

**2019 NIAGARA COUNTY FAIR
JULY 31 – AUGUST 4
VENDOR/EXHIBITORS
RULES AND REGULATIONS**

1. **Exhibit Hours:** **Wednesday - 9:00 a.m. - 10:00 p.m., Thursday, Friday & Saturday - 10:00 a.m. - 10:30 p.m. Sunday - 10:00 a.m. - 6:00 p.m.** Vendor/Exhibitors and concessionaires will be **expected** to remain open until 6:00 p.m., on Sunday. If you breakdown early, you may not be invited back the following year.
2. **Set-Up Day:** **Tuesday, July 30, 9:00 a.m.-10:00 p.m.** You must come to the Administration Building prior to setup to verify your agreement, and to **pick up your passes**. ALL exhibitors/vendors must be set-up by Wednesday at 9:00 a.m. Building does not open early. ANY VENDOR WHO IS NOT SET UP BY 9:00AM ON JULY 31 WILL FORFEIT THEIR SPACE AND NO REFUND WILL BE PROVIDED. THE SPACE WILL BE FILLED WITH ANOTHER VENDOR OR DISPLAY AT CCENC'S DISCRETION. For safety reasons, vendors **will not** be permitted to drive any vehicle on the fairgrounds during times when the fair is open to the public.
3. **Reserved Parking:** Parking for vendors, exhibitors and concessionaires will be maintained in a Vendor parking lot, to the North of the Merchants Building, adjacent to Route 78. Parking next to the Merchants Building is not permitted after 9:00AM on Wednesday (except for unloading). Please circle (YES) on the Vendor/Exhibitor Contract if you need handicap parking.
4. **Passes:** Each **Exhibitor/Vendor** will receive passes (**for manning their booth or space**) *one per person, not per vehicle*. There will be no refunds given for any reason. The person picking up and signing for the passes will be responsible for them. **Additional General Daily Admission passes may be purchased for half price to a maximum of ten (10).**
5. **Breakdown Days:** **Sunday, August 4, 6:00 - 9:00 p.m. and Monday, August 5, 8:00 - 10:00 a.m.** Tents will be removed Monday. Do not leave computers, extension cords, or any other valuable items past Sunday evening's teardown. Security is difficult to provide while you are away during teardown. All items must be removed by 10:00 a.m. Monday!

NOTE: EXHIBITS IN THE MERCHANTS BUILDING SHOULD NOT BE LEFT THERE AFTER MONDAY BY 10:00 A.M. WE ARE NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PROPERTY.

6. **Site Restrictions:**

CCENC reserves the right to determine vendor locations and will designate the place, location, and amount of space to be occupied under the terms of the agreement. CCENC **does not** provide such things as tables, chairs, extension cords or power strips.

Vendors will conduct business only within the confines of their allotted vendor space unless prior written approval has been granted by CCENC. Vendors may not conduct business in the walkways adjacent to their rented areas. No exhibit/booth/vendor shall block or impede the view of adjacent booths. Workers at the booth shall not exceed 4 people per booth space.

All advertising for the Vendor shall be in the space allotted in their contract unless approved by CCENC. No posting or distribution of signs, banners, coupons, etc., will be allowed around the grounds without express, written permission from CCENC. Vendors are not permitted to alter the landscape of their areas by such means as, but not limited to, digging holes and trenches, without CCENC's written permission.

