2020
RULES AND REGULATIONS
HANDBOOK
HOURS & ADMISSION PRICES

FAIR & CARNIVAL HOURS

February 14 – 23, 2020

10:00 a.m. to 10:00 p.m. Friday through Monday
12 noon to 10 p.m. Tuesday through Thursday
Carnival Open until Midnight on Weekends

Commercial buildings close at 10:00 p.m.
Taj Mahal non-profit building closes at 8 p.m.

CONCESSION STAND HOURS

Food Concession stands will open at 10 a.m. and close at 10 p.m. Friday through Monday and 12 noon to 10 p.m. Tuesday through Thursday. Concession stands may stay open until Midnight on weekends.

NOTE: Regardless of weather, all commercial vendors and food concessionaires must remain open during the posted Fair hours.

ADMISSION PRICES

<table>
<thead>
<tr>
<th>Category</th>
<th>Price</th>
<th>Advanced Tickets</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (13-54)</td>
<td>$11.00</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Seniors (55+)</td>
<td>$10.00</td>
<td></td>
<td>$9.00</td>
</tr>
<tr>
<td>Child (6-12)</td>
<td>$9.00</td>
<td></td>
<td>$8.00</td>
</tr>
</tbody>
</table>

Children under 5 FREE

ADVANCED TICKET SALES ENDS FEBRUARY 13th

PARKING

General Vehicle Parking   $10.00
Preferred Parking Gate 5A $15.00
INTRODUCTION

The Riverside County Fair and National Date Festival Management welcome all new and returning Commercial Vendors and Food/Beverage Concessionaires to the 2020 Fair. We look forward to a successful Fair for all involved. This Vendor’s Rules & Regulations Handbook was prepared to assist in achieving that goal. The official dates of the 2020 Riverside County Fair and National Date Festival are February 14-23, 2020. Fair hours are 10:00 a.m. to 10:00 p.m. Friday through Monday and 12 noon to 10 p.m. Tuesday through Thursday.

The County/Fair reserves rights to interpret the rules and regulations included in this handbook and resolve other matters which have not been addressed.

1. The Riverside County Fair & National Date Festival’s Administration Office address is 82-503 Hwy. 111, Indio, CA 92201 located on the corner of Hwy 111 and Arabia St.

2. The Riverside County Fair & National Date Festival’s Commercial/Concession’s Office is located on the first floor of the Shalimar building. The Commercial/Concessions telephone number is (760) 863-8914 or (760) 863-7717.

3. Vendor/Food Concessionaires (hereafter referred to as “Vendor”) are bound by the terms of the contract they sign and are under supervision of County/Fair.

4. All payments, request forms and signed contracts must be completed as specified and returned to the Administration Office on the Fairgrounds by the contract date, subject to cancellation.

5. Policy: If the Commercial/Concessions Office has not received your contract and payment by specified due date, your contract may be cancelled and your space may be replaced or relocated to alternate location depending on availability.

6. All Vendors are required to be open daily from 10:00 a.m. to 10:00 p.m. Friday through Monday and 12 noon to 10 p.m. Tuesday through Thursday. Outside Food/Beverage Concessionaries are encouraged to stay open later on the weekends. Vendors who fail to comply with the hours of operation will receive a “Notice of Participation Violation” by our Commercial/Concessions staff. Please inquire about alternate routes to enter the Fairground on President’s Day February 17th (parade – street closure 8:00 a.m. to 1:00 p.m.) to assure that you are here and able to open your booth on time.
AMERICANS WITH DISABILITIES ACT - ADA
You must comply with the Americans with Disabilities Act ("ADA") of 1990 as amended, (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.

HANDICAP PARKING
Please note handicapped parking spaces are limited and will be assigned on a first come, first serve basis. There is no charge for handicapped spaces; however, Vendors will be required to show proper documentation before assigned a handicapped parking space.

ADMISSION
Vendor Photo Badges will be issued to Food/Beverage Concessionaire owners and managers only. Each Food/Beverage Concessionaire will be required to submit a Vendor Photo Badge Authorization Form listing the names of the owners and managers. Photo Badges will be barcoded and will serve as a daily admission credential. Photo badges must be worn and visible while on Riverside County Fairgrounds property. Food/Beverage Vendors must complete the Vendor Photo Badge Authorization Form indicating how many daily admission credentials they will require. Each contracted food stand will be issued complimentary daily admission credentials based on the number of credentials requested on the form. All Food/Beverage employees will be required to surrender an admission credential at the entrance gate(s) upon entry and will also be responsible for getting their hand stamped for re-entry into the Fairgrounds.

Fairgrounds will not be responsible for any lost or stolen credentials. Vendor will be required to purchase and replace lost or stolen credentials. Lost photo badge replacement will result in a $20 per incident fee.

Commercial vendors will be issued an allotment of complimentary daily admission and parking credentials based on the size of the booth. For example, a 10 x 10 commercial booth space will receive twenty (20) admission credentials and twenty (20) parking credentials. A 10 x 20 will receive forty (40) admission credentials and forty (40) parking credentials and so on. Vendors may purchase a limited number of discounted admission credentials through the Commercial Concessions Office. Admission credentials will be honored at Gates 1, 4 and 6 only. 

Any person found utilizing, distributing or providing credentials to anyone other than staff is subject to expulsion and will not be invited back to the Fair. NO EXCEPTIONS!
WESTERN FAIRS ASSOCIATION
Western Fairs Association (WFA) cards are accepted at all gates as gate admission only.

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 2020 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. Possession of any alcohol and/or illegal drugs or substance is strictly prohibited and is grounds for immediate removal from the Fairgrounds and revocation of your space agreement. At no time is alcohol to be consumed within your designated vendor space. NO EXCEPTIONS!

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 Riverside County Fair & National Date Festival 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 Riverside County Fair & National Date Festival Fair Marketing Department.

ANIMALS
For the health and safety of resident animals at the Riverside County Fair, pets are not allowed on grounds or at events unless clearly identifiable as service, guide or signal dog. Dogs and miniature horses are the only animals that are recognized by the ADA as “service animals.” Upon entering the Riverside County Fairgrounds, the owner of said service animals must produce proof of animal vaccinations, or risk being denied entry.

All other pets are not allowed unless they are a part of the event (i.e. – pet shows, adoptions, etc.), and must be penned, crated or on leashes at all times.
- Pets are not permitted in the Fair Zone at any time, with the exception of Assistance Dogs.
- Pets in the RV area must be leashed or fenced at all times. Owners must clean up after their pets.
APPLICATION PROCESS
Applications will be evaluated by the following criteria:

A. $25 application fee must be included with application
B. Booth set-up appearance
C. References
D. Experience
E. Product (proposed prices, appeal, uniqueness, proposed specials during Fair, etc.)
F. Completion of application process as specified
G. Other criteria as County/Fair determines appropriate

Vendor’s spaces are not automatically renewed. Management will evaluate all applications received from returning Vendors, based on, but not limited to the following:

A. (A) through (F) mentioned above
B. Past performance (service, attitude, cooperation and quality of product)
C. Compliance with previous license agreement
D. Cleanliness and appearance (facility and personnel)

Previous Vendors may request a new location, but locations are subject to availability. County/Fair has the right to rearrange spaces in the best interest of the Fair. Space fees are determined by size and location. Subleasing the premises is prohibited and may jeopardize your participation for the 2020 Fair. Only items listed in your contract may be sold. Any additions or deletions must be requested in advance in writing and approved by Fair Management. No substitutions can be made without prior written permission.

County/Fair has the right to limit the number of Vendors of any specific product.

