



Josephine County Fairgrounds & Event Center
PO Box 672 - 97528
Grants Pass, OR
1451 Fairgrounds Rd. - 97527

Office: 541-476-3215

Fax: 541-476-1027

www.co.josephine.or.us

www.josephinecountyfairgrounds.com

2019 JOSEPHINE COUNTY FAIR 'Honoring Veterans of Yesterday, Today, & Tomorrow'

Food Vendor Information

PLEASE READ ENTIRE CONTRACT, SIGN, AND RETURN

Fair Dates and Location

The Josephine County Fair will be held **August 14 - 17, 2019 (Wed. – Sat.)** at the **Josephine County Fairgrounds & Event Center** 1451 Fairgrounds Road, Grants Pass, OR 97527

Mailing Address: PO BOX 672 Grants Pass, OR 97528

Fair Hours

10 AM to 11 PM Wednesday & Thursday, 10 AM to 12 PM Friday & Saturday

Selection Process

Criteria for selection include (but not limited to) quality of product, past history with the Fair, and PICTURE of your booth set-up.

Brand Policy

ABSOLUTLEY NO GLASS BOTTLES OF ANY KIND! We will not be supplying soda or water for sale through the Fairgrounds, you will be responsible for bringing your own drinks for sale. We will however, be having ice for sale.

Food Booth Fees

\$425 permanent booth plus 17% of gross sales (each day) and electrical costs (\$85 if applicable see application).

\$325 trailer/portable booth plus 17% of gross sales (each day) and electrical costs (\$85 if applicable see application). (There will be additional cost for grey water dump and/or grease trap dump if applicable)

In the event of a cancellation \$250 is non-refundable.

Health Department Licensing fees and Inspections will apply.

Insurance

See page 2 #3 of contract for Insurance requirements and guidelines.

Fire Extinguishers:

See page 2 #5 of contract for Fire Extinguisher requirements.

Cash Register: maintain accounting record on a double tape cash register with a Z reading of concessionaire's gross receipts

Samples

Free food samples and/or products may be used for marketing and promotion during the Fair, however presenter must remain within the confines of the assigned booth space.



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FOR OFFICE USE ONLY

DATE: _____
PAID IN FULL: _____
CERT. OF INS DATE REC. _____
PICTURE INCLUDED: _____

2019 JOSEPHINE COUNTY FAIR
FOOD CONCESSIONS APPLICATION
AUGUST 14 - 17, 2019

Business Name: _____ Returning Vendor: _____ Yes _____ No
(Most Recent Year Participated _____)

Contact Name: _____ Phone: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Email: _____ Fax: _____

Proposed Menu: Attach a list of all proposed food and beverages and their prices or list detailed menu items below. If your menu is extensive, indicate any preferred items.

**** PLEASE PROVIDE A PICTURE OF YOUR SET-UP ****

(Order Window)

Booth Description: _____ Permanent Booth or _____ Trailer-**Trailer Dimensions:** _____ ft. wide (front) _____ ft. deep (side)

Electricity (Please indicate your specific electrical needs)

Volts: 120V _____ 240V _____ Amps: 20 _____ 30 _____ 50 _____ (\$85.00 extra) = for 50 amp

Water: _____ Yes, need connection (limited availability) _____ No, self-contained (How)

There will be additional cost for grey water dump and/or grease trap dump if applicable

Food Booth Fees: Full payment is due upon acceptance and signing of the Food Vendor Application. Other charges include a post Fair fee of 17% of gross receipts, plus electrical costs and grey water/grease trap dump based on vendor requirements.

\$425 - Permanent Booth Due by July 1, 2019 --- Plus 17% of gross sales due by August 26, 2019

\$325 - Portable Booth Due by July 1, 2019 --- Plus 17% of gross sales due by August 26, 2019.

IN THE EVENT OF A CANCELLATION \$250 IS NON-REFUNDABLE.

