

DUTCHESS COUNTY FAIRGROUNDS

SEASONAL FOOD CONCESSIONS

HANDBOOK



Mailing Address

PO Box 389, Rhinebeck, NY 12572

845-876-4000

Physical Address

6550 Springbrook Ave., Rhinebeck, NY 12572

www.dutchessfair.com

WELCOME TO THE DUTCHESS COUNTY FAIRGROUNDS

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 our events. You will be expected to know, understand and abide by it.

We have found as we attend events across the country, that the Dutchess County Fairgrounds is known for the quality and diversity of the food we offer. We thank you for maintaining high standards for your products!

Thank you for being with us. We are looking forward to a great season!
Deb Aschmann & Fair Management

RULES & REGULATIONS

Concessionaires are expected to have all materials for setup and operations.

Recommended items are;

- Appropriate equipment to store, prepare, cook and sell products
- Electrical cord
- Water hose (potable)
- Blue Boy and appropriate hoses for waste water

Prior to their first event, Concessionaires must submit

- Proof of NYS Disability
- Proof of Workmans' Comp coverage
- Proof of Vehicle insurance for any vehicle brought onto the Fairgrounds
- Food Safety Certification
- Certificate of liability insurance naming the Dutchess County Agricultural Society, Inc and the Dutchess County Fairgrounds as additional insured for at least \$1,000,000.

LIABILITY INSURANCE – MUST BE SUBMITTED BY APRIL 1

Certificates not naming us additional insured will not be accepted.

Food concessionaires must submit a valid certificate of insurance naming the Dutchess County Agricultural Society, Inc., 6550 Springbrook Ave, Rhinebeck, NY 12572 an additional insured for a minimum of one million dollars (\$1,000,000).

DEPARTMENT OF HEALTH

Food safety certification is required to participate in Fairgrounds' events. A copy of certification should be sent to the office prior to the event.

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

SETUP

A listing of the shows, setup, breakdown and show times are included in your packet. Please be open and ready for business at the event opening, unless otherwise directed. Closing operations are at the end of the event's day unless otherwise directed.

Upon arriving, vendors should check in to the Administration building for location and up to date information. Fairgrounds' staff will dispatch personnel to spot as you set your unit.

While setting up your booth for the event, please be courteous to others by unloading quickly and moving your vehicle to the vendor parking area on Mulberry Street, or as otherwise directed. Vehicles blocking others may be towed at the owner's expense.

After setting up your stand, concessionaires can request electrical hookup through the Administration building. Concessionaires are not to open electrical boxes themselves.

EVENT CREDENTIALS

An employee listing on the attached worksheet must be submitted to the Administrative office no later than noon the day before the event starts. They can be brought in, emailed to daschmann@dutchessfair.com or faxed 845-876-4003. For an electronic copy of the required form, please email your request.

EVENT DEPOSIT & REPORTING RECEIPTS

Vendors not participating as a food concession in the Dutchess County Fair pay a \$150 non-refundable deposit for each event. The deposit will be credited toward the vendor's percentage payment.

Concessionaires must fill out a Gross Sales Reporting sheet at the end of each event (attached). Please fill out one sheet for each booth operated during the event. Reported sales totals must include all coupons, specials and food tickets sales.

Reporting sheets and payment can be handed in by the end of the event to the Concessions Office. All reports for an event must be completed by the day following the event. Payment is expected by the Wednesday following the event. Please clearly mark the event on the payment.

BEVERAGES

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.

SIGNAGE

All signs must be professionally generated. No hand-written signs will be allowed without management approval. All prices must be clearly posted. The tacking or posting of *any* advertising cards or signs on outside of buildings is prohibited. All signs must be inside concession area.

Food Mall concessionaires, in addition to the overhead signs, can have signs hung from the top of the window opening.

- Signs must be 12" high and can run the length of the window opening.
- They must be the same color scheme as the overhead sign or black and white.
- They can be hung from eyehooks on the overhang of the window.
- They can be put up at show openings, and must be taken down at the end of the show.
- Signs must be professionally made by Dutchess Signs, 758-0707 or by Hudson Valley Mobile Graphics, 416-3028.
- NO OTHER SIGNS WILL BE ALLOWED on the outside of the booth space.