AWARDS
The Fair Advisory Board will make the following awards for 2020:

<table>
<thead>
<tr>
<th>COMMERCIAL</th>
<th>AWARD</th>
<th>CONCESSION</th>
<th>AWARD</th>
</tr>
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<tbody>
<tr>
<td>Best Overall</td>
<td>Grand Caliph</td>
<td>Best Overall</td>
<td>Grand Caliph</td>
</tr>
<tr>
<td>Board Favorite</td>
<td>Sheik Medjool</td>
<td>Best Use of Theme (Dates)</td>
<td>Sheik Medjool</td>
</tr>
<tr>
<td>Most Friendly Staff</td>
<td>Genie</td>
<td>Most Friendly Staff</td>
<td>Genie</td>
</tr>
<tr>
<td>Best in Aladdin’s Bazaar</td>
<td>Aladdin</td>
<td>Best Specialty Food</td>
<td>Magic Carpet</td>
</tr>
<tr>
<td>Best Pitch</td>
<td>Sorcerer’s</td>
<td>Best Oasis of Refreshment</td>
<td>Oasis</td>
</tr>
<tr>
<td>Best Gem &amp; Mineral</td>
<td>Crown Jewel</td>
<td>Most Attractive</td>
<td>Princess Hasben</td>
</tr>
<tr>
<td>Best in Royal Marketplace</td>
<td>Emir’s Zahad</td>
<td>Board Favorite</td>
<td>Vizier’s Preference</td>
</tr>
<tr>
<td>Best in Commercial Bldg.</td>
<td>Pasha Halaway</td>
<td>Best Cooperation</td>
<td>Sultan Deglet Noor</td>
</tr>
<tr>
<td>Best Non-Profit</td>
<td>Calipha Barhee</td>
<td>Best New Product</td>
<td>Casbah</td>
</tr>
<tr>
<td>Best Outside Vendor</td>
<td>Caravan</td>
<td>Best Menu Presentation</td>
<td>Royal Scribe</td>
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BOOTH DESIGN AND PRESENTATION
We have established design and presentation parameters to create a professional, yet festive atmosphere for our Fairgoers. Your adherence to these guidelines is vital to maintain a continued high quality environment at the County/Fair. The County/Fair Management reserve the right to determine the appropriateness of a display or exhibit.

☐ With the exception of outside tents, all booths must be arranged to allow a clear sightline from the front sides of each booth. With a ten foot (10') depth, clearance would be five feet (5') on each side.

☐ Products displays and signage must follow the contour of the pipe and drape heights. No display is allowed outside the specified booth space.

☐ Displays in any building may not exceed an eight foot (8') back height including signage with the exception of approved flags, ladders or extremely tall plant displays.
**Booth Standards:**
You are not allowed to make any alterations or permanently affix any personal property to the premises. Utility connections are not considered permanent. Under no circumstances are you to paint, remodel or renovate your assigned area without the approval of the County/Fair.

- Renters are required to submit a detailed drawing or photo of their booth with their application.

- Table covers must be uniform and extend to the floor. Storage of supplies or boxes must be out of view.

- We work with a good neighbor policy. Please be cooperative. Everyone is working toward the same goal.

- Please do not block aisles. Offload your display and tools. Move the vehicle/trailer to your designated or permitted parking lot.

- All areas are to be vacated at the end of each set up day. Vehicles left on site are subject to tow at the owner’s expense. The County/Fair assumes no responsibility for loss or damage of property.

- Please return any unused draperies, poles or stands to the vendor lounge.

- All booths must be kept clean at all times.

- Vendors with a booth space located against the wall of the Commercial building may not utilize the storage area behind their designated space as their display area. Storage areas must remain covered with the pipe and drape provided.

**Booth Decorating Materials**
All renters must provide their own booth materials, supplies (i.e. - chairs, tables, display cases, signs, lighting equipment, etc.) that meet with applicable rules established by the Riverside County Fair.

**Construction of Booth (Indoor Commercial Vendors and Sponsors)**
Commercial Vendors located in the Commercial Building, Gem & Mineral Building and Taj Mahal building will be provided with pipe and drape in their booth space to separate their booth from their neighbors. Vendors may begin construction and installation at 8:00 AM on Wednesday, February 12, 2020. Set-up hours are listed below. All indoor vendor booths must be set up by 10 p.m. Thursday, February 13, 2020. **NO EXCEPTIONS!**
**Wednesday, February 12, 2020:**
**INSIDE** - 8:00 AM to 8:00 PM  
**OUTSIDE** - 8:00 AM to 11:00 PM

**Thursday, February 13, 2020:**
**INSIDE** - 8:00 AM to 10:00 PM  
**OUTSIDE** - 8:00 AM to 11:00 PM

**Outside/Grounds Vendors**
Outside/grounds vendors will be supplied with a three wall tent and one light fixture. Vendor is responsible for providing clips/ties and tarp to secure tent each night after closing. Vendors are advised not to place items on the ground. Vendors will not be allowed to drop or park equipment, merchandise, stock trailers/trucks/flatbed trailers on or near location prior to the designated set-up days listed above. Vendors who disregard set-up procedures will be fined $250 per incident and jeopardize future participation at the Riverside County Fair. County/Fair is not responsible for the security of your equipment or merchandise.

Outside vendors are required to have skirting and visual screening around the service areas. Decorative material including, but not limited to, drapes, hangings, curtains, and table covers with overhand shall be made from NON-FLAMMABLE MATERIAL, or rendered and maintained in a FLAME RETARDANT CONDITION by means of a solution and process approved by the Fire Marshal. Except for material made of 100 percent fiberglass, a special permit from the Fire Marshal will be required for decorative material (non-flammable or treated). Copies of Fire Marshal approved certificates of flame resistance covering all treated material shall be kept on file at the exhibit site and made available upon request.

There is an established and defined difference between a Fair and a swap meet or “flea market.” Set-ups and displays that resemble those found at swap meets will not be allowed. Set-ups must conform to the terms of the contract and the Rules and Regulations Handbook. County/Fair is the final authority on all set-up issues.

**BUILDING TEMPERATURES**
Building temperatures will be kept at one setting for the entire duration of the Fair, so please dress accordingly.
CA ASSEMBLY BILL 1499 (AB1499)
California Assembly Bill 1499 (AB 1499), effective July 1, 2018, requires all commercial vendors and concessionaires who make sales of tangible personal property at a California-state designed fairground (including the Riverside County Fair & National Date Festival Fairground) to separately report the sales amount on their Sales and Use Tax Return. This includes sales that an event promoter makes or any vendors of that promoter participating in an event at the Riverside County Fair & National Date Festival Fairgrounds. If you or your vendors have any questions, you may contact the California Department of Tax and Fee Administration's customer service line at (800) 400-7115 Monday – Friday (except holidays) from 8:00 am to 5:00 p.m. (Pacific Time) or visit their website at http://www.cdtfa.ca.gov/industry/state-fairgrounds.htm.

CA DEPARTMENT OF TAX & FEE ADMINISTRATION (FORMERLY BOARD OF EQUALIZATION)
Vendors/Food Concessionaires selling tangible items in exchange for money must file for a California State Seller’s Permit number. Vendors who are providing a service (ie; palm reading, massage, henna tattoos, generating leads for future business) in exchange for money are not are not required to provide a sellers permit. Prior to loading in or setting up, a copy of your seller’s permit must be on file with the Riverside County Fair Commercial & Concessions Office. Please make sure that the sellers permit has the Riverside County Fairgrounds address listed. For information and seller’s permit applications call the State Board of Equalization at (800) 400-7115. Their website is www.cdtfa.ca.gov. For more information or to obtain your permit contact:

California Department of Tax and Fee Administration
35-900 Bob Hope Drive, Suite 280
Rancho Mirage, CA 92270-1768
(760) 770-4828

CANNABIS
The Riverside County Fair & National Date Festival Fairgrounds does not permit any sponsor, vendor, or exhibitor to include in any marketing, advertising, or information for an event held at the Riverside County Fairgrounds, any promotion, information or advertisement from cannabis dispensaries or third-parties that sell or promote cannabis-related products or drug paraphernalia. Event sponsors, vendors and/or exhibitors may not distribute, sell or promote cannabis products,
cannabis-related products or drug paraphernalia during any event at the Riverside County Fairgrounds. Notwithstanding the foregoing and consistent with California law, the Riverside County Fair & National Date Festival Fairgrounds permits the sale, promotion and display of products containing seeds derived from industrial hemp, industrial hemp seed oil, or hemp seed oil derived from industrial hemp.

