

2019 NEW MEXICO STATE FAIR CASH REGISTER AND REPORTING POLICIES

All food concessionaires and percentage vendors must report gross sales revenue by completing and submitting the attached forms along with the “Z” tape readings. An operable electronic cash register system must be in place at each point of sale.

For cash register policies see the Vendor Manual – “Percentage Space Agreements” or “Food Concessions.”

Additional forms may be obtained from the Concessions & Commercial Exhibits Office.

REPORTING PROCEDURES:

1. You or your designee is responsible for preparing the gross sale report forms.
2. The report form is to be complete and ready on the dates and times specified below. The Concession Office coordinator assigned to your area will collect your daily “Z” tapes and reporting forms.

REPORTING PERIOD	COLLECTION DATE	TIME
September 5-8	Monday, September 9	9:00 AM
September 9-10	Wednesday, September 11	9:00 AM
September 11-12	Friday, September 13	9:00 AM
September 13-15	Sunday, September 15	7:00 PM

3. Supporting documents, Daily “Z” report, voids and over-ring slips must be attached to the report form in order to be considered for credit.
4. Should a **power outage** occur during the Fair and your register becomes inoperable, note that a power outage occurred on the journal tape and keep guest checks on hand to record any additional sales. When power resumes, enter those sale transactions as a single entry in the register system. Attach guest checks and the sale entry to the gross report form.
5. Should your **cash register malfunction** during the Fair, notify the Concession Office immediately. Do not remove the inoperable register from your establishment until a Concession Department staff member has recorded sale entries.

PENALTIES AND FINES:

All sales must be entered into the cash register failure to comply will lead to a written notice and/or a \$200 fine and/or eviction. All violations will be documented and become a permanent record on file. It will be your responsibility to make your employees aware of the severity of a violation.

Should you have any questions and need instructions prior to the Fair, feel free to give us a call. Should you experience problems during the Fair, contact the Concession Coordinator in your area or call the Concession Office 505/222-9726.

**2019 NEW MEXICO STATE FAIR
GROSS SALES REPORT**

CONTRACT NAME _____

CONTRACT # _____ LOCATION _____ PHONE # _____

DAY 01 - SEPT 5 \$ _____

DAY 02 - SEPT 6 \$ _____

DAY 03 - SEPT 7 \$ _____

DAY 04 - SEPT 8 \$ _____

DAY 05 - SEPT 9 \$ _____

DAY 06 - SEPT 10 \$ _____

DAY 07 - SEPT 11 \$ _____

DAY 08 - SEPT 12 \$ _____

DAY 09 - SEPT 13 \$ _____

DAY 10 - SEPT 14 \$ _____

DAY 11 - SEPT 15 \$ _____

I CERTIFY THAT THIS REPORT IS TRUE AND CORRECT.

SIGNATURE _____ DATE _____

**2019 NEW MEXICO STATE FAIR
Z-TAPE SALES REPORT - SEPTEMBER 5 thru 15**

CONTRACT NAME_____

CONTRACT #_____

PHONE #_____

LOCATION ON FAIRGROUNDS_____

	Register #	Register #	Register #	Register #	Register #	Register #	COMMENTS
	SEPT _____	SEPT _____	SEPT _____	SEPT _____	SEPT _____	SEPT _____	
	DAY _____	DAY _____	DAY _____	DAY _____	DAY _____	DAY _____	
A. ENDING "Z" READING							
B. BEGINNING "Z" READING							
C. SUB-TOTAL GROSS SALES							
D. OVERRINGS AND/OR VOIDS							
E. ACTUAL GROSS SALES							
GRAND TOTAL							

A - B = C

C - D = E (actual gross sales for the day)

Grand Total = Running total of gross sales

I CERTIFY THAT THIS REPORT IS TRUE AND CORRECT.

NOTE: THIS REPORT WILL NOT BE ACCEPTED WITHOUT SIGNATURE.

SIGNATURE_____

DATE_____