

Washington County Fair Board Meeting Agenda

May 4, 2020
4:30 pm to 6:00 pm

Westside Commons/ Fair Complex

Cloverleaf Building
873 NE 34th Avenue,
Hillsboro, OR 97124

Public Phone Call-in

+1 971-337-3439

Conference ID: 938 459 904#

Fair Board

Gary Seidel, President
Andy Duyck, Vice President

Bill Ganger, Board Member
David Noyes, Board Member

Bob Rollinger, Board Member
Jerry Willey, Board Member

A. Call to Order

B. Oral Communications I

This is the time when members of the audience may address the Board. This opportunity is time-limited to two (2) minutes per individual. The maximum time for this Oral Communications period is ten (10) minutes. Another (longer) oral communication opportunity is available at the end of the agenda for those who need longer than two minutes. Speakers may select only one oral communications opportunity. Those providing written testimony are requested to provide 10 copies.

C. Approval of Minutes

1. January 2020 Fair Board Meeting Minutes

D. Reports

1. Approval of January, February, and March 2020 Financial Report for FY 19/20
2. 4-H Update, if any
3. Educational Fund Update, if any
4. FAC update, if any

E. Old Business

1. County Fair 2020 - discussion of potential cancellation.
 - a. Public Comment – this is the opportunity to provide comment regarding the 2020 Fair. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this comment period is thirty (30) minutes.
2. Other, if any

F. New Business

1. Other, if any

G. Other Matters of Information

1. County Administrative Office Update, if any
2. Other, if any

H. Oral Communications II

As noted above, this is the second opportunity for the public to address to Board if more than two (2) minutes is needed. This opportunity is time-limited to five (5) minutes per individual. The maximum opportunity for this Oral Communications period is thirty (30) minutes.

I. Adjourn

Washington County Fair Board Meeting Minutes

Washington County Fair Complex, Cloverleaf Building

January 15, 2020

4:30 pm – 6:00 pm

873 NE 34th Ave. Hillsboro Oregon 97124

Fair Board

Gary Seidel, President

Bill Ganger, Board Member

Bob Rollinger, Board Member

Andy Duyck, Vice President

David Noyes, Board Member

Jerry Willey, Board Member

- A. **Call to Order:** President Seidel called the meeting to order at 4:02 pm
- B. **Oral Communications 1:** None
- C. **Approval of Minutes:** Board Member Rollinger made a motion to accept the minutes as presented. Second by Board Member Noyes. Motion Carried 6-0.
- D. **Reports**
 - a. **Approval of October & November 2019 Financial Report for FY 10/20:** Fair Manager Perkins-Hagele reported that all the expenses from the Fair have been paid at this time. Board Member Willey made a motion to accept the financial report as presented. Second by Board Member Ganger. Motion Carried 6-0.
 - b. **4-H update:** Perkins-Hagele reported that the livestock schedule has been finalized and noted that all the superintendents had the opportunity to provide input and agree on the schedule. Perkins-Hagele reported that she and Operations Manager Albert Flanagan met with 4-H Horse Superintendents Jan Harer and Launa James to work out details on 4-H horse participation during the Fair. Perkins-Hagele called on Jan Harer to provide an update on horse panels. 4-H Horse Superintendent Jan Harer reported that she was able to get 60 complete horse stalls donated to the fairgrounds from Coastal Farm and Ranch. Harer also reported that she has finalized a vet to provide vet checks for 4-H Horses
 - c. **Educational Fund Update:** Bob Rollinger reported that the Education fund committee will be meeting Thursday the 16th at his office for the April 26th Casino night at the Fairgrounds. Bar-B-Que, Liquor bar, Money trees on table tops. He reported that we are losing our \$53,000.00 from the state. Jerry Willey asked about if his SIP funds could go toward this and Andy said he had used his in the past for the Education fund. Jerry then asked if Bob could write up a little for him to ask the other Commissioners.
 - d. **FAC:** Perkins-Hagele reported that the FAC has not met and there is no update.
- E. **Old Business**
 - a. **FY 2020-2021 Draft Budget:** Perkins-Hagele provided the board an overview of the draft budget and noted that the Oregon Fairs Association has retained a lobbyist to try to preserve state funding but without it the budget is in the red. Perkins-Hagele noted