CHECK-IN
Upon arrival and prior to any set-up Vendors must check in at the Commercial/Concession’s Office in the Shalimar Building, first floor. All prepaid credentials will be issued and staff will “spot” new Vendors to their assigned locations. Under no circumstances may you drop off merchandise in the buildings or on the grounds before checking in.

CITY BUSINESS LICENSE
City of Indio business licenses are no longer required for the Riverside County Fair and National Date Festival.

CLEANLINESS
The Riverside County 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 55 gallon trash 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.

CONDUCT
In order to maintain the peace and protection of the general public, County/Fair reserves the right to regulate time, manner, and activities of Vendors. This regulation extends, without limitation, to individuals, noise, products, conduct, signs and/or printed materials that County/Fair may determine to be offensive or objectionable. County/Fair shall have the right to audit and review any and all sales, tax and other information or activities of Vendor necessary to assure compliance with the terms and conditions of the Agreement. County/Fair is authorized to monitor Vendor’s activity and sales.

COMMERCIAL / CONCESSION’S LOUNGE
The Riverside County Fair and National Date Festival’s Commercial/Concession’s Lounge is sponsored by Sysco and is located in the Fullenwider Building at the northwest corner of the Fairgrounds. Lounge hours are as follows:

| February 14-23 | 10:00 a.m. to 10:00 p.m. Friday – Monday |
|               | 12:00 p.m. to 10:00 p.m. Tuesday - Thursday |
The Commercial/Concessions Lounge is open to all participating vendors and concessionaires. Complimentary coffee and water are provided as a courtesy. Use of the vendor lounge is a privilege not a right, please do not abuse this privilege.

**COLD STORAGE**
The Riverside County Fair does not provide refrigerated storage units. Vendors that require electrical hook-ups for refrigeration trucks and or trailers may park in the designated cold storage area located on the southwest side of the Taj Mahal. The cold storage fee is $350.00 per unit. To reserve a space, please use the 2020 Credential Order Form in the back of the Handbook. Space is limited and sold on a first come, first serve basis.

**CREDENTIALS** - In addition to the receipt of Riverside County Fair issued complimentary credentials, commercial vendors and concessionaires may purchase a limited number of discounted admission and or parking credentials. Admission credentials will be honored at gates 1, 4 and 6.

*Any person found utilizing, distributing or providing credentials to anyone other than staff is subject to expulsion and will not be invited back to the Fair. NO EXCEPTIONS!*

**CUSTOMER RETURNS**
All Vendor Return Policies must be clearly posted in your booth. Guests that need to return to the Fairgrounds to return items purchased at the County/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 Vendor. **Do not use your admission credentials for customer returns.**

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

**DELIVERIES / SHIPMENTS**
County/Fair is not responsible for any shipments and/or deliveries. All shipments/deliveries should be directed to the Commercial/Concessions Lounge in the Fullenwider Auditorium/Commercial building. The Commercial/Concessions Lounge does not have the means to store, unload and secure deliveries. All unclaimed shipments/deliveries will be returned to sender at Vendors expense. Vendors must make their own arrangements with the carrier. **All shipments must be pre-paid and addressed as follows: Vendor Business Name, Vendor Name.**
c/o Commercial/Concessions Lounge, 82-503 Hwy 111, Indio, CA 92201. Vendors are responsible for picking up all shipments and deliveries delivered by UPS, FedEx, and the U.S. Mail at the Commercial/Concessionaires Lounge located in the Fullenwider Building. (UPS delivers at approximately 9:00 a.m. daily.) Deliveries to your booth or stand can be made one hour prior to the Fair opening, however all vehicles must be off Fairgrounds one hour prior to Fair opening. The Gate 9 pass is your permit to access the Riverside County Fairgrounds. 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 fine. During Fair hours you must use handcarts to transport items from the service roads, parking areas or public lots to your location.

**DISPUTES**
If a dispute arises between a Vendor and County/Fair and is not settled by discussion, Vendor shall submit a written statement to County/Fair within 24 hours of dispute. County/Fair shall make a decision in writing regarding the dispute, which shall be final and conclusive. Vendor shall continue to comply with all Agreement requirements without interruption during the dispute period.

**DISTRIBUTION OF MATERIALS**
The distribution of any advertising materials must be approved by Fair Management. Under no circumstances are Vendors allowed to distribute flyers, business cards, pamphlets, and or any advertising materials throughout the Fairgrounds. All materials must remain in the vendor booth and distributed directly from the booth space to fair patron(s).

**DRAWINGS/RAFFLES**
A prize drawing application must be filled out and returned to the Commercial/Concession’s Office prior to opening day of the Fair. This application can be found in the back of the Vendor’s Rules & Regulations Handbook and will also be available in the Commercial/Concession’s office. Drawing winner names, addresses, and description of prizes awarded must be submitted to the Commercial/Concession’s Office no later than 12:00 p.m. on Monday, February 24, 2020. 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.

All approved drawings absolutely must be held no later than Sunday, February 23, 2020 no later than 6:00 p.m. Holding your drawing after this deadline makes it invalid and may affect your ability to hold drawings at future Riverside County Fair & National Date Festival 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 Riverside County Fair &
National Date Festival 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.

**DEAD STORAGE**
Dead storage area is available at Gate 12 on Arabia Street for equipment not used on
property during the Riverside County Fair. If you have any vehicles, trailers or
hitches not needed during the Riverside County Fair, they must be moved to dead
storage. If this equipment is found parked at any other location on the Fairgrounds,
it will be towed at the owner’s expense. Dead storage is available for a fee of $50.00
for the duration of the Fair. Vendors are responsible for providing their own push
carts or dollies to transport stock items to and from the dead storage area. Vendors
are responsible for locking and securing all equipment and or vehicles stored in the
dead storage area. Riverside County Fair assumes no liability for stored equipment.

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**E**

**ELECTRICAL**
The Fair electrician must complete all electrical hook-ups. Electrical wiring, fixtures,
appliances, etc. shall comply with the requirements of the Fire Marshal, and local
ordinances. Vendors are limited to 15 amps per 10 foot X 10 foot location. Due to
the limited number of electrical amps per space the use of a microwave oven for
personal use is strictly prohibited. If a microwave oven is used as part of your
product demonstration, a sign informing the public must be posted in a conspicuous
location. Grounded receptacles have been installed for safety and convenience per
the State Fire Marshal’s regulations. Said regulations direct that with exceptions,
non-current carrying metal parts of fixture transformers and their enclosures shall
be grounded. In order to comply with these requirements and avoid misuse of
extension cords, it is recommended that Vendors obtain a three (3) wire “S” type
flexible cord, and/or hand service equipped with a four (4) outlet wire, receptacle
box. No more than four (4) outlets per cord are allowed.

**EXHIBIT MATERIALS**
Exhibit materials must be removed, Monday, February 24, 2020 by 5:00 p.m., unless
other arrangements have been made with County/Fair. If items are not removed
within this time frame the County will remove such items at Vendor’s expense.
Vendors must properly vacate their space. County/Fair may without further notice
to Vendor remove any items left at the risk and expense of Vendor. Any item of Vendor that has not been retrieved by 5 p.m. on Monday, February 24th shall be considered abandoned and shall become the property of County. County may thereafter dispose of such item(s).

F

FIRE SAFETY
All fire regulations, as prescribed by the Fire Marshal, will be strictly observed. Rules must be met and all hazards corrected prior to opening day of Fair. The County Fire Department will conduct fire inspections prior to opening day. Vendors that do not meet minimum fire safety standards on the day of inspection will be required to pay Riverside County a $25 re-inspection fee. The fire inspectors will be looking for the following:

A. Proper use of electrical cords, in good condition. Only heavy-duty cords are permitted.
B. All decorative materials must be non-combustible, flame retardant, or treated with a fire proofing solution. The fire inspectors may test all materials.
C. A minimum of one five-pound dry chemical fire extinguisher is required for each food serving concession, with a tag that reflects a current inspection date.