Return Completed and Signed Application, Payment, Picture, & Insurance Cert. by July 1 to:

Josephine County Fairgrounds & Event Center
PO Box 672, Grants Pass, OR 97528

JOSEPHINE COUNTY FAIRGROUNDS & EVENT CENTER
CONCESSION AGREEMENT FOR FAIR
FAIR DATES AUGUST 14-17, 2019

1. ACCOUNTING AND RECORDS: RENTER shall maintain accounting record on a double tape cash register with a Z reading of concessionaire's gross receipts that will allow the Fair Board to accurately compute the amount of the 17% commission due to the Fairgrounds. *Each day the RENTER shall furnish the BOARD with one copy of the cash register tape as a statement of the gross receipts for the previous day.* Payment of 17% of total gross receipts shall be given to the Fair Office no later than **5:00 p.m., Friday, August 26, 2019.** **YOU WILL NOT BE ALLOWED TO OPEN YOUR BOOTH WITHOUT A CASH REGISTER**

2. TICKETS: The BOARD will issue 24-36 Day Passes credentials and 2 exhibitor parking credentials to the RENTER. (For permanent booths Based on – 4 persons per booth @ 4- hour shifts of a 12- hour days =12@day x 3 days= 36) Additional exhibitor Day Pass credentials are available for \$5.00 each (or \$20.00 for a season pass). If space limitations permit, additional parking credentials will be available for \$15.00 each (This is for a 4 day parking pass). Tickets shall be used only by persons who are working at the Concession. RENTER shall not allow tickets to be used by any other persons. RENTER shall not transfer or sell any tickets issued pursuant to this contract.

3. INSURANCE: The RENTER shall, at its own expense, at all times during the term of this agreement, insure its operation with a broad form of liability insurance written on an occurrence basis condition to pay all claims for injury or damage to persons or property arising out of the RENTERS use of the facilities and other property. The RENTER hereby assumes and agrees to be responsible for and to the Board of County Commissioners and members of the Josephine County Fair Board, jointly severally, individually and privately, to hold harmless from all claims and demands of damage or injury to person or property and for contract liability arising in any manner from RENTERS use and occupancy under this agreement. The minimum limits of bodily injury liability shall be \$500,000.00 each person with \$1,000,000.00 each occurrence; Carrier shall include **Josephine County & Event Center and Josephine County Fair Board** as additional insured on said Policy and forward a certificate to the Fair Board with the signing of this contract. Carrier shall notify the Fair Board at least ten (10) days prior to any cancellation or modification. This policy of liability insurance is to be examined and approved by the BOARD'S designated agent prior to the first day of the terms of this agreement.

4. WORKERS COMPENSATION COVERAGE: Concessionaire shall provide workers' compensation coverage for all subject workers and volunteers (as defined by ORS 656.027). If applicable please forward a copy of the certificate to the Fair Board with the signing of this contract.

5. FIRE EXTINGUISHERS: Each vendor where cooking is being conducted, indoors or outdoors, shall provide the following:

- 1) A readily accessible **3A-40B: C** or **4A-40B: C** rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 30 feet to obtain a fire extinguisher.
- 2) A portable fire extinguisher having a "**K**" rating is required in any food concession stand/booth indoors or outdoors where cooking appliances produce grease or smoke laden vapors.
- 3) When deep fat frying with a liquid depth of more than ¼ inch, a metal lid (or hard lid made from fire resistive material) that covers the entire cooking area shall be readily available.

THE RENTER SHALL:

1. Pay rent in full as described on page 1 upon reserving a booth space.
2. Set-up Tuesday before the Fair between 10 a.m. and 7 p.m.
3. Conform to the BOARD'S requirements of all construction, design, and decoration of Concession. All concessions must be set up and completed prior to 7:00 a.m. the opening day of the Fair. Failure to have your concession completed by this time may cause your space to be taken by another vendor and your rental fee will be FORFEITED.
4. Man the concession(s) during the hours the Fair is open to the public, unless written permission has been granted by Fair Management. **Booths must be staffed at all times by the bonafide representative(s) of the Concessionaire.**
5. Not use or have on the Fairgrounds any sound amplifying devise, unless written permission has been granted by Management and keep all music at a volume designated by FAIR MANAGEMENT.
6. Not sublet or assign privilege or portion of the space covered by this agreement to any other person or persons, or allow any use other than listed.