there is an increase of \$25,000.00 for 4-H activities. Board Member Willey reported that he had a discussion with Perkins-Hagele and requested a very realistic budget even if it operated in the red. Perkins-Hagele reminded the board that there is a contingency fund in the Fair Complex's other fund to pay for any Fair shortfalls and also explained that of the 11% TLT tax that the Fair Complex receives 25% goes toward operation of the Fair and 75% goes toward operation of the facility the rest of the year. Motion by Board Member Rollinger to accept the Draft Budget. Second by Board Member Noyes. Motion Carried 6-0.

- b. County Fair 2020 update:** Perkins-Hagele reported that after Romeo Entertainment provided a dismal list of potential big name entertainment acts, she emailed the agent about how unhappy we were with their option. Perkins-Hagele was able to meet directly with owner Bob Romeo and Michelle Romeo and was able to secure a higher level of acts. Perkins-Hagele reported that the acts will be: Train for opening night, Jason DeRulo for the second night. Reckless Kelly and Jeremy McComb for Thursday night, Billy Currington, Hunter Hayes, and Blanco Brown for the second Friday night and John Fogerty for the second Saturday night. Perkins-Hagele also reported that there will be some staff changes which are adding a full time Contract Administrator, Event and Fair Supervisor, Event Services Coordinator, and a Sales and Marketing Assistant. All the new positions will be in place before the Fair.

F. New Business:

- a. Board Elections:** President Seidel opened the floor for nominations
 - i.** Board member Willey nominated Board Member Duyck for Vice President. Second by Board Member Rollinger 2nd. Motion carried 6-0.
 - ii.** Board Member Rollinger nominated Gary Seidel for President. Second by Board Member Noyes. Motion Carried 6-0.

G. Other Matters of information

- a. County Administrative Office update:** None
- b. Other:** Board Member Ganger invited the board to the Livestock Association Fundraiser on January 25th at the Forest Hill Golf Course. Ganger also noted that April 18 will be the Spaghetti Bingo at Hillsboro High School for the FFA and requested the board to buy a table again. Board Member Rollinger reported that April 25th is the Education Fund Casino Night at the Cloverleaf Building.

H. Oral Communications:

- a.** 4-H Horse Superintendent Jan Harer asked for dates of the 2021 Fair so that she can book judges. She also said that some parents are still concerned about how the 10-day Fair will all work and that numbers might be down due to the uncertainty.
- b.** Mitch Nussbaum thanked Leah for adjusting the livestock schedule to accommodate the 4-H and FFA kids. He asked about the Fair Board openings and said that on the County website it states that there are no openings.

Meeting adjourned at 5:36 pm.

Washington County Fair
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Hillsboro, Oregon 97124
Phone: (503) 648-1416
Fax: (503) 648-7208
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www.bigfairfun.com

MEMORANDUM

Date: April 28, 2019

To: Washington County Fair Board

From: Leah E. Perkins-Hagele, Fair Complex Manager

Re: Financial Reports

The YTD financial report through March 2020 for Fiscal Year 2019_2020 is attached.



Monthly Financial Report

Washington County

Washington County

Fund=200 (Fairplex), Program=981010 (Annual County Fair)