All fire extinguishers must be visible to public. Vendors located in the Commercial Building and Gem & Mineral Buildings are not required to have individual extinguishers.

Flammable liquids are not allowed. Vendors with motor vehicles shall tap gas tanks and disconnect batteries. The storing of gasoline, benzene, naphtha, turpentine, kerosene, illuminating oil, explosives or any other similar substance is strictly forbidden. Such substances are prohibited in standard policies of fire insurance companies.

FIRST AID
The First Aid office is located at the south east corner of the Commercial building (Fullenwider Auditorium). First Aid staff is available during Fair hours of operation.

FORKLIFTS
The Riverside County Fair & National Date Festival Fair does not provide forklift equipment. If you need a forklift you will need to make arrangements on your own with a local rental company.

FORMS
Please see the back of the 2020 Vendor’s Rules and Regulations Handbook for all necessary forms.
**GOLF CARTS**

All vendors who wish to operate a golf cart must purchase a golf cart permit from the Concessions Office. Vendors are responsible for providing their own golf carts. County/Fair does not provide golf carts. (See 2020 Credential Order Form in back of the Handbook). Vendors will be required to provide an insurance certificate for all golf carts. Any cart that does not have an operating parking brake or works without a key will be declared unsafe and must be removed from the grounds. Golf carts are considered a safety hazard and are to be driven at maximum speed of 5 mph with extreme caution at all times. Operating a golf cart is prohibited on the Fairgrounds between 10 a.m. and 10 p.m. Only licensed drivers may operate a golf cart on the grounds. If County/Fair observes a cart being driven in an unsafe manner, the permit will be revoked and the cart will be removed from the grounds for the duration of the Fair. Please do not block any aisle, walkway, or any concession or exhibit. *Bicycles, skateboards, scooters and/or roller skates are not permitted on the Fair ground during Fair hours of operation.*

**GRATUITIES (tips/donations)**

If any Riverside County Fair & National Date Festival 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 Riverside County Fair & National Date Festival Fair employees or officers. Further, you are not allowed to solicit gratuities, tips or donations from fairgoers. If COUNTY discovers any “tip jars” or solicitation of gratuities, tips, or donations by any vendor, the COUNTY shall have the right to calculate the amount of gratuities, tips, or donations collected by vendor (“Gratuity Amount”), and VENDOR shall cease further solicitation and pay the full Gratuity Amount to COUNTY with its final report and payment to the COUNTY, unless the Agreement is terminated early, in which case VENDOR shall immediately pay the full Gratuity Amount to COUNTY.

**GREASE BINS – GRAY WATER**

Cooking oil must be placed in the proper grease barrels, not in cardboard boxes near dumpsters, nor poured into trash barrels or drains. Empty grease barrels will be provided by Biotane Pumping and are available for pick up in the maintenance yard. If the grease barrel is full, additional empty barrels will be available in the maintenance yard. Once grease barrels are full, notify the Concessions office and arrangements will be made to pump full barrels. Grease barrels must be placed behind food stand and out of public view. Storage compound screens must completely hide and cover grease barrels.
Gray water cannot be dumped in storm drains, flower planters or restrooms. Only gray water may be dumped into sewer drains. Violators may be fined and charged for cleanup.

**GUEST SERVICES**
Disabled Guest Services is now located in the Taj Mahal Building (Date and Citrus Building). Please direct any related questions to the staff at Guest Services.

**GUM/TOBACCO**
The sale and/or distribution of chewing gum and/or cigarettes, tobacco etc. are strictly prohibited. Riverside County Fair & National Date Festival Fairgrounds is a non-smoking facility. **NO EXCEPTIONS!**

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**HANDBOOK**
By this reference, the Handbook is incorporated into and becomes a part of the signed License Agreement indicating that the Vendor agrees to abide by the Rules and Regulations of this Handbook. It is also agreed and assured that all employees have been made aware of its contents.

**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.

Exhibitors such as food, cookware and health demonstration vendors, etc and food concessionaires are required to have a Riverside County Environmental Health permit.

For more information on Heath Department requirements, visit the Riverside County Environment Health website [www.rivcoeh.org](http://www.rivcoeh.org) or contact Environmental Health Department at (760) 863-8287.

**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.

**Sampling**
If you hand out prepared or pre-packaged food samples you will need to pay the appropriate safe food handling fees. Food samples are limited to “bite size”. Beverage samples are limited to a 2 oz. serving or package. Alcoholic sampling is not allowed.

**HOTEL/MOTEL LIST**
See the end of the Handbook for a listing of various local hotels and motels.

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**INSURANCE**
All Vendors shall provide County /Fair original insurance certificates and endorsements which evidence the following coverage's from companies licensed to issue such insurance in the State of California:

A. **Workers’ Compensation:** If the Vendor has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers’ Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers’ Liability (Coverage B) including Occupational Disease with limits not less than $1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

B. **Commercial General Liability:** Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR’S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy’s limit of liability shall not be less than $1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. **Vehicle Liability:** If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then VENDOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than $1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

D. Any other insurance required by law or the State of California for this type of activity or event.
E. **General Insurance Provisions - All lines:**

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County’s Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) VENDOR shall cause VENDOR’S insurance carrier(s) to furnish the County of Riverside with either a Certificate(s) of Insurance and copies of Endorsements effecting coverage as required herein.

3) It is understood and agreed to by the parties hereto that the VENDOR’S insurance shall be construed as primary insurance, and the COUNTY’S insurance and/or deductibles and/or self-insured retention’s or self-insured programs shall not be construed as contributory.

4) VENDOR shall pass down the insurance obligations contained herein to all tiers of sub Contractor’s working under this Agreement.

5) VENDOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

The insurance certificates must also include the following:

A. The dates of inception and expiration of the insurance.

B. A statement that the following are listed as additional insured’s: The County of Riverside County; the Riverside County Fair and National Date Festival; the Riverside County Economic Development Agency; and the officers, employee servants and agents of these entities;

C. A statement that the insurance cannot be cancelled or reduced with 30 days prior written notice to County; and

D. A statement that the certificate holder shall be: **County of Riverside, Riverside County Fair and National Date Festival, 82-503 Hwy 111, Indio, California.**

E. If you cannot furnish the required policy, it may be purchased from CFSA through the Fair for $155.00 for Commercial Vendors and $195.00 for Food/Beverage Vendors. Prices include a $10 Fair processing fee. CFSA Special Events Program - The Vendor obtains liability protection through the California Fair Services Authority (CFSA) Special Events Programs, when applicable. Master Certificates - A current master certificate of insurance for the Vendor has been approved by and is on file with California Fair Services Authority (CFSA).

**Insurance must be on file by Friday, January 31, 2020. Vendors who fail to furnish a valid certificate of liability insurance will be billed for CFSA insurance. Vendors will not be permitted to set up without insurance. NO EXCEPTIONS!!**

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**JANITORIAL SERVICES**

The County/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.

MEGAN'S LAW

Vendors 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 Riverside County Fair & National Date Festival Fair. This form must be submitted by the due date on your contract, and a revised list must be submitted no later than Friday, January 31, 2020, if necessary. Your signature verifies that you have checked all names through one of the sites provided on the Megan’s Law Form. Vendor admission credentials, Vendor Photo Badges and RV Park badges will not be issued until the Megan's Form has been completed and returned to the Commercial Concessions office.

MENUS & PRICING

If your operation requires a menu, it must be easily visible and readable from the front of your stand. Menus must be printed and professional in appearance. Handwritten menus or taped over prices are not allowed. All menus must be submitted with your application. Should you wish to change your menu, all changes must submitted in writing, be justified and preapproved by the Commercial & Concessions Manager before you can change your menu. Each menu must include a list of items for sale and their net prices, plus the current California State Sales Tax. 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 County/Fair Souvenir Cup. Menus will be reviewed during the Fair and compared to the approved menu. Any discrepancies will be brought to the stand owner’s attention for immediate correction.