7. Remove any temporary structures from the rented space within forty-eight (48) hours after the close of Fair, or secure written permission from Fair Management to hold space for late removal of structures.
8. Leave the rented premises in a clean and orderly condition.
9. Forfeit all rental payments to the BOARD if the space is not occupied during the Fair.
10. Restrict all activities and advertising matter to the space rented and shall place no permanent advertising on the outside of permanent buildings, cars parked on the grounds or other locations without written permission by FAIR MANAGEMENT.
11. Follow ALL rules and regulations of the Josephine County Health Department for licensing and cleanliness.
12. Post in conspicuous place a plainly printed placard showing menus and prices of all menu items.
13. Have garbage and debris ready for collection at designated times of the day **There will be additional cost for grey water dump and/or grease trap dump if applicale.**
14. Not serve drinks in glass containers. ***OBSOLUTLEY NO GLASS BOTTLES OF ANY KIND!***
15. Permit no electrical wiring or remodeling to be done on any portion of the Fairgrounds without permission of Fair Management and then only under the supervision of the Fair Board approved personnel.
16. Abide by all general conditions, rules and regulations, written or oral, made by the FAIR BOARD or MANAGEMENT.
17. Promptly close all shows, spectacles and performances of any kind, or discontinue any conduct which is in the opinion of the Management of the Josephine County Fair offensive to good taste or in any particular way objectionable, it being understood that the opinion of the Management of the Josephine County Fair shall be conclusively binding in this respect.
18. No organization, and/or individuals will be allowed to use the Fairgrounds and/or crowds thereon for personal interest without a signed contract with the FAIR BOARD.
19. Food booths will receive one 30 amp circuit. There will be an additional charge for any amount over this. Please specify in wattage if additional power is needed and why. There will be additional cost for grey water dump and/or grease trap dump
20. NO space may be vacated until after 12:00 midnight or closing the last day of the Fair. **Early tear-down is not permitted.**
21. Weather conditions shall not affect the terms of this agreement.
22. Shall comply with all laws of the State of Oregon, County of Josephine, and City of Grants Pass. Any persons who willfully damage or destroy any property on the Fairgrounds, or in any way interfering with the administration, shall be liable to prosecution and will be held responsible for the costs of repair or replacement.
23. All matters not covered in this information are subject to the decision of the Fair Board Management and shall be final.

By Signing below, I agree the information I have provided on this application is accurate. I have read all 3 pages of the Application and Food Vendor agreement. I will abide by all rules, regulations and guidelines regarding Josephine County Fairgrounds. I understand that selection of food concessions is at the discretion of the Josephine County Fair Board and/or Management.

Please keep a copy of this application and agreement for your records.

**** PLEASE PROVIDE A PICTURE OF YOUR SET-UP ****

CONCESSIONAIRE:

JOSEPHINE COUNTY FAIRGROUNDS:

Business Name (Print)

Authorized Representative

Authorized Representative Signature

Title

Authorized Representative (Print)

Date

Make Checks payable to Josephine County Fair.
 Visa/MC Credit/Debit cards accepted in person/or via telephone at the Fairgrounds Office.

**JOSEPHINE COUNTY FAIRGROUNDS & EVENT CENTER
 P.O. BOX 672 GRANTS PASS, OREGON 97528**

PAYMENT IS DUE IN FULL FOR BOOTH SPACE WITH THIS SIGNED APPLICATION, PICTURE, & INSURANCE CERT. DUE ON OR BEFORE - JULY 1, 2019