Account	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	YTD-Actual	Budget	Remaining Budget	Use
Intergovernmental Rev																
41025 Transient Lodge Tax		\$ (65,894.50)	\$ (66,565.70)	\$ (53,203.80)	\$ (52,184.50)	\$ (41,550.20)	\$ (34,859.90)	\$ (36,548.90)	\$ (39,068.50)				(389,876.00)	(599,370.00)	(209,494.00)	65%
43156 Dept Ag Lot. Funds		\$ -	\$ -	\$ -	\$ -	\$ (53,166.67)	\$ -	\$ -	\$ -				(53,166.67)	(53,166.00)	0.67	100%
TOTAL	\$ -	\$ (65,894.50)	\$ (66,565.70)	\$ (53,203.80)	\$ (52,184.50)	\$ (94,716.87)	\$ (34,859.90)	\$ (36,548.90)	\$ (39,068.50)	\$ -	\$ -	\$ -	(443,042.67)	(652,536.00)	(209,493.33)	68%
Charges for Sevcies																
44511 Camping Fees	\$ -	\$ -	\$ (4,800.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(4,800.00)	(8,700.00)	(3,900.00)	55%
44514 Comm Booth Rent	\$ (85,150.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(85,150.00)	(92,500.00)	(7,350.00)	92%
44515 Parking Fees	\$ (139,280.54)	\$ -	\$ (2,967.75)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(142,248.29)	(153,000.00)	(10,751.71)	93%
44516 Concert Admission	\$ (9,081.40)	\$ -	\$ (308,021.42)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(317,102.82)	(440,000.00)	(122,897.18)	72%
44517 Sponsorship Fees	\$ (17,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(17,500.00)	(15,000.00)	2,500.00	117%
44518 Carnival Fees	\$ (176,946.19)	\$ -	\$ (81,424.30)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(258,370.49)	(260,000.00)	(1,629.51)	99%
44522 Livestock Entry Fees	\$ (2,767.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(2,767.00)	(2,100.00)	667.00	132%
TOTAL	\$ (430,725.13)	\$ -	\$ (397,213.47)	\$ -	\$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(827,938.60)	(971,300.00)	(143,361.40)	85%
Miscellaneous Revenues																
48195 Reimburse of Exp	\$ (3,750.00)	\$ -	\$ -	\$ -	\$ (8,917.97)	\$ -	\$ -	\$ -	\$ -				(12,667.97)	(7,500.00)	5,167.97	169%
48205 Concessions	\$ (201,624.44)	\$ -	\$ (69,694.00)	\$ -	\$ -	\$ -	\$ -	\$ (4,555.03)	\$ -				(275,873.47)	(250,000.00)	25,873.47	110%
48225 Other Misc Rev	\$ (260.75)	\$ (3,451.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(3,712.25)	(1,500.00)	2,212.25	247%
Total	\$ (205,635.19)	\$ (3,451.50)	\$ (69,694.00)	\$ -	\$ (8,917.97)	0.00	0.00	\$ (4,555.03)	0.00	0.00	0.00	0.00	(292,253.69)	(259,000.00)	33,253.69	113%
Total Revenues	\$ (636,360.32)	\$ (69,346.00)	(533,473.17)	(53,203.80)	(61,102.47)	(94,716.87)	(34,859.90)	(41,103.93)	(39,068.50)	0.00	0.00	0.00	(1,563,234.96)	(1,882,836.00)	(319,601.04)	83%
Personal Services																
51105 Wages & Salaries	\$ 8,156.88	\$ 26,035.60	\$ 17,357.01	\$ 5,817.96	\$ 14,460.03	\$ 17,678.63	\$ 22,331.95	\$ 12,801.41	\$ 15,265.02				139,904.49	246,059.00	106,154.51	57%
51115 Overtime/Other Pay	\$ 202.56	\$ 1,525.59	\$ 23.34	\$ 140.00	\$ 312.76	\$ 783.30	\$ 1,971.88	\$ -	\$ -				4,959.43	2,000.00	(2,959.43)	248%
51125 FICA	\$ 631.23	\$ 2,093.98	\$ 1,312.82	\$ 440.97	\$ 1,130.58	\$ 1,397.69	\$ 1,842.87	\$ 961.01	\$ 1,131.13				10,942.28	18,860.00	7,917.72	58%
51130 Workers Comp	\$ 61.53	\$ 184.71	\$ 122.94	\$ 70.07	\$ 110.02	\$ 119.46	\$ 165.31	\$ 100.54	\$ 112.04				1,046.62	1,798.00	751.38	58%
51135 Employer Paid Workday	\$ 2.69	\$ 10.65	\$ 5.03	\$ 3.40	\$ 5.05	\$ 5.01	\$ 5.53	\$ 4.02	\$ 4.90				46.28	105.00	58.72	44%
51140 Pers Contribution	\$ 2,064.00	\$ 6,592.41	\$ 4,175.87	\$ 989.60	\$ 3,455.27	\$ 4,473.92	\$ 5,755.38	\$ 2,286.58	\$ 2,378.65				32,171.68	58,287.00	26,115.32	55%
51150 Health Insurance	\$ 4,499.86	\$ 4,500.15	\$ 4,875.09	\$ 3,036.95	\$ 4,348.98	\$ 4,349.22	\$ 3,974.23	\$ 2,851.35	\$ 3,992.53				36,428.36	66,418.00	29,989.64	55%
51155 Life, Long Term Disabilit	\$ 70.34	\$ 70.08	\$ 76.30	\$ 47.24	\$ 67.86	\$ 67.84	\$ 62.64	\$ 44.56	\$ 46.09				552.95	833.00	280.05	66%
51160 Unemployment Insurance	\$ 3.78	\$ 11.36	\$ 7.67	\$ 4.13	\$ 6.75	\$ 7.30	\$ 10.03	\$ 6.11	\$ 6.71				63.84	111.00	47.16	58%
51165 Tri-Met Tax	\$ 56.69	\$ 189.08	\$ 118.09	\$ 49.40	\$ 104.50	\$ 129.46	\$ 171.65	\$ 90.23	\$ 107.28				1,016.38	1,891.00	874.62	54%
51180 Other Employee Allow	\$ 26.25	\$ 78.75	\$ 52.50	\$ (31.50)	\$ 250.25	\$ 49.00	\$ 73.50	\$ 49.00	\$ 49.00				596.75	456.00	(140.75)	131%
51199 Misc Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				0.00	3,173.00	3,173.00	0%
TOTAL	\$ 15,775.81	\$ 41,292.36	28,126.66	10,568.22	24,252.05	29,060.83	36,364.97	19,194.81	23,093.35	0.00	0.00	0.00	227,729.06	399,991.00	172,261.94	57%