MERCHANDISE

Because we want all of our commercial vendors 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, which does not represent an exclusive list, cannot be sold or given away: novelties, balloons, or souvenirs, tee shirts, inflatables, 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 Vendors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services.

**PRODUCT EXCLUSITIVITY**

Commercial Vendors will not be granted exclusive rights to exhibit, promote, except as set forth in this handbook, demonstrate and/or sell products or services.

**MOVE OUT PROCEDURE**

1. All Vendors must remain open until 10:00 p.m., Sunday, February 23, 2020. Vendors breaking down early will jeopardize their participation for the 2021 Fair.
2. Vendors may line-up for grounds entry at Gate 9 on Oasis Street starting at 9:00 p.m., Sunday, February 23rd. **You will not be allowed to enter until all Fair patrons have cleared the grounds.** The carnival will be open until at least 11:00 p.m. We anticipate allowing vehicles on the grounds around 11:45 p.m.
3. Only Vendors with a Gate 3 “Preferred Parking Credential” will be allowed to enter/exit through Gate 3.
4. Gate 4 will not be used as an ENTRY or EXIT gate. All vehicles must enter and exit through GATE 9.
5. Buildings will re-open at 8:00 a.m., Monday, February 24, 2020. All merchandise must be removed from the buildings and grounds by 5 p.m., Monday, February 24, 2020.

Vendors must properly vacate their space. County/Fair may without further notice to Vendor remove any items left at the risk and expense of Vendor. Any item of Vendor that has not been retrieved by Vendor within one (1) day of the end of Vendor’s activity shall be abandoned, shall become the property of County, and County may thereafter dispose of such item as County in its sole discretion deems to be appropriate.

**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 County/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 County 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.
PARKING
Vehicles are not allowed inside buildings at any time, for any reason.
- Parking lots and roadways will be under exclusive and absolute control of the Riverside County Fair.
- Streets must be kept open for emergency vehicle access and Riverside County Fair maintenance.

Commercial Vendor/Food Concessionaire Parking
Vendors are provided with off-site complimentary parking in designated lot on Arabia Street at Gate 12.

Liability Limitations of Parking
The Riverside County Fair hereby declares it is not responsible for fire, theft, damage to or loss of vehicles or articles left therein. Any person visiting the Riverside County Fair premises, who parks in any non-designated area, does so at his own risk, and is subject to towing and storage fees.

PREFERRED PARKING
Reserved vendor parking is available on Arabia Street at Gate 3 for an additional fee. Vendors may purchase a 10 day preferred parking hang tag for $150.00. Overnight parking/camping is not allowed in this lot. This gate is locked at 10:30 p.m. and reopens each day at 9:00 a.m. daily. No loading trucks or RV’s (any size) are allowed in this lot. Preferred parking spaces are limited and are based on a first come, first serve basis. (See 2020 Credential Order Form in back of the Handbook). No duplicate passes will be issued. Please lock your car. Vendors will be required to surrender an admission credential or present a Vendor Photo Badge upon vehicle entry at Gate 3.

PAYMENTS
Please read your contract and submit payment by specified due date. All payments received after Friday, January 31, 2020 must be made in cash, cashier's check, Money Order or by credit card. There is a $25 Administration fee for any check not honored by the bank. This fee and the check amount will be due immediately by cash, money order or cashier’s check.

POST OFFICE
The US Post Office is located on Fargo Street and Hwy 111. US mail will be available for pick up in the Vendor’s Lounge in the Commercial Building (Fullenwider Auditorium).
PRODUCTS, SERVICES AND MERCHANDISE
Only approved items listed on your License Agreement may be offered for sale. You are not allowed to sell, give away or display any items not specified in your Agreement. It is the goal of the Riverside County Fair Management to maintain a diverse mix of products at the Riverside County Fair.

PRODUCT RESTRICTIONS
Items that will not be allowed for sale or as giveaways are: stun guns, stink bombs, silly string, switchblades, brass-knuckles, lasers, high-powered water guns, rubber band toys, toy weapons of any type, poppers, products made from any endangered animals, pornographic items, drug related items, and gang-related items. County/Fair reserves the right to determine whether an item is considered offensive, inappropriate, poor taste, and will prohibit the sale/display of such an item. All inappropriate material will be confiscated by a Commercial concession's office staff member and will be returned at the end of the Fair.

PROPANE
Americas will be the propane purveyor for the 2020 Fair. Contact information and pricing will be available in the Commercial/Concessions Office.

All gas lines/pipe must have a valve at the entry to the concession stand and you must turn off the gas supply at closing time each night. All compressed gas cylinders, full or empty, must be securely chained to prevent tipping or falling over.

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. County/Fair is not responsible for any damaged merchandise cause by any element beyond our control (ie: wind, rain, hail, etc.) Vendors must cover and secure all merchandise in the event of unexpected weather. This event is a rain or shine event.

REFUNDS
Rental space fees are non-refundable except for the following reasons:

1. If the Riverside County Fair deems it necessary to relocate a space and Vendor is not in agreement, the contract will be terminated. A credit of monies paid, less any applicable fees, will be refunded.
2. If the Riverside County Fair is notified in writing in advance of a cancellation, an attempt will be made to resell the space. If space is resold, a refund will be provided, less a 10% administrative fee, with the following exceptions:
   • If space is resold for less than the original fee – NO REFUND
Refunds and or exchanges will not be issued for unused admission or parking credentials, RV parking or RV auto parking credentials, dry or cold storage credentials. **There will be NO REFUND, if for any reason the County/Fair terminates your license agreement.**

**RETURNED CHECKS**
If a check is returned for any reason, your personal and business checks will no longer be accepted. Additionally, an administrative fee of $25 will be charged for each returned check.

**RV PARKING**
General and Full Hook-up RV Parking spaces are available for purchase on a first come, first serve basis. Full Hook-up RV spaces are limited and available at a rate of $595.00. Due to the limited availability, Full Hook-up spaces will only be assigned, reserved and guaranteed upon receipt of full payment. *Please note, the rate for General RV Parking is $425.00 and will include only (1) one 30 amp electrical outlet and (3) three RV service pumps from Burrtec Waste for the 2020 Fair. Burrtec Waste sanitation truck will be on the grounds to pump all units on Wednesday, February 12th, Monday, February 17th and Friday, February 21st. Vendors will be required to make payment arrangements directly with Burrtec for any additional pumps.*

The RV Park will open at **8 a.m. on Saturday, February 8, 2020. RV's must arrive between 8 a.m. and 5 p.m. in order to be parked.** RV’s who arrive after 5 p.m. will be required to park at Gate 4 temporarily for the night until the park reopens at 8 a.m. the next day. Vendors who enter the RV Park after 5 p.m. without permission of the RV Park Manager will be fined a fee of $150. All vendors are responsible for checking-in at the Concessions office prior to entering the RV Park. Vendors must pick up their RV Permits between 8 a.m. and 5 p.m. Parking permits must be presented to RV park manager in order to be parked. RV’s will not be parked without a permit, **NO EXCEPTIONS!**

RV’s will be positioned by our RV park manager according to size and length of unit. Vendors who wish to park together must arrive together, **NO EXCEPTIONS.** There will be no saving spaces for late arrivals. Vendors who stay in the RV Park must bring their own 50-foot power cord, 50-foot water hose, and a 30-foot sewer hose. All RV’s must have an approved fire extinguisher.

**CAMPERS ARE REQUIRED TO CAP ALL SEWER HOSES. ANYONE NOT IN COMPLIANCE WILL BE TOWED FROM THE FAIRGROUNDS AT THE OWNER’S EXPENSE. IT IS PROHIBITED TO ALLOW WASTE OR GREY WATER TO DRAIN ON THE GROUNDS. ANYONE DUMPING WASTE OR GREY WATER ON THE GROUNDS WILL BE ASKED TO LEAVE THE RV PARK IMMEDIATELY WITHOUT A REFUND.**

“**QUIET HOUR**” WILL BE ENFORCED IN THE RV PARK FROM 11 P.M. TO 7 A.M. DAILY. VENDOR’S WHO FAIL TO COMPLY WILL ASKED TO LEAVE THE PARK
IMMEDIATELY AND WILL JEOPARDIZE THEIR PARTICIPATION FOR THE 2021 FAIR.

