Should you wish to change your menu, all changes must be submitted in writing, be justified and pre-approved by the Commercial & Concessions Manager before you can change your menu. Each menu must include a list of items for sale and their prices, plus the current California State Sales Tax. Sales Tax is not to be included in menu pricing. It must be added on. Soft drinks will comply with standard portions as approved by the Fair. If we determine that any price or portion appears inadequate or unreasonable, you will be advised and given the opportunity to justify the prices and portions, subject to approval. No refills may be given on any item(s) at any time without prior written authorization from the Commercial & Concessions Manager. Only approved refillable containers may be used, such as the State Fair Souvenir Cup.

## **Merchandise**

Because we want all of our exhibitors and concessionaires to have a successful and lucrative fair, you may not give away or sell any items that will create unfair competition for our food vendors, novelty contractors and game vendors. With that said, the following items, including but not limited to, cannot be sold or given away: candy, popcorn, nuts, novelties, balloons, colored postcards or souvenirs, tee shirts, photo buttons, plush animals, badges, canes, whistles, beach balls, small plastic toys, inflatables, patches, bumper stickers, decals, hats and any other item that could create the aforementioned unfair competition. You are not allowed to sell, give away or display any items not specified in your Agreement. It is also very important for us to keep a diverse mix of products in the Fair. Layout changes may result in your number of stands or booths being reduced. Commercial Exhibitors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services.

## **Product Exclusivity**

Commercial Exhibitors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services.

Items including but not limited to, balloons (any size), inflatable toys and glow-in-the-dark novelty items are covered under the California State Fair's Novelty Agreement as exclusive items for sale by that contractor only. These items may not be sold, used as giveaways or promotions or used as signage or decorations by any commercial exhibitor, sponsor or participant in the California State Fair.

## **Motorized Vehicles**

Any motorized vehicle that is part of your display must be approved by the California State Fair in advance and remain in place during the entire 19-day run of the Fair. If you are exhibiting vehicles powered by internal combustion gasoline engines inside buildings please follow these guidelines:

- Gasoline must be drained from the tank allowing only enough fuel to enable the vehicle to drive in and out of the building.
- To deter removal, the gas cap must be taped in place.
- A non-combustible drip pan must be placed under the vehicle.
- The battery(s) must be disconnected with the battery terminals taped with electrical tape.
- Vehicles must be available for inspection by the California State Fair management and the State Fire Marshal.

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# O

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## **Offensive Items**

We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality or compatibility with the California Exposition & State Fair. Please note that we will not exercise this right for the purpose of controlling the economic return or to protect exclusive licensing or similar arrangement between State Fair management and others. Some items that will not be considered for sale, giveaway or rental include but are not limited to: weapons of any kind, lasers, high-powered water guns, rubber band guns, toy guns, products made from any endangered animals, pornographic or drug-related items.

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## P

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### **Parking Credentials** - See the 2011 Parking Credential Request Form for pricing.

If you have rented an RV space in Lot 16 you can also purchase a Stock Truck pass and/or a vehicle pass for that lot. Stock Truck passes are also available for Lot 25 and do not require that you have an RV space rented.

Daily and seasonal exhibitor parking credentials are available. These credentials allow parking in all public lots on weekdays and auxiliary lots on the weekends. Any vehicles, including trailers, parked on the Cal Expo facility without appropriate parking credential will be towed at owner's expense. Overnight parking is forbidden in all public lots.

### **Levee Parking Credential**

A Box Office representative must (no exception) measure your vehicle to insure it will fit before a space will be assigned. Once your vehicle is measured the Box Office representative will issue a space number and place the permit sticker in your vehicle. The vehicle that is measured is the only vehicle allowed in your space. If you park in a levee space without the appropriate credential your vehicle will be towed at your expense.

