Concessions Management Team
Theresa Call
Howard Call, CFE

THE GREAT GEAUGA COUNTY FAIR
August 31-September 4, 2017

Greetings from your Concessions Management Team,

The Great Geauga County Fair will be here before we know it and we want to take this opportunity to fill you in on upcoming dates and times as well please find your contract in this mailing.

- Please give us notice if you are not returning, please call the office 440-834-1846 and leave us a message or email us at Concessions@geaugafair.com. THANK YOU
- If you left a deposit with a signed contract your next payment is due July 26, 2017.
- If you paid in full you do not need to return anything to us, we already have your signed contract and a copy is enclosed.
- These are due back with a minimum deposit by March 31, 2017.
- Final Payment will be due July 26, 2017.

- After that date space not held with a deposit will be declared open and vacant and the concessions group will begin to select vendors to fill this space.

Concessions closing will be 9 pm Monday, unless the concession managers notify you otherwise. Please ensure that you fill in your vendor license number as these will be reported upon request from the State or local taxation boards.

Objective for the coming Fair: Customers are our Business

1. To provide the same fair experience to patrons no matter what time of day they attend The Great Geauga County Fair.
2. **Open and closing times** are very important to our management team. You are paying a privilege fee with expectations of the rules and regulations to be followed. If circumstances present themselves please communicate at the earliest opportunity if you see that you cannot be open at the specified times each day or if an emergency occurs and you have to close early. **NO VEHICLES ARE TO BE ON THE MIDWAYS AFTER 11AM DAILY or PRIOR TO 9:30 PM ON MONDAY CLOSE.**
3. **Monday evening the expectation** will be the same level of service that you had on any other day of the fair week. It hurts the business of all concessionaires when vendors are not open and tents are closed during fair hours**. On Monday (Labor Day) the hard closing (a designated shut down time) for the midways will be 9:00 pm.** Concessions closing early will be not invited back for the 2018 season. We hope that this information is useful and will help us improve upon our already great county fair.
4. **Commitments from your Concessions Management team**: Theresa and Howard will be available 24 hours a day the entire fair week, we will be moving onto the grounds prior to the Fair and departing after the fair closes. Our goal is to take your concerns and address them.
5. **Cleanness and neatness are two of our team's critical success points**. With this in mind, we want to stress the importance of maintaining clean spaces and staffing them accordingly so that they are always manned during the fair's operating hours. Each of us must respect the space of our neighboring vendor. The space behind your unit or the back lot as we call it is just as important as the front of the space.
6. You can find the operating hours on the back of this newsletter. We hope that this information is useful and will help us improve upon our already great fair.

Outside Rates: all footages sold in 5′ increments w/ min of 10-15′ depending on locations

Food Concessions: $35 PFF	**Midway 1 & 2 Straight Sales: $28 PFF**
Games: $30 PFF	**Machinery Midway/ Midway 3: $20 PFF**
Campers: $125 per Week	**Stock Trucks: $60 per Week**

Inside Building Rates

Merchants #1 $240 *8 x 10*
Merchants #2 $240 *7 1/2 x 11 1/2*
Grandstand $375 *14 x 20*
Campers: $125 week
Stock Truck: $60 week

2017 Concession Office Hours & Set Up Times are as follows:

Prior to fair setup week we will be available by appointment or calling the office.

Before the fair the Concessions office will be manned for set-up and contract financial settlement purposes. The following are times for set up as well. If you need additional time, please let us know. We will be staying on the grounds beginning Thurs. Aug. 24th, so buildings can be open earlier, if need be. Your Packets will be available for pick up starting Aug 24th

Thursday Aug 24	10 a.m- 5 pm
Friday Aug 25	10 am- 5 pm
Saturday August 26	10 am-5 pm
Sunday August 27	10 am-5 pm
Monday August 28	9 am-6 pm
Tuesday August 29	9 am-6 pm
Wednesday August 30	9 am-8 pm

DURING THE FAIR, the office will be open 9:00 a.m. to 5 pm. We will be on the grounds each evening through closing time.
NOTE: If we are out on the grounds we will leave a time of return note on the door of the office.

Please consult your 2017 Contract to verify the products you intend to bring to the fair—this should include specific beverages when applicable (i.e. soft drinks, lemonade, tea, coffee, and water). ***The off-season is when all product decisions will be made***. All requests for a product change for the 2017 fair shall be submitted before May 1st. Any changes we are able to accommodate will be communicated and appear on the billing statements and mailed to you on, or about, June 1st. NO CHANGES TO PRODUCT DESCRIPTIONS WILL BE MADE AT THE FAIR!

IMPORTANT!

- Deposits are due of $100 before March 31st w/ final payment due by July 1st.
- Proof of Insurance needs to be provided by the August 20th, or a $50 Insurance fee will be assessed for coverage if we do not receive the Certificate of Insurance by this date.
- Please submit a copy of your vendor's license. (if applicable)
- Please submit a complete menu, including pricing, with your final payment. The Menu will be reviewed and we will contact you of any concerns or changes.

Fair Operating Hours

Thursday-Sunday operation hours are 10am to closing of no earlier than 11pm
Monday 10 am to 9pm

Monday Closing Procedures

- You will see that exhibits will be released at 8:00 p.m. on Monday. This **does not** pertain to concessions. Livestock and exhibit halls (not merchant halls or grandstand) are allowed to remove animals and exhibits (not commercial vendors) at this time.
- On Monday (Labor Day) the hard closing (a designated shut down time) for the midways, and merchant halls & grandstand will be 9:00 p.m. unless the concession managers notify you otherwise.
- Obviously if the weather is inclement the crowds will thin early, however, we do not want to stop you from making money on crowds that tend to gather during the nicer weather. If the weather necessitates an earlier closing, you will be notified by the Concessions Office.
- **NO VEHICLES ON THE MIDWAYS AFTER 11a.m. each day of fair.**
- **The Concessions Manager, in conjunction with the Sheriff's office will determine when it is safe to begin allowing vehicles on the midways on Monday after closing. Approximate estimated time to be 9:30 pm. Any one caught driving on midways prior to that time, will not be invited back to any future Geauga County Fairs.**