

2018

DUTCHESS COUNTY FAIR

AUGUST 21-26, 2018



VENDOR HANDBOOK

WELCOME TO THE DUTCHESS COUNTY FAIR!

If you are joining us for the first time, welcome! If you are returning, welcome back. Please take a minute to review the information in this handbook. It is a useful guide to all operational protocol during the Fair. You will be expected to know, understand and abide by it.

*Thank you for being with us. You have our gratitude and best wishes for a most successful Fair!
Deb Aschmann & the Dutchess County Fair*

Mailing Address

PO Box 389, Rhinebeck, NY 12572

845-876-4000

845-876-4003 Fax

Shipping address

6550 Springbrook Ave., Rhinebeck, NY 12572

www.dutchessfair.com

daschmann@dutchessfair.com - Vendor Manager

MARCH 15 - CONTRACT & INITIAL PAYMENT DUE (1/2 CONTRACT AMOUNT)

JULY 1 - INSURANCE CERTIFICATES ARE DUE

JULY 15 - FINAL PAYMENT DUE

**AUGUST 17 - VENDOR CHECK IN OPENS
VENDOR CAMPING OPEN**

AUGUST 21 - 10:00 DUTCHESS COUNTY FAIR OPENS

HOURS OF OPERATION

The Fair opens on Tuesday morning at 10:00 AM, and closes at 10:00 PM on Sunday. Vendors are expected to be open for business every day from 10:00 AM to 10:00 pm.

All vehicles must be removed from the grounds by 9:00 AM daily.

INSURANCE – MUST BE SUBMITTED BY JULY 1

Certificates not naming us additional insured will not be accepted.

Non-food exhibitors must pay \$75 per booth; food concessions must pay \$100 per stand unless the concession provides a valid insurance certificate for a minimum of one million dollars (\$1,000,000) for the dates of set-up through breakdown.

Please have a Certificate of Insurance, naming the Dutchess County Agricultural Society, Inc., PO Box 389, 6550 Springbrook Avenue, Rhinebeck, NY 12572 as an additional insured spelled out for at least \$1 million. COI can be faxed to 845-876-4003 or emailed to daschmann@dutchessfair.com.

Any vehicle driving on the fairgrounds must have valid auto insurance coverage.

NYS SALES TAX

It is the responsibility of the concessionaire to obtain proper documentation from the NYS Sales Tax Office. A search on the Internet for [How to Register for New York State Sales Tax; Tax Bulletin ST-360](#) will guide you to the appropriate site for information. Your Sales Tax Certificate should be on display at your booth location.

SHIPPING & RECEIVING

No shipments will be accepted by the Dutchess County Fairgrounds on behalf of vendors. There are no storage facilities on the grounds.

UPS and FedEx are on the grounds across from the Schoolhouse between 10:00 and 11:00 every morning for deliveries and shipments. An announcement over the loudspeaker is made when they arrive and when they are about to leave.

A UPS Store is located across the street from the Fairgrounds for shipping/receiving outside those hours.

CHECK IN & SET UP

Vendors are permitted to check in and set up from Friday through Monday before the Fair, Friday through Sunday 9:00 AM to 5:00 PM and Monday, 7:00 AM to 8:00 PM only, unless arrangements are made with the Concession Office prior to the commencement of setup.

Upon arriving, vendors should check in at the Administrative Building for their packet and any last minute instructions. Vendor check-in packets include vendor tickets, parking permits and other pertinent event information. Restocking tags are available upon request.

Indoor vendors are allowed to drive up to the end of their building/tent to unload, depending on space availability. Vendors are asked to quickly unload their vehicle and then move it to the general parking area. We also ask all to be polite and keep their product and packing materials from closing aisles and encroaching on other's booth spaces while setting up.

There is limited availability for forklift services for off-loading product. If forklift services are required, please sign up at the Concession check-in office. Rates are \$70/hour with a ½ hour minimum on a first-come first served basis.

TENTS

All outdoor concession must be covered. Easy up tent are acceptable and must be anchored. All tents must be weighted with a minimum of 25 pounds of weight per leg using sandbags, cinder blocks, etc or staked and able to withstand strong winds.

To prevent electrical shock or disruption of under-ground water lines, do not drive any stakes into the ground without prior approval of fairgrounds personnel.

Tent rentals are available. Please call for pricing. Rented tents come with sides and are ready at setup. An electrical outlet is included with each tent. Lighting is the responsibility of the vendor.

CONCESSIONS OPERATIONS

Concessionaires are responsible for abiding by all Federal and State laws of employment and business operations.

Concessionaires assume full responsibility for the proper care, protection and operation of their space and will be held absolutely responsible for the conduct and acts of their employees or agents.

Appropriate dress is expected from vendors and their employees.