7. **Insurance requirements:** All exhibitors or concessionaires contracting directly with CCENC are **REQUIRED** to provide an approved **CERTIFICATE OF INSURANCE**. (See Exhibitor/Vendor Contract for requirements)
8. CCENC reserves the right to refuse contracts and/or the vending of certain food items or merchandise of any kind that conflict with fund-raising items of the Association or which are felt to be in adequate supply by other vendors. Glass bottles are not permitted for beverage sale.
9. Raffles will not be the sole or primary purpose of an exhibit. All raffles must have prior approval of the CCENC and have the proper permit from the State Gaming Commission. Raffles will be limited to 10 non-profit groups, on a first come basis. FREE Drawings are permitted.
10. Exhibitors with drawings and sign-ups are expected to organize their booth 7' deep instead of 10' to reduce congestion in the aisle. Also, center row exhibitors must organize their display so that fair visitors do not cut through their display from one aisle to the next.
11. Political booths are permitted but may not be used to distribute negative or derogatory information about anyone or a political party.
12. It is not permissible to block the view of a neighboring booth. The front 6 feet of your display should not exceed 4' feet in height. Slight exceptions may be allowed. Be courteous and communicate with your fellow exhibitors.
13. Drapes and partitions are provided for exhibits in the Merchants Building ONLY.
14. Electricity: Some outlets in the Merchant's building are located approximately 15 feet off the ground. Please allow a sufficient extension cord to reach. We will assist with ladders. WE DO NOT SUPPLY EXTENSION CORDS. Maximum load-500 watts per booth unless special arrangements are made. All requests for electric service must be indicated on contract. One duplex outlet included with each booth. There will be an extra charge for additional outlets/power needs.
15. CCENC will be responsible for building maintenance, aisle housekeeping and security solely to the extent of locking the Merchants Building and reasonable levels of patrol. Buildings are secured for each night after 10:30 p.m. Two members of the Sheriff's Department will patrol the grounds. CCENC is not responsible for and is released from any and all responsibility for any loss of or damage to property of the Vendor regardless of the cause of said loss or damage. Vendor waives any right of subrogation or recovery from CCENC for said loss or damage.
16. CCENC does not make specific promises to help exhibitors with set-up and teardown, however, in an effort to be cooperative, if you have special needs, let us know what kind of help you require.
17. Persons using bottled gas should indicate this on their contract. Bottled gas is not permitted in buildings. Persons using helium must have tanks secured safely on carts.
18. No open flames permitted as part of demonstration or exhibit.
19. Gasoline engines are permitted to operate outside only.
20. "NO SMOKING" in buildings.
21. Vendors are responsible for keeping the area around their booths in good order and must keep the 10' x 15' area surrounding their space free from trash. Trash barrels are for fairgoers only. Vendors are to use the dumpsters provided only.
22. In addition to the rules and regulations set forth in this document, Vendors must follow all applicable State, Federal and local laws, rules, regulations, ordinances, etc.

23. Vendors shall not assign, sublet or in any manner apportion any part of their assigned space, one vendor/exhibitor per booth.

Non-Food Vendors

1. Prohibited products - certain products are prohibited from being sold during the Fair. These include, but are not limited to, tobacco and tobacco-related products, weapons (includes knives over 3 inches long), explosive novelties, poppers, fart bags, offensive writing/pictures/graphics on products, fake cigarettes and laser pointers. CCENC shall be the sole determiners of the appropriateness of product.
2. Novelties - any vendor having “novelties” as a privilege on the contract must attach to the contract a list of all items to be sold in that category.
3. Any item that the Vendor intends to give away must be approved by CCENC. Any item can be denied in its sole discretion.

Food Vendors

1. All food vendors must submit a listing of all products to be sold and prices charged.
2. If CCENC contracts with a beverage company for exclusive pouring rights, all food vendors must use this company exclusively for all its beverage sales during the Fair. Beverages **must be** purchased from the truck.
3. All ICE must be purchased through the Fair.
4. Health requirements - it is the vendor’s responsibility to contact the Health Department at least 2 weeks in advance and secure the proper permit prior to Fair (Niagara County Health Department, 5465 Upper Mountain Road, Lockport, NY 14094, 439-7596). The privilege granted herein shall also be subject to compliance with all provisions of the Public Health Law of the State of New York and all the Rules and Regulations adopted by the local Boards of Health, Department of Agriculture and Markets, and Sanitary Code of the State of New York.
5. Beverages - no glass bottles are allowed.
6. Prices - prices for food items sold must be posted in each booth, easily visible to fairgoers.
7. Menus - a list of menu items with prices must be submitted to the Fair Office with the contract, menu must be approved by the Fair Committee.
8. BBQ/Grilled Chicken - NO VENDOR will be allowed to sell chicken on Thursday, August 1 from 12:00 – 7:00 p.m.
9. Gray Water - anyone found to be discharging their gray water or holding tanks onto the Fairgrounds may be removed from the Fairgrounds and will be subject to penalties and/or fines.
10. Cooking oil – used cooking oil is to be placed back in original containers and deposited in the dumpsters. All food vendors are required to place cardboard or felt paper under fryers to protect the ground.
11. Eating areas - if vendors provide eating areas adjacent to their food booths, these eating areas must be open to all fairgoers, not just to the customers of that particular vendor.
12. Signage – placement of one signboard in front of stand is permitted. Anything else, (i.e. coolers, tables, chairs, etc.) must be located behind front of stand.

If you have any questions regarding the rules & regulations contact 433-8839

Darlene Farnham, Fair Contract Secretary, ext. 224 or Cathy Lovejoy Maloney, Executive Director, ext. 234

THE DEPOSITS INDICATED IN YOUR CONTRACT ARE NON-REFUNDABLE AND MUST ACCOMPANY A COMPLETED CONTRACT IN ORDER TO RESERVE YOUR SPACE. THE NON-REFUNDABLE BALANCE OF PAYMENT ALONG WITH AN ACCEPTABLE CERTIFICATE OF INSURANCE IS REQUIRED IN ORDER TO SECURE YOUR SPACE. CONTRACTS WILL BE ACCEPTED UP TO **JULY 12, 2019.**