ABSOLUTELY NO TENT CAMPING OR OPEN CAMP FIRES ARE PERMITTED IN THE RV PARK. VENDOR’S WHO FAIL TO COMPLY WILL BE REMOVED FROM THE GROUNDS AND WILL JEOPARDIZE THEIR PARTICIPATION FOR THE 2021 FAIR.

RV CAMPING
RV spaces are designed to accommodate (1) one RV and only (1) one personal vehicle, per RV space. Vendors will not be allowed to park more than one personal vehicle in their designated RV space. Vendors will be required to purchase an “RV Overflow Parking Pass” for each additional personal vehicle they wish to park on the grounds. Additional vehicles will be required to park in the designated “RV Overflow Parking” area and display the required credential. Absolutely no dead storage stock trucks, vans, U-haul trucks/trailers and or flatbed trailers may be parked in designated RV space. All dead storage units must be parked in designated “Dead Storage” area located at Gate 12 and display required credential. No Exceptions! EZ-ups, tents, canopies etc. will not be permitted for use as product/inventory storage in RV parking spaces.

This year, Vendors will be required to purchase specific parking credential(s) for specific parking areas in the RV Park. Each individual RV, auto vehicle, dead storage unit, dry camp vehicle etc. will require specific parking credentials. For example, if an RV is hitched to a U-haul cargo trailer, each separate unit will require its own credential. Units that are hitched together will not count as one unit. Vendors will be responsible for purchasing separate credentials for each individual unit.

Any vehicle parked in the RV Park without required credential will be subject to towing at owners expense. NO EXCEPTIONS!

DEAD STORAGE
If you have any vehicles, trailers, stock trucks, or hitches not needed during the Fair, they must be stored in the Dead Storage area located at Gate 12, south of the Gate 6 Fair entrance. A Dead Storage permit will be required and must be placed on the top right corner of the unit where it is clearly visible to staff while parked in the designated storage area. The Riverside County Fair assumes no liability for stored equipment. To purchase a permit, contact the Commercial & Concessions Office. Dead Storage parking is located at Gate 12, south of the Gate 6 Fair entrance.

It is prohibited to allow waste or grey water to drain on the grounds. Photos will be taken and recorded of anyone dumping waste or grey water on the grounds and will be asked to leave the RV Park immediately without a refund.
To make the RV Park experience as pleasant as possible, a RV Park Manager is available to assist with locating RV spaces and address RV camping concerns. Comments or suggestions are welcomed.

**All persons staying in the RV Park must have an RV Park badge.**

**Animals in the RV Park**
- All dogs/animals are required to be fenced or caged within the RV space.
- Animals must be kept on a leash at all times when out of the secured RV space.
- Anyone bringing a dog/animal into the RV Park must clean up after it. Non-compliance with this will result in loss of pet privileges.
- Animals are not allowed within the Fair Zone. Assistance Dogs are the only exception to this policy.

**Move out day is Tuesday, February 25, 2020 by 12:00 noon. Please note, water and electricity in the General RV Parking spaces will be disconnected and shut off at 12:00 noon on Tuesday, February 25, 2020.** Any RV remaining on the grounds after 12:00 noon will be required to purchase a permit through the Concessions office at the $30 per day rate.

In order to assist our RV Park manager and service providers with locating your RV space, all spaces will be recorded and assigned upon arrival of unit. Each paid RV unit will be issued a sign with the vendor's business name on it. The signs must be immediately displayed visibly from the window of the RV unit.

**Parking which obstructs exits or fire department access is prohibited.**

Generators may be used only between 7:00 a.m. and 11:00 p.m.

**RV PARK Badge** - This year all vendors staying in the RV Park will be issued a “Date Festival RV Park Badge” that must be presented to guard upon entry to RV Park. Vendors and employees will be required to show their badge in order to enter the RV Park. Vendors without a badge will not be allowed to enter the RV Park. **NO EXCEPTIONS!**

The “Date Festival RV Park” badge **will not** serve as an admission credential into the Fair. Vendors will be required to surrender an admission credential at the entrance gates and have their hand stamped for re-entry into Fairgrounds.

Fairgrounds will not be responsible for any lost or stolen credentials. Vendor will be required to purchase and replace lost or stolen credentials.

**IMPORTANT:** Any attempt to sell, exchange, barter or give away any credentials issued by the Riverside County Fair to Fairgoers is strictly prohibited. Anyone found doing so will jeopardize their participation in future Riverside County Fairs.
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.

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. The County/Fair provides general security for its buildings and grounds. However, Vendors are responsible for their own property and need to secure any property that can be carried away. County/Fair is not responsible for loss of any kind by Vendor whether by fire, theft, physical violence, and the elements (i.e.: rain or wind damage) or by any other cause however originating. Any losses should be reported to security and the Commercial/Concession's Office immediately.

SELECTION PROCESS
The following is a list of what is considered when your application is reviewed for placement in the Riverside County Fair & National Date Festival Fair.

Commercial Exhibitors / Concessionaires
Space availability
Value to Fair guests
Uniqueness of product – Type of food served
Appearance of booth/stand
Prior experience and passing health inspections
Audit Reports (returning applicants only – only if on percentage)
Paperwork submitted in a timely manner

Product Diversity
The Riverside County Fair & National Date Festival Fair strives to present a unique and diverse shopping experience. Although there is some duplication we try to incorporate many new and exciting products for our fair goers. When choosing the product you would like to sale please keep this in mind.

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

Product List / Menu
If an agreement is issued, only those items listed on the contract or approved menu may be sold. Any request to add or change product(s) to sell or menu items must be submitted in writing and approved by Fair Management.

**Product Sales / Restrictions**
Some items that will not be considered for sale/giveaway are, but not limited to: weapons of any kind, lasers, and products made from any endangered animals, pornographic or drug related items, profanity, derogatory and stickers of any kind. Management reserves the right to determine whether an item is considered offensive or in poor taste and to prohibit the sale / display of such items.

**SERVICE HOURS**
The commercial building and exhibit buildings will open at 9:00 a.m. daily to allow Vendors to begin preparing for the day. Service Vendors will not be allowed on the grounds without the proper delivery pass. Beginning on Friday, February 14, 2020 all vehicles must be off the grounds by 9:00 a.m. (1 hour before opening of Fair).

**SEWER CONNECTIONS**
All drain and sewer connections will be done in accordance to the County/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.

**SIGNAGE**
All signs (including menu boards) must be professionally produced. **Handwritten signs are not permitted.** Signs may not extend beyond the airspace of Vendor’s space without prior written consent of County/Fair. Signs mounted on the roof/top of a Vendor’s exhibit may not exceed 24 inches (i.e. a two (2) foot banner) in height. County/Fair, in its sole discretion, may disallow or require to be removed any signs that are considered offensive or inappropriate. All vendors must post a return policy in a prominent location in the vendor booth space. The Fair reserves the right to move, remove or relocate any sign deemed necessary.

**SIGNS FOR VENDOR BOOTHS**
The Concessions office will provide a sign identifying the company name of each vendor booth. This sign must be visible to the public at all times. These signs help to identify you to patrons, emergency personnel and evaluators. Failure to comply with the signage requirement will result in the issue of a violation.

**SMOKING**
Riverside County Fairgrounds is a non-smoking facility. Smoking is not permitted. NO EXCEPTIONS!
SOUND DEVICES
Sound-producing or sound amplification devices (including but not limited to microphones and speakers) may not be used by Vendors without the prior written approval of County/Fair. A microphone approval form will be available in the Commercial/Concession’s Office. Sound devices must not cause annoyance or disturbance to other persons or Vendors. County/Fair, in its sole direction, shall have the final and conclusive determination as to the acceptability and volume level of such devices.