GENERAL OPERATIONS

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

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

Only items listed on the contract will be allowed for display or sale. Special items may be requested for specific shows.

Subletting is prohibited.

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

SUPPLIERS

Concessionaires are encouraged to purchase products from our approved purveyors. The Fairgrounds has approved purveyors for bread, ice, and soda for specific events (noted on the attached event sheet). Please see Purveyors listing in this handbook.

SAFETY

All exhibits and display material must be flame-proof and pass the State Police and Fire Marshall inspection and approval.

SEASONAL & EVENT MENUS

The Dutchess County Fairgrounds hosts several premier events; concession menus should reflect the general tastes of the event guests. The events which require specialized menus for participation will be noted on the contract materials. All event menus must be submitted, for approval with signed contract.

RECYCLING & TRASH

Please keep the area around your booth clean during 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 event day.

GREASE

Grease will be picked up at the end of the event. 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 are in jeopardy for not being considered for future Dutchess County Fairgrounds events.***

PROPANE

Trailers with built-in compartments for propane tanks do not have to rent separate tanks. They must be taken off-premises to be filled at one of 2 locations within a mile of the fairgrounds.

VEHICLES & TRAILERS

Vehicles (cars, trucks, etc.) are not part of the vendor space. Vehicles must enter through the Mulberry Street gate, or other designated gate, drop off product or supplies then immediately relocate the vehicle to the designated parking area, typically in the Ballfield lot on Mulberry Street. No vehicles are allowed on the grounds ½ hour before an event begins until security has given an "all-clear" at the end of the event day.

There are areas for stock trailers. Please make arrangements through the Concessions office for your stock trailer for each event.

TENTS

Tent rentals are available through our approved purveyor, Bounce Central. Please call for pricing.

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.

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.

CAMPING

FEES

Limited vendor camping sites are available on a first-come, first-serve basis. Each 20' space is \$30 per night

- Camping permits (obtained at check in at the Main Office) 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 20 AMPs.
- Every camper must have an appropriate fire extinguisher.

PREFERRED PURVEYORS

SODA & BEVERAGE PRODUCT, WATER, CONFECTIONS
Somerset Syrup 908-227-4529

PROPANE

Bottini 800-836-3835

ICE

Mike Sinon 845-518-9191

BREAD & ROLLS

Bernardinos 413-592-1944

DAIRY & ICE CREAM

Mike Sinon 845-518-9191

GENERAL PURVEYOR

Ginsbergs 518-828-4004 x3201

Somerset Syrup 908-227-4529

Sysco 845-800-9542 or
845 616 5754

US Foods 845-656-8827



DUTCHESS COUNTY HEALTH DEPARTMENT
845-486-3404

CAMPGROUNDS

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

LOCAL WEBSITES

Rhinebeck Chamber of Commerce
www.rhinebeckchamber.com

Dutchess County Tourism
www.dutchesstourism.com

Management reserves the right to make changes and updates to the information included in this manual. January 6, 2017.



- 1. MAIN GATE HANDICAPPED & BUS PARKING
- A-E COMMERCIAL BUILDINGS
- 5. FAIRGROUNDS RESTAURANT
- 9. FIRST AID
- 11. MAIN RESTROOMS & ATM
- 14. ADMINISTRATION BUILDING
- 18. TRACKSIDE RESTROOMS
- 19. FAIRGROUNDS CAFE
- 20. MEMORIAL GARDEN
- 22. HORTICULTURE BUILDING
- 26-39 AGRICULTURAL BARNs
- 40. CENTURY MUSEUM
- 41-43 - ANTIQUE SCHOOLHOUSE, CIDER MILL & SUGAR SHACK
- 55. GRANDSTAND
- 59 -62- HORSE SHOW AREA

DUTCHESS COUNTY FAIRGROUNDS 2017 Season

Event			
Company Name /Booth Name			
Location			
Gross Receipts - including all coupons, specials and food tickets sales. <i>(Including Sales Tax)</i>	÷ by 1.08125	Equals Taxable Sales	
\$	To back out Sales tax (8 1/8%)	\$	
Multiply Taxable Sales by your Percentage per your contract (20/22%)	Equals Percentage Due \$		

Please!
Fill out one form for each location.

All reports for an event must be completed by the day following the event. Payment is expected by the Wednesday following the event. Please clearly mark the event on the payment.