

The Great Geauga County Fair August 31st through September 4, 2006



June 1, 2006

Dear Exhibitors,

Welcome to The Great Geauga County Fair! We are delighted that you have chosen to participate in the Ohio's oldest county fair! Enclosed with this letter is a copy of your billing statement. Please note that all outstanding balances must be paid in full by July 1st--NO EXCEPTIONS! Please be sure that you have read and understand the newsletter that was sent out in the winter. There have been several changes that you need to be aware of, all of which were highlighted in the newsletter. Because of the number of new participants in the fair this year we are elaborating on a lot of Concession Guidelines in this letter. Please read it very carefully because it is your responsibility to abide by the rules and regulations for the fair. Failure to do so may result in DENIAL OF CONCESSION SPACE THE NEXT YEAR!

The Great Geauga County Fair always begins the Thursday before Labor Day and ends on Monday, Labor Day. You are expected to have your concession open at 10:00 A.M. Closing officially is at midnight, however, in most cases we allow concessionaires to close when traffic slows, usually about 10:00 P.M. on Thursday, Friday, and Monday--slightly later on Saturday and Sunday. It is your obligation to be open during these hours and for the duration of the fair. Only items listed on contracts are allowed for display or sale and no sub-leasing of concession space is allowed.

SET-UP TIMES

We suggest that you first check in at the Concession office (located just inside the main gate) to insure setting up on the proper location.

Sunday, August 27th	1:00-5:00 p.m. (the office will be closed for transactions)
*Monday, August 28th	10 a.m.-6:00 p.m.
*Tuesday, August 29th	10 a.m.-6:00 p.m.
*Wednesday, August 30th	10 a.m.-8:00 p.m.

***Worker's tickets and vehicle/camping passes may be picked up during these hours. They will only be available to those who have paid in full for their concession space.**

CONCESSION OFFICE HOURS

During the fair our office will be open from 9:00 a.m. to 6 p.m. All fair business should be conducted during these times.

TENTS

Tents will be up before the Saturday preceding the fair and you may set up inside them at that time. Tents are available in a variety of sizes but must be ordered well in advance. They are provided as a service to you at our cost, and we will accept no responsibility for their proper placement on your site.

SECURITY

Our security will start on the Tuesday preceding the fair (August 29th) and will continue on a 24-hour basis until the Monday evening closing. We make every attempt to secure the fairgrounds, but cannot be responsible for the loss of expensive displays or merchandise. We do not advise leaving anything of value on the grounds after the fair closes Monday evening.

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GENERAL RULES

1. All business conducted will be of a legitimate nature satisfactory to the Concession Managers.
2. **All Concessionaires are required to staff booths and provide services per their contract during the duration of the Great Geauga County Fair.**
3. Items of questionable nature will not be displayed or sold.
4. Booths must be tidy and sanitary in their appearance.
5. Managers of booths are responsible for the conduct and appearance of helpers/workers.
6. The sale of impure (or unwholesome) food, dishonest goods, or other acts/practices objectionable to the Concession Managers will forfeit all rights and privileges of their contract without recourse.
7. Sub-leasing is not permitted.
8. Payment of fees in full, a copy of your vendor's license and proof of insurance are mandatory prior to the finalization of the contract.

ELECTRICAL/WATER

Inside spaces are wired to accept a regular 110 volt plug for any lights or projectors you may need. Outdoor concessions should consider proper lighting of your outside booth for night use. Electricians will be on hand to hook up concessions needing electric on a first come, first serve basis. They will be available during our office hours. We thank you in advance for your patience and cooperation. Should you have any electrical difficulties, please alert the concessions office.

Backflow prevention devices have been installed on all water spigots. **THEY ARE NOT TO BE REMOVED FOR ANY REASON!** If there are problems concerning tampering or missing devices, a water charge will be assessed. Thank you in advance for your cooperation.

FAIR TICKETS AND PASSES

Each concessionaire is furnished with 10 admission tickets as part of the space rental. ***Additional workers tickets are available at the Concession office at half price through Thursday, August 31st at 6:00 p.m.*** We would appreciate your anticipation of total tickets needed for the duration of the fair and purchase of these at one time. We will only sell these workers tickets to the person responsible for the concession space. After Thursday, tickets can be purchased at the gates for \$6.00.

Each concessionaire will be issued ONE vehicle pass allowing that vehicle to enter the concession gate (Gate 2) before 11 A.M. The vehicle **MUST** be unloaded and off the grounds by 11 a.m. To ensure this, car passes will only be made available at Gate 2. When you enter the gate, a pass will be picked up and displayed in the windshield, and will be returned when leaving the grounds. **NO** concession vehicles will be allowed to be parked on sites within the fairgrounds. Violators will be towed at their expense. All concession deliveries must also be made prior to this time. After 11 a.m., deliveries must be made at the gate and hand trucked to the concession. This will allow our patrons to enjoy the fair without fear of injury from a moving vehicle on the midways. **NO** concessionaire will be allowed to operate a golf cart or powered vehicle after 11 a.m. through the fair closing.

Stock truck parking can be arranged through the concession office but is not available for concessionaires leasing building space. Camping permits for concessionaires are also arranged through the concession office. Additional fees are charged for both services.

*NOTE: Parking of concession and other vehicles on the fairgrounds has become a major problem and we will stringently enforce the above rules and regulations. Any problems or hassles with our gate or parking personnel may result in **DENIAL OF CONCESSION SPACE THE NEXT YEAR!**

DOGS

Our insurance carriers have insisted that no dogs be permitted on the fairgrounds during the fair. There are plenty of kennels in the area to house your animals. Please make arrangements for off fair housing for your pets.

LITERATURE DISTRIBUTION

All literature must be distributed within your concession space. You may not stand in the aisles or midways and hand out literature or accost fair patrons outside your rented space.

The Concession Manager