Vendors are responsible for all accidents or worker injury at the space.

All business must be conducted within the bounds of the concession booth.

Subletting, assignment and booth-sharing are prohibited.

No alcohol, cigarettes, cigars or e-cigarettes are permitted in vendor space at any time.

Microphones, amplifiers, talking machines, or any other noise making devices are not be permitted in concession booths in any of the Exhibit Buildings. Outside booths having noise-making devices, must keep volume low enough so as not to interfere with vendor neighbors' ability to conduct business.

Cooking and food are not allowed in any building except Building D, Specialty Foods. Anyone cooking in any type of booth MUST have a working fire extinguisher in the booth.

Stealing pipe & drape is wrong. If you do not need a portion of your setup, please place at the ends of the buildings for pick up. Anyone caught taking materials runs the risk of arrest for theft.

PASSES

Everyone entering the Fairgrounds must have a gate pass. All non-food contracts automatically have 12 vendor passes included in the price of their lease.

Additional passes may be purchased before and through the Fair at the Concessions office at \$6.00 per pass.

Vendor passes are to be used solely for staffing the booth. Violation of this is a serious offense and may result in termination of contract.

PRODUCTS & SIGNS

Only items listed on the contract will be allowed for display or sale.

All signs must be professionally generated or approved by management. All merchandise and

services' sales price must be clearly marked or posted.

The tacking or posting of *any* advertising cards or signs on outside of buildings is prohibited. All signs must be inside concession area.

SAFETY

Displays must stay within their leased space, keeping fire lanes clear. All exhibits and display material must be flame-proof and pass the State Police and Fire Marshall inspection and approval.

No gasoline stoves for cooking or heating, or storage of any flammable liquids in booths or buildings.

RAFFLES

Donation collections, raffles and drawings, free or paid, are not allowed on the Fairgrounds' property.

BANNED ARTICLES

The following items are not allowed: guns, knives (excepting kitchen cutlery), poppers, cap guns, smoke bombs, fireworks, explosives, drug paraphernalia, stretch bottles, silly string, laser pointers, any type of blowgun and any other item deemed dangerous or controversial by Fair management.

Drones are not permitted on the grounds.

Obscene and inappropriate materials are forbidden. The management reserves the right to make these judgments.

Products bearing the Fair logo or name are prohibited except from vendors with permission.

No stickers or adhesive materials can be distributed or applied to patrons or grounds. There will be a \$500 fine for distribution of such.

Any corporate give-aways must be approved by Fair management.

LIGHTING

All lighting should be energy efficient lighting. Halogen and Quartz lighting are **not** allowed. T-8 tube lighting or lower is required. There is a \$150 penalty fee for non-compliance. Inspections occur during the Fair.

RECYCLING & TRASH

Rake or sweep around your sales area during the Fair. If you use landscaping materials in your display, please rake the mulch into a pile at the edge of the road for pick up at the end of the event.

All vendors are expected to assist in recycling efforts. Cardboard must be broken down; plastics, glass and tin must be rinsed and placed in plastic bags outside in front of booth or at the end of Exhibit buildings at close of each Fair day.

FAIR BREAK DOWN

Removal of goods or dismantling any portion of exhibit or display will not be allowed during fair dates and hours. There are no storage facilities on premises.

Exhibits, displays, machinery, campers, stands and tents shall be removed from all buildings and Fairgrounds NO LATER THAN 3:00 PM MONDAY following the Fair. Any items remaining will incur a daily rental rate of \$100/day.

PETS

Pets are not allowed inside the Fairgrounds at any time. (Exception: dogs in contracted shows, acts or performances and service dogs.)

Pets can be housed inside campers in the camping lot; they cannot be left chained and unattended outside. It is imperative that you clean up after your pet in the camping area. All pets must have valid & current rabies vaccinations. Proof of vaccination must be supplied.

FOOD CONCESSIONS:

DEPARTMENT OF HEALTH

Food permits can be obtained from the Dutchess County Department of Health, 85 Civic Center Plaza, Suite 106, Poughkeepsie, NY 12601, (845) 486-3404.

After setting up, concessionaires need to come to the Administration building to schedule electrical hookup. Only Fair Electric Staff can hook up electricity. All electric lines must be tagged.

Current food safety certification is required to participate in the Fair. Please submit a copy of your certificate with your contract. Renewed certifications should be forwarded to the office.

Every food concession must have an appropriate fire extinguisher. The extinguisher must be present at all times.

SUPPLIERS

For quality product assurance and to comply with local health department regulations, the Fairgrounds has approved purveyors for all food products, bread, ice, soda and confections.

All vendors are required to purchase any products sold during the Fair from approved purveyors. Please see Purveyors listing in this handbook. Propriety food items require management approval and have proper safety documentation.

