



Rules & Requirements for Concessionaires/Vendors

Payment in full for all rentals and camping will be expected by noon on Monday of the fair. This can be paid to the Concessions Manager or at the Fair Office by the Main Gate. After June 30, no checks will be accepted. Payment can be made with cash or bank cashier's check made payable to Ottawa County Fair.

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.

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 determine how many additional passes can be sold at the discounted price on an individual basis.

ELECTRICAL SERVICE: No electrical service will be furnished unless specifically granted in the signed contract. Service will be furnished per the optional fee paid by the concessionaire. Only fair electrician may do electrical hookup/direct tie-ins. Any concessionaire/vendor with refrigerated stock trailers or trucks that hook up to electricity will be charged an additional \$50 per unit for the week of the fair. We will issue parking permits for vehicles and stock trucks. These permits will be required to be displayed on your vehicles at all times. Any vehicle or unit parked without a permit stand a risk of being removed at owner's expense. 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.

GUIDELINES FOR SET-UP AND TEARDOWN: All concessions/vendors are to be completely set up and ready for business by 3 pm on Monday of fair week. If you have not taken possession of your assigned space and completely set up by 4 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 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 which will result in forfeiture of future contracts with the Ottawa County Fair.

By order of the 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 a warning for the first incident, a \$100 fine payable to the Ottawa County Fair for the second incident, and dismissal from the Ottawa County Fair property with no refund of lot fees for third offense.

Attention **FOOD CONCESSIONAIRES** – All used cooking oil must be disposed of daily in drums provided behind restrooms.

All concessionaires/vendors are required to have proper insurance and licenses and a copy of each mailed to Ottawa County Fair with contract. The Health Department will be on site to do inspections on the Monday of fair week, but it is the responsibility of the Concessionaire to have the proper license in advance.

All new concessionaires/vendors are required to send a photo of their booth set-up. Ottawa County Fair reserves the right to refuse any and all items/services. If the set up is significantly different for that which was applied for, the Fair reserves the right to request removal of the booth with no refund of lot fee.

Each concessionaire/vendor is responsible for attending his/her lot and must be open for business during fair hours for six days of the fair. On Monday, from 3 pm until approximately 10 pm, and Tuesday through Saturday from 11 am until approximately 10 pm.

Each concessionaire/vendor is responsible for keeping their area clean and trash free at all times, with trash bins furnished by Fair.

The only business to be conducted from each lot is what has been specified on your contract. No kid's games (duck pond type) or Drawings/Raffles unless specifically approved by the Concessions Manager, and vendor would be responsible for State gaming license.

No extra vehicles can be parked on the rented site, unless pre-approved by the Concessions Manager.

There is to be no posting of advertising throughout the fair grounds for your products. All advertising must be within your booth space and all business is to be conducted from your lot only. No strolling the midway is allowed.

NO PETS ALLOWED in public areas including the midway/concessions/vendor areas.

The Ottawa County Fair reserves the right to amend these rules as issues may arise for the safety and security of all attendees.