SPACE LOCATIONS
Fixed locations are assigned on an annual basis. Returning Commercial Vendors 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 a vendor 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.

SUB-LICENCING
Your assigned space is for your sole, exclusive and personal use. As such, you are not allowed to sub-license or allow any person or business to use your contracted space unless granted written permission by the County/Fair. If the approved sub-licensee 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. Any vendor caught sublicensing will jeopardize their future participation at the Fair.

TENTS
If you are an outdoor vendor you will be required to use the tent provided by County/Fair. “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.
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.

VENDOR PARKING
This year, each contracted commercial booth space will be issued an allotment of complimentary parking credentials. Each contracted booth space will be issued credentials based on the size of the booth. For example, a 10 x 10 commercial booth space will receive (20) parking credentials, a 10 x 20 will receive (40) parking credentials and so on. Vendor parking has been relocated to Parking Lot 12 on Arabia Street. Vendors requesting additional parking tickets will be required to purchase them through the Commercial Concessions Office. Vendors will have optional parking at Gate 5A for daily parking fee of $10. Parking tickets for Gate 5A will be available for purchase through the Commercial Concessions Office. There is no overnight parking allowed in this area. (Vendors without parking credentials will be required to pay for general parking and park in the general public parking lot). Please use the Credential Order Form. Riverside County Fairgrounds will not be responsible for any lost or stolen vendor parking credentials. Vendors will be required to purchase any additional admission credentials through the Commercial Concessions Office.
Vendors may not park or store storage trailers, stock trucks, fifth wheels or flatbeds overnight in vendor parking lot. All vehicles and or trailers will be towed at owner expense.

Any person found utilizing, distributing or providing credentials to anyone other than staff is subject to expulsion and will not be invited back to the Fair. NO EXCEPTIONS!

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 a vendor or concessionaire to future County/Fairs. If COUNTY elects to not immediately terminate the Agreement for Vendor’s breach or violation, the following procedures shall apply:” 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 Participation 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 County/Fair management. Further action will include, but is not limited to:

- A second written notice of violation and an imposition of a $100.00 administrative fee 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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**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.

**WORK PERMIT LAW**
If you employ anyone 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.
FOOD & BEVERAGE CONCESSIONS ONLY

Concessions Meeting
Tuesday, February 11, 2020, @ 4:00 p.m., at the Shalimar Building.
This is a mandatory meeting for all food concession operators. Each operation must be represented.

SET-UP
All vendors MUST check in first with the Concessions office for credentials.

Food Concessionaires may begin set-up on Saturday, February 8, 2020.

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. Trailer tongues must be removed or covered.

CASH REGISTER AUDIT SCHEDULING
This year cash register audit appointments will be scheduled in advance by the Concession Department for each contracted concession stand. Food & Beverage Concessionaires will no longer have the opportunity to sign up for their preferred appointment date and time as they've done in the past. In order to complete all cash register audits in a timely manner, Food Concessionaires will be issued an appointment date and time and must have all cash registers (including back-up registers) set-up on their counter tops, powered up and ready for audit.

Concessions staff will be auditing the cash registers according to the set appointment schedule. Cash register audits will be scheduled for Tuesday, February 11th, Wednesday, February 12th and Thursday, February 13th between 10 a.m. and 4 p.m. Please make sure that a designated employee is present and ready to provide our Concession staff with the requested cash register readings at the time of audit.

All registers must be audited by 4 p.m., Thursday, February 13, 2020. Vendors who fail to meet their scheduled appointment date and time will be rescheduled according to Concessions staff availability. Vendors who have not completed the audit procedure by opening day Friday, February 14th will not be permitted to open for business until the cash register audit procedure has been completed, NO EXCEPTIONS!
All registers must be certified by 6 p.m., Thursday, February 13, 2020.
FOOD CONCESSIONS GUARANTEE RATES
All NEW food Concessionaires will be at the 22 percent rate with a guarantee of $2,000.00. Returning food Concessionaires are required to pay a guarantee of 20 percent of gross sales (unless otherwise contracted) (Corn Dogs 25 percent) less State Sales Tax, whichever is ultimately greater, if paid prior to November 30, 2019 or 22 percent if paid after November 30, 2019 (Corn Dogs 27 percent). In the event that a returning Vendor does not pay by the contract due date the rate will be increased by 2% for the remainder of their participation as a concessionaire.

All food Vendors are required to submit cash register tapes and report their previous day sales to the Commercial/Concession’s Office each day by 10:00 a.m.

Final report and payments must be made by 2 p.m. on Monday, February 24, 2020. Failure to turn in a final report may jeopardize your future participation at the Riverside County Fair and National Date Festival.

AUDIT AND SALES REQUIREMENTS & PROCEDURES

CASH REGISTERS REQUIREMENTS
• Properly maintained
• Satisfy all transaction and sales receipt requirements detailed in this section of the Handbook.
• Unobstructed at all times and visible from front and back.
• Customer/rear display is visible to guests at all times. Register covers may be used; however, they must be clear and translucent (no color or tint).
• Individual sales on detail tapes must be labeled by the register as cash or credit, and must easily discernible by concessions staff.
• Battery backup with memory protection.
• Dual tape function; one for receipting customers, the second retained for record keeping.
• Non-resettable Grand Total function
• Consecutive “Z” counter.
• “X” reading that does not alter “Z” totals.
• Consecutive transaction numbers.
• Non-resettable transaction numbers.
• Clock that prints current date and time on detail tape.
• Provides a receipt for all sales per Sales Receipt Requirements listed below.
• Readable Type (display, sales journal and receipt printout).
• Lockable cash drawer.
• Registered with Riverside County Fair & National Date Festival for current year (tagged by Riverside County concessions staff). All other Fair tags must be removed.
SALES RECEIPT REQUIREMENTS

- A printed sales receipts **MUST** be provided to each guest/customer with every purchase, no exceptions!

- Printed sales receipt must include:
  - Name of Company/Stand
  - Transaction number
  - Date/time of transaction
  - Total dollar amount of transaction

- **HANDWRITTEN SALES RECEIPTS WILL NOT BE PERMITTED.**

CREDIT CARD TRANSACTION REQUIREMENTS

- Although the Riverside County Fair prefers no set minimum for credit card transactions, it shall not exceed $7 if one is desired.
- Each stand must prominently display purchase specifications that are visible from all customer purchase points (i.e. – cash only; cash or credit – no minimum for credit; cash or credit - $7 minimum for credit).
- Signage must be of professional quality; no handwritten signs.
- No fee for accepting a credit card shall be charged to the guest.
- You must provide the concessions staff copies of credit card machine batch reports daily, for each credit card machine you have.
- Daily batch reports must have the details of each transaction, including the date and time of each sale as well as the dollar amount, and must also have a credit card total amount at the end of the report.

The concession staff will check daily to make sure the batch report credit card sales total matches the credit card sales reported by your cash registers in “Z” reports. In the event these amounts do not match and your batch report exceeds register reported credit card sales by $50 or more, the discrepant amount will be added to your daily sales totals and the adjusted amount will be used as the basis for the percent commission calculation. The concessions staff reserves the option to complete a detailed audit to attempt to reconcile differences in lieu of adding the discrepant sales to the daily sales total if this occurs a second time. Additional discrepancies beyond a second time will result in meeting with Riverside County Fair Management and could result in your inability to operate at the Riverside County Fair & National Date Festival.

SALES PROCEDURE REQUIREMENTS FOR EVERY SALE

- Cash Sales
  - Ring sale on register.
  - Receive money from customer and place on register plate.
  - Return correct change to guest **along with Sales Receipt.**
  - Put money in register.
  - Immediately close drawer.
• Credit sales
  ➢ Ring sale on cash register.
  ➢ Receive credit card from customer and swipe.
  ➢ Have customer sign credit slip (if required).
  ➢ Provide customer with copy of credit slip along with Sales Receipt from the cash register.
  ➢ Put signed credit slip in register.
  ➢ Immediately close drawer.