Food deliveries will be made each morning from 5:30 AM to 9:00 AM. It is the food vendors' responsibility to meet the delivery and properly store products.

Vendors can make arrangements with purveyors to accept deliveries during the day at the Food Access area, located next to the Schoolhouse on the east side of the Track. Once the Fair is open, no motorized vehicles are allowed on site. Deliveries will require a hand truck.

CARBONATED BEVERAGES

There is a \$150 privilege fee for concessions selling carbonated beverages (post-mix). No carbonated bottled products are to be sold on the grounds. The only bottled products allowed are Coca Cola's ice tea, water, and sports drinks.

GREASE

Grease is picked up every morning. Please leave it in an enclosed container outside your booth. Anyone caught dumping grease into the drains will be fined for the cost of the cleanup plus \$1000 and is in jeopardy for not being considered for future Dutchess County Fairgrounds events.

ICE MACHINES

You may use your ice machine which is in your concession trailer; ice machines in stock trailers are not allowed. There is a \$75.00 privilege fee to off-set the increased water consumption.

Sinon Farms sells ice in 20# sleeves. If you are using one of Sinon's ice machines for storage, you may not store anything but his ice in it.

No ice may be brought into the grounds from the previous event or other source.

PROPANE

Bottini Fuel is the fuel purveyor for the Fair. They rent tanks as needed and are on the grounds each morning to fill tanks.

REPORTING DAILY RECEIPTS

Food Committee members will visit Food Booths each morning to collect the previous day's food percentage reporting sheets and deliver a reporting sheet for the coming day.

The initial report is in Food Vendors' check-in packet. The sheet should be filled out with the concessionaire's name and booth location for each booth. Sales tax is the responsibility of the vendor and should not be included in the gross total.

Reported sales totals must include all coupons and specials sales.

Final settlement can be made between 7:00 PM and 10:00 PM Sunday and 8:00 AM and 4:00 PM Monday. Final payment is expected by the Friday following the Fair.

CONCESSIONS FEES:

Inside Space -

Less than 20' - \$65/front Foot, 10 ft depth;

20' + - \$55/front foot, 10 ft depth;

Corners \$85/ front Foot, 10 ft depth

- Includes one 30/110 amp receptacle, 8' back drape and 3' side drape, free parking, 12 Vendor admission passes

Outside Space -

Less than 20' - \$45/ front Foot, 15 Ft depth;

20' + - \$35/front foot, 15 Ft depth

Over 15' depth =\$15/foot

- Includes one 30/110 amp duplex receptacle, 8' back drape and 3' side drape, free parking, 12 Vendor admission passes

Food Concessions - 18% of Gross Receipts, after sales tax plus amenities fees for non-DCAS owned facilities.

ELECTRIC SERVICE

Electric service must be hooked up by a fair electrician. No electrical box access is permitted by anyone other than a fair electrician. Violation of this is a serious offense and may result in termination of contract.

Please sign up for electrical servicing at the Concession Check-in Office on a first-come first served basis. Your patience is appreciated while waiting for electrical hookup as our electricians are faced with a daunting job of hooking everyone up in a short period of time.

All non-food booths are provided with one 30amp/110volt plug outlet. Vendors need to supply wire to the electric service.

Amps/Volts	Fee
Additional 30/110	\$100
30/220	\$150
50/220	\$200
100/220	\$350

Each special order electrical lines will have a tag in the Vendor packet. Electricians require the tag before installing service. Except electric lines included in the rental fee, all lines must be tagged.

Special electrical requests will be billed accordingly. All construction time and material will be charged in addition by the electrical contractor.

WASTE DISPOSAL

Food Concessions - \$65

STOCK TRAILERS

There are two areas for stock trailers. There is no charge for stock trailer storage in the Trailer Lot, located behind Livestock Hill, outside the inner fence.

Limited stock trailer spaces are available within the grounds. Please make notation on your contract if you wish space and services. Stock trailer locations are first come first served. Fees within the Fair perimeter are:

Stock Trailer - Up to 12'	\$50.00
Stock Trailer - Over 12'	\$75.00
Electrical Hook Up (See electricity fees above)	
Water Hook Up	\$25.00

Each stock trailer, trailer electrical line and water service paid for will have a tag in the Vendor packet. Electricians require the tag before installing service.

Trailers and tags are inspected throughout the Fair. Any trailer without a tag is a serious offense and may result in termination of contract and be towed at the owner's expense.

CAMPING

Limited vendor camping sites are available on a first-come, first-serve basis. Each 20' space is \$300 for the 10 day period of the Friday preceding the Fair through Monday afternoon following the Fair.