**Please note that there are no refunds or exchanges on any parking credentials.**

### **Power Conservation**

Power conservation is mandatory and Fair staff will be monitoring everyone for compliance. Violators will have their power cords disconnected, so please be sure you follow these guidelines:

- All lights and other non-essential equipment must be turned off when the Fair closes each day.
- Outside lights must remain off until 7:00 PM nightly.
- Only one hot tub or spa will be allowed to be heat water with land power.
- You may be asked to disconnect all miscellaneous electrical appliances such as fans, computers, coffee makers, microwave ovens, television and radios.

### **Premium Space**

The maximum number of indoor commercial space available for rent at the standard rate is one 10x30 or three 10x10's. Any 10x10 space requested above the maximum space is considered premium space. Premium space is sold at the standard 10x10 booth space + \$5,000.00.

### **Propane**

Cal Expo does not provide propane service. If you require propane, you will need to make your own arrangements. Propane lines and piping must be approved by the Fair. All gas lines/pipes must have a valve at the entry to the concession and you must turn off the gas supply at closing time each night. All compressed gas cylinders, full or empty, must be secured to prevent tipping or falling over.

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## R

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### **Rain**

In case of rain, all outside stands and booths may cover up to protect merchandise. Once the rain stops you will need to immediately remove the covers and re-open your operation for the remainder of the day.

### **Returned Checks**

If you write a check that is returned for any reason, your check-writing privileges will be lost and an administrative fee of \$25.00 will be charged.

### **RV Accommodation**

The Cal Expo RV Park features private showers, sewer, 30 & 50 amp electrical services and a laundry room. If you stay in the RV Park this does not mean you have access to the fairgrounds, so please be sure you have the proper admission credentials. Shuttles to the grounds run from 6:30 AM until approximately midnight daily. For reservations and rates contact the Cal Expo RV Park at (916) 263-3187. Limited RV spaces are available in Lot 16 and Lot 25 for concessionaires. Contact the Parking Department at (916) 263-3040 for information and reservations.

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## S

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## **Security**

You must not leave your booth or stand unattended at any time during operating hours. You should also cover all valuable items when leaving the building after closing. Roving security guards will be on duty from 10:00 PM until buildings open to the public the following day. Valuable items that are easily portable (such as televisions, radios, and VCR's) should be removed from outdoor booths or properly secured and concealed after closing.

Please note that the California State Fair is not responsible for lost, damaged or stolen merchandise. It is a good idea to obtain a temporary insurance policy to cover your displays for the period of the State Fair. Losses or infractions should be reported to the State Fair Police at (916) 263-3050 immediately upon detection.

## **Sewer Connections**

All drain and sewer connections will be done in accordance to the State Fair's policies. All sewer lines have been cleaned and prepared for your connection in advance of your arrival. If your line backs-up we will work with you to assist in the repair. Repeated back-ups may be considered a violation of your Agreement to operate properly and safely.

## **Shipping**

No C.O.D. or other packages will be accepted by State Fair staff. To be sure your packages get to you all packages must be marked with the following address:

### **Commercial Exhibitors**

- (Exhibitor's Business Name)
- c/o California State Fair
- Commercial Exhibits
- Building \_\_\_\_\_, Space # \_\_\_\_\_
- 1600 Exposition Boulevard
- Sacramento, CA 95815

### **Food Concessionaires**

- (Concessionaire's Business Name)
- c/o California State Fair
- Food Concessions
- Stand Name \_\_\_\_\_, Stand # \_\_\_\_\_
- 1600 Exposition Boulevard
- Sacramento, CA 95815

To send out packages, you will need to make arrangements with an off-grounds shipping provider. A flyer with more shipping information will be included in your move-in packet.

## **Smoking**

Smoking is only permitted in designated areas. The designated areas are located near the following: the north and south entrances to the Livestock Pavilion, south ramp off of the spine (between Bldg A & B Mezzanines), Outside Building C (next to show office entrance), Extreme Zone near west gate and behind the Administration Building. **This rule also applies to Load-In / Load-Out days.**

## **Space Location**

Fixed locations are assigned on an annual basis. Returning Commercial Exhibitors and Concessionaires may submit a written request for a different location. Should space become available, we will be happy to consider your request. Occasionally we need to move an exhibitor or concessionaire to another location; sometimes this can happen during the Fair. Should this need arise you will move, at no cost to the Fair.

