

Rules & Requirements for Concessionaries / Vendors

- 1) Payment in full for all lot rentals and camping will be expected by noon on Monday of fair. This can be taken care of with the Concessions Manager or at the Fair Office by the front entrance. **After June 30 no personal checks will be accepted.** Payment can be made with cash, money order or bank certified check payable to Ottawa County Fair.
- 2) REFUND POLICY: After June 15th there will be no refunds made on lot fees paid. Your space has been reserved for you by your signed contract with the Ottawa County Fair and by your fee paid. All cancellations must be submitted in writing.
- 3) Four weekly passes (or the equivalent in daily passes) per rental lot will be provided by the Concessions Manager. If any additional daily passes are required they can be purchased at a price of \$3 each from the Concessions Manager only. The Concessions Manager will decide how many additional passes can be sold at the discounted price on an individual basis. These passes must be purchased on Monday from the Concessions Manager.
- 4) ELECTRICAL SERVICE: No electrical service will be furnished unless specifically granted in the signed contract. Service will be furnished per the option fee paid by the concessionaire. Fair electrician MUST do ALL electrical hookup/direct tie-ins only. Any concessionaire/vendor with refrigerated stock trailers or trucks that hook up to electricity will be charged an additional \$40 per unit for the week of the fair. We will also be issuing parking permits for those vehicles and stock trucks. These permits will be required to be displayed on these vehicles at all times. All units found parked without these permits stand a risk of being removed at owner's expense. These permits will be available from the Concessions Manager upon your arrival on the fair grounds, at that time the location of the parking of those units will be agreed upon. These permits are for safety and emergency reasons. The Ottawa County Fair shall not be responsible for loss of time or revenue due to electrical power or any utility interruptions or failures.
- 5) GUIDELINES FOR SET-UP AND TEARDOWN: All concessions/vendors are to be completely set up and ready for business by noon on Monday of fair week. If you have not taken possession of your assigned space and completely set up by 4:00 pm on Monday of fair week, the Ottawa County Fair has the right to take possession of your space and terminate the contract. Refunds will not be issued and the space can be leased to another concession/vendor. Teardown cannot be started until 10:00 pm on Saturday night of fair week. If the teardown process starts prior to the stated time you will be in violation of your contract and will result in forfeiture of future contracts with the Ottawa County Fair.
- 6) By order of Ottawa County Health Department, "Gray Water" will NOT be allowed to be dumped or drained on the fairgrounds. This will be strictly enforced by the Ottawa County Fair with first incident a warning, second incident a \$50 fine payable to the Ottawa County Fairgrounds, and third incident will be dismissal from the Ottawa County Fair property.
- 7) Attention food concessionaires - all used cooking oil must be disposed of daily in drums provided behind restrooms.
- 8) All concessionaires/vendors are required to have proper insurance and licenses and a copy of each mailed to us with contract.
- 9) All new concessionaires/vendors are required to send a photo of their concession/vendor set-up. **Ottawa County Fair reserves the right to refuse any and all items/ services.**
- 10) Each concessionaire/vendor is responsible for having his/her lot attended and open for business during fair hours for six days of the fair. Except for Monday, which hours are noon until approximately 11:00 P.M., the hours of the fair are 10:00 A.M. until approximately 11:00 P.M. (Closing hours will depend on the attendance on the midway)
- 11) Each concessionaire/vendor is responsible for keeping their area clean and trash free at all times.
- 12) The only business to be conducted from each lot is what has been specified on your contract. - no kid's games (duck ponds). All drawings and/or raffles must be approved by the Concessions Manager (if approved they will require all State gaming licenses).
- 13) No extra vehicles can be parked on the rented site, unless pre-approved by the Concessions Manager.
- 14) There is to be no posting of advertising throughout the fair grounds for your products, on site advertising is allowed. You are to conduct all business from your lot only!
- 15) NO PETS ALLOWED in public areas including the midway/concessions/vendor areas.