- Camping permits must be placed PROMINENTLY in a front window.
- NO OPEN FLAMES of any kind are allowed.
- Dumping facilities are not available. Daily pumping is available for a fee.
- Open awnings are not permitted.
- Vacuum breakers must be left on water spigots.
- Electrical hookups are 30 AMPs.
- Water hookups are included in price.

FIRE EXTINGUISHERS

Every camper must have an appropriate fire extinguisher. The extinguisher must be present at all times. There will be a visual inspection at check-in.

BUSINESS TRANSFER POLICY

The policy of the DCAS for the transition of business ownership to new owners is as follows:

- The prospective owner must fill out a DCAS Fair application, including references.
- After the references are checked and the prospect is approved, DCAS will offer the location to the new owner for 1 year, with the understanding that product quality remains at or above the existing standard and income produced from the booth also remains at or above the existing level.
- Any concession or vendor not abiding by this policy in transferring their business may lose their location(s).

EMERGENCY DURING THE FAIR

If an emergency happens during the Fair, vendors can call 845-876-6808, the On-site Command Post to report it and dispatch First Aid and Police services. Please know your building or area location and surrounding booths to identify the location to emergency personnel.

Dutchess County Fair Schedule

March 15

- Contract & Initial Payment (1/2 Contract amount)

June 1

- Deadline for Food vendors to submit their coupons for the website

July 1

Insurance Certificates are due - ***Certificates not naming us additional insured will not be accepted.***

July 15

- Final Payment Due

Friday Aug 17

- Vendor check in 9 AM-5 PM
- Vendor setup 9 AM-8 PM
- Vendor Camping Open

Saturday Aug 18

- Vendor check in 9 AM-5 PM
- Vendor setup 9 AM-8 PM

Sunday Aug 19

- Vendor check in 9 AM-5 PM
- Vendor setup 9 AM-8 PM

Monday Aug 20

- Vendor check in 7 AM-8 PM
- Vendor setup 7 AM-11 PM

Tuesday - Sunday Aug 21-26

- Food Deliveries 5:30 - 9:00 AM
- Restocking 6:30 – 9:00 AM - All vehicles must off the grounds by 9:00 AM
- Fair open 10:00 AM until 10:00 PM

Monday Aug 27

- All vendors & materials removed by 3:00 PM

ON SITE PURVEYORS

SODA PRODUCT, WATER, CONFECTIONS

Somerset Syrup - 908-227-4529 during Fair

FOOD, PAPER PRODUCTS

Ginsbergs

518-828-4004 x282 or x277

During the Fair 518-821-4489

Somerset Food & Concession

800-526-8865 Extension "0"

After hours emergency # 732-713-6901

908-227-4529 during Fair

Sysco

845-800-9542

845 616 5754

US Foods

518-877-3937

518-937-0529

PROPANE

Bottini - 800-836-3835

ICE

Mike Sinon - 845-518-9191

During the Fair 845-876-6033

BREAD

Bernardinis - 413-592-1944

DAIRY & ICE CREAM

Mike Sinon - 845-518-9191

DECORATING SERVICES (TABLES, CHAIRS RENTALS)

Northeast Decorating - 315-471-9989

LOCAL WEBSITES

Rhinebeck Chamber of Commerce

www.rhinebeckchamber.com

Dutchess County Tourism

www.dutchesstourism.com

GPS ADDRESS

6636 Springbrook Ave, Rhinebeck, NY 12572

OTHER NUMBERS

DUTCHESS COUNTY HEALTH DEPARTMENT

85 Civic Center, Suite 106
Poughkeepsie, NY 12061
845-486-3404

CAMPGROUNDS

Interlake Campground – 845-266-5387
Brook n Wood – 518-537-6896

DRUG STORE (RHINEBECK CENTER)

CVS – 845-876-1402

HOSPITAL (JUST SOUTH OF THE FAIRGROUNDS)

Northern Dutchess Hospital – 845-876-3001

FLOWERS (RHINEBECK & RED HOOK)

Bella Fiori – 845-876-5518
Wonderland – 845-876-4981

LAUNDROMAT

Across from the Fairgrounds in Springbrook Plaza

OFFICE SUPPLIES

Stickles Variety – center of Rhinebeck

POST OFFICE (CENTER OF RHINEBECK)

Rhinebeck – 845-876-4256

PRINTING/COPIES/COLOR COPIES (ACROSS FROM THE FAIRGROUNDS)

The UPS Store – 845-876-3357

PROPANE TANK FILLING STATION (JUST NORTH OF THE FAIRGROUNDS)

Williams Lumber – 845-876-7011

SHIPPING/COPIES/FAX (ACROSS FROM THE FAIRGROUNDS)

The UPS Store – 845-876-3357

*Management reserves the right to make changes and updates to the information included in this manual.
January 15, 2018*