## **Storage**

The State Fair does not provide storage, so you will need to make arrangements at your own expense. All excess boxes, cartons, spa covers and/or merchandise must be in an enclosed storage area and out of public view.

### **Dead Storage**

Dead storage for equipment not being used during the Fair is available. If you have any vehicles, trailers or hitches not needed during the 18 days of the Fair, they must be stored in Dead Storage or removed entirely from the grounds. If this equipment is found parked in any other location on the grounds without the appropriate parking credential, it will be towed at the owner's expense. The California State Fair assumes no liability for stored equipment. For more information contact the Parking Department at (916) 263-3040. See the 2011 Parking Credential Request Form for pricing.

### **Trailer/Stand Storage**

Trailer/stand storage is available prior to move-in in Lot 12A, which is the parking lot next to Gate 12. After the Fair, trailer/stand storage will be available at a location to be determined by the Commercial & Concessions Office. Before dropping off trailers/stands, check in with the Gate 12 guard and give him your company name, trailer/stand descriptions and unit count being stored. Trailers/stands not checked in with Gate 12 are subject to tow at owner's expense.

## **Sub-Leasing**

Your assigned space is for your sole, exclusive and personal use. As such, you are not allowed to sub-lease or allow any person or business to use your contracted space unless granted written permission by the California State Fair. If the approved sub-lease is doing business under a fictitious name or as a partnership or corporation, one individual of the business must be designated as the responsible party. This individual is the only one who can conduct business, display, give or receive information at your location.

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## T

### **Telephone Service**

Feel at home during the Fair with your very own phone line from AT&T. Orders must be placed no later than two weeks prior to the installation date by calling toll free at (800) 750-2355, Office hours are 8:00 AM - 5:00 PM (PST), Monday through Friday. For fast service on repair problems, call (800) 332-1321 (24 hours).

When you call, please provide the following information:

- Event name California State Fair
- Facility name and address California Exposition & State Fair 1600 Exposition Blvd. Sacramento, CA. 95815
- Building/Booth Number Building \_\_\_\_\_ / Booth # \_\_\_\_\_
- Service dates Date of connection through date of disconnection
- Billing information Company name, street address, etc.

Please notify the Commercial & Concessions Office of all on-site telephone numbers and cellular numbers for messages and emergencies.

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## U

### **Uniforms**

All employees must be tastefully clothed at all times. While uniforms are not mandatory they are highly recommended. Name tags with employee name clearly visible are required.

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## V

### **Violation Notices**

This Handbook is part of your Agreement, so non-compliance with any part of this book is considered a breach of your Agreement. A breach of your Agreement may be cause for termination of your Agreement. Violations play an important role when deciding to invite an exhibitor or concessionaire to future California State Fairs. If you violate any part of this Handbook, a notice of violation will be issued. You will first receive a verbal warning and a reasonable amount of time to correct the violation. If the violation is not corrected, the verbal warning will be followed by a written notice of violation. The original copy will be given to you and a duplicate will be placed in your file along with a notation of the prior verbal warning. You will be given 24 hours to respond to the notice, in writing, indicating when and how the violation will be resolved. You can write your response on the back of the violation slip or a separate sheet of paper. It must then be submitted to the Commercial & Concessions Office. If the matter is not resolved, further action will be taken, as deemed appropriate by State Fair management. Further action will include, but is not limited to:

- A second written notice of violation and an imposition of a fine to be paid immediately upon presentation of the written violation notice, with copies placed in your file.
  - Not being allowed in future Fairs.
  - An order to cease operation immediately and vacate the premises.
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## W

### **Water**

All concession stands are required to provide free water and cups. While you are under no obligation to provide ice water, no guest should be refused water. Carts and indoor food booths are excluded from this requirement.

### **Water Hoses**

Water hoses must be NSF green or NSF approved with green tape that can clearly be identified by the County Health Department inspectors. No garden hoses are permitted.