• Food & Merchandise Voucher Sales
  ➢ Ring Sale on cash register.
  ➢ Receive Food Voucher from customer.
  ➢ Write “Void” on the front of the Voucher.
  ➢ Write the actual amount of the sale and the transaction number on the back of the Voucher (even if greater than Voucher value).
  ➢ Do not give change if purchase is less than the value of the Voucher(s) submitted.
  ➢ If purchase is greater than the Voucher value, follow Cash Sales Procedure or Credit Sales Procedure as appropriate.
  ➢ Provide customer Sales Receipt.
  ➢ Put the redeemed Voucher(s) in cash register.

OVER RING PROCEDURE REQUIREMENTS
• Circle or highlight the over ring on the cash register tape.
• Record on the Over Ring Form and fill out all required information.
• Attach the over ring receipt to the Over Ring Form.
• Submit the Over Ring Form and support to the concessions office in issued receipt envelope.
• Note: Over rings will not be considered valid, and credit will not be given against the Concessionaire’s sales if the Over Ring Form is not completely and accurately filled out or the required support is not received by the Concessions office. Excessive over rings will result in additional audit activity.

STAND REPORTING – SUBMISSION OF DAILY SALES
Submission is due by 10 a.m. each day, for the prior day’s sales. Submit in Concessions Office as follows:
• Completed Register Audit Form ensuring it accurately and completely reflects all required information for every tagged register (including unused registers):
  ➢ Include beginning and ending “Z” reports (note: beginning “Z” must equal ending “Z” from previous night).
  ➢ If register was not used, reflect the same “Z” number and other required information every day until the register is used.
  ➢ A signature on the Register Audit Form verifies agreement with the information provided. If there is uncertainty about the information reflected on the Audit Form, it should not be signed until the
information is verified. Contact the concessions office if there will be a delay in the submission of the Daily Sales.

- Supporting register tapes that have been clearly labeled with Riverside County Fair Register Tag Number and the sales date.
- Voided Food Vouchers (if applicable), entirely and accurately completed.
- Over Ring Form (if applicable), entirely and accurately completed.

AUDIT PROCEDURES

- Tuesday, February 11th through Thursday, February 13th prior to 2020 Opening Day, concessions staff will be conducting physical inspections of all cash registers intended to be used during the Riverside County Fair, including backups. Concessions staff will be noting the type of cash register, counter top placement and positioning, removal of all prior Fair tags, and adherence to the Cash Register Requirements detailed in this section of the Handbook. It is the responsibility of the Concessionaire to ensure all Audit and Sales Requirements are met to ensure uninterrupted operation at the Riverside County Fair. Failure to meet all requirements could result in your inability to operate at the Riverside County Fair.

- Throughout the Riverside County Fair, Fair Management will be conducting field observations and spot audits, including the use of secret shoppers. If a field observation or spot audit identifies possible financial discrepancies, the Stand Manager will be notified with a written violation and a copy will be provided to the Riverside County Fair Management. Failure to take corrective action to address and resolve the issue in a timely manner will result in a meeting with Riverside County Fair Management, a fine and/or other appropriate action up to and including an order to discontinue operations and vacate the premises with no refund.

- Areas of focus by concessions staff will include, but are not limited to, ensuring Concessionaire adherence to the following requirements:
  - A menu and price list has been submitted to Concessions office prior to Opening Day.
  - All prices are posted for public viewing. Prices must specify plus tax or tax included.
  - Items and prices reflected on the receipt match those displayed.
  - Tips and/or donations are not solicited (explicit or implicit – i.e. no tip/donation jars, signs, cash left on counter, etc). Trash jars are acceptable but must be labeled as such.
  - Stands have cash registers that meet the Cash Register Requirements.
  - Cash Register control keys are held by the manager/lead and NOT left in the cash register.
  - Every sale is rung up on the Riverside County Fair tagged cash register.
  - Every sale follows the Sales Procedure Requirements.
  - Every transaction is completed.
  - All transactions are recorded and printed on a continuous tape roll.
  - Cash Register drawers are closed after each sale.
  - Cash Register drawers cannot be opened using a manual push button.
  - No cash is kept outside of the cash drawer.
A receipt is given to each customer.
Tapes are original on white paper (no carbon copies allowed)
Stand Reporting is accurate and complete and submitted by the deadline each day.
"X" readings are provided to Concession Staff upon request by Concession Staff at any time.
Stands have sufficient supplies to maintain and support continuous documented sales transactions.
- Batteries
- Register Tape – If a register runs out of tape or if the tape is illegible, a warning will be given for the first offense; a second offense will result in a $50.00 fine; and a third offense will result in a $200.00 fine and Riverside County Fair will be notified for further disciplinary action.

"VOIDS" are not permitted at any time.
"No Sales" activity is limited and only performed by the Stand Manager. “No Sales” are required to be documented in the same manner as an over ring and included on the Over Ring Form as instructed on the form.
The Concessions staff reserves the right to modify reporting, standardized procedures and/or audit methods at any time to ensure accurate reporting of sales to the Riverside County Fair.

**MENU**
Vendors, which sell food or beverages, must have a food and beverage menu posted in a clearly visible location, which list the price for each item excluding tax. The County/Fair will monitor food prices and items sold and make recommendations accordingly. **All menus and price lists are to be given to the Commercial/Concession’s Office along with the contract by November 30, 2019 if not already submitted as requested.**

County/Fair exercises its legal right to sign exclusive contracts with Vendors for items such as soft drink, ice, and water. Since all suppliers are afforded equal opportunity to bid on a contract, the Fair exercises its right to demand exclusive use of contractor’s products. A list of Vendors will be posted in the Commercial/Concession’s Office. Please do not buy products from anyone **not** on the list.

**BEVERAGE CONTAINERS**
Beverage containers from another Fair and/or facility cannot be used on the Fair grounds. Containers may not have logos or advertisements other than the contracted Vendor. It is the sole discretion of management to dictate the acceptability of all containers. Containers for non-carbonated beverages must be of a disposable paper or recyclable Styrofoam cups of a generic design. Custom printed cups or napkins must be approved by County/Fair prior to opening day of the Fair.
All concessions are to provide napkins, eating utensils and condiments for their customers. Pointed wooden sticks are prohibited.

**RIVERSIDE COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH PERMIT**
All food concessionaires are required to obtain an environmental health permit to sell food and drinks. The Department of Environmental Health Permit fee will be paid directly to the concessions office and will be listed on the 2020 Credential Order Form due no later than Friday, January 31, 2020. Health inspections will take place on opening day, Friday, February 14, 2020.

**SEATING/TABLES**
If space is available, the County/Fair encourages all concessions to provide tables and chairs that will allow food and beverage customers to sit and relax while eating.

**GREASE DISPOSAL**
Proper disposal containers for grease, cooking oil or raw garbage must be used. Any vendor disposing of grease or garbage at inappropriate locations will lose their privilege to participate in the Fair and may be removed from the grounds. All grease barrels must be kept in the designated spot or behind your screening and out of public view. Please do not pour grease or garbage into the sewer line. Vendors will be charged a cleaning fee for disposing any grease or garbage into the sewer line. The Riverside County Fair & National Date Festival will provide grease barrels and wood pallets for your use. Please make sure that all barrels are set on pallets for convenient pick-up and disposal.

**GARBAGE/TRASH**
Please pick up after yourselves and put your trash in the barrels or the dumpsters behind the Queens Gallery Building. Do not use the trash barrels on the grounds for boxes or other trash, as they are provided for our guests. We make every effort to keep the grounds clean and appreciate your cooperation. If you notice a dumpster or barrel that needs emptying, please contact Fair staff.

Vendors shall keep its space and adjacent areas properly arranged, orderly and clean. County/Fair will provide trash receptacles at several locations. Vendors are asked to place all trash in the trash receptacle provided by County/Fair. Vendors please don’t sweep or place trash into the aisles, street, any public space, or any area outside your space.