<i>Account</i>	<i>July 2019</i>	<i>Aug 2019</i>	<i>Sept 2019</i>	<i>Oct 2019</i>	<i>Nov 2019</i>	<i>Dec 2019</i>	<i>Jan 2020</i>	<i>Feb 2020</i>	<i>Mar 2020</i>	<i>Apr 2020</i>	<i>May 2020</i>	<i>June 2020</i>	<i>YTD-Actual</i>	<i>Budget</i>	<i>Remaining Budget</i>	<i>% Use</i>
Materials and Supplies																
51205 Supplies - Office	\$ 728.00	\$ 592.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,320.46	500.00	(820.46)	264%
51210 Supplies- General	\$ 12,612.96	\$ 6,167.99	\$ -	\$ 337.15	\$ -	\$ -	\$ 421.48	\$ 1,056.25	\$ 1,560.00	\$ -	\$ -	\$ -	22,155.83	28,000.00	5,844.17	79%
51285 Services -Professional	\$ 89,074.53	\$ 49,996.93	\$ 26,200.00	\$ 45,324.37	\$ 129.83	\$ -	\$ (3,892.50)	\$ -	\$ -	\$ -	\$ -	\$ -	206,833.16	170,000.00	(36,833.16)	122%
51295 Advertising & Public Not	\$ 110,971.00	\$ 19,515.77	\$ 3,535.27	\$ -	\$ -	\$ -	\$ 3,129.83	\$ -	\$ -	\$ -	\$ -	\$ -	137,151.87	150,000.00	12,848.13	91%
51305 Communications - Service	\$ -	\$ 885.00	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 184.99	\$ -	\$ -	\$ -	\$ -	\$ -	3,319.99	3,500.00	180.01	95%
51310 Utilities	\$ 1,212.03	\$ 14,329.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,541.36	28,000.00	12,458.64	56%
51320 Repair & Maint	\$ 888.09	\$ 391.97	\$ 57.69	\$ -	\$ (32.90)	\$ -	\$ -	\$ -	\$ 1,109.99	\$ -	\$ -	\$ -	2,414.84	1,500.00	(914.84)	161%
51340 Lease & Rentals - Space	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	\$ 425.00	3,825.00	6,600.00	2,775.00	58%
51345 Lease & Rentals - Equipm	\$ 41,047.07	\$ 70,203.90	\$ -	\$ (8,588.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	102,662.97	105,000.00	2,337.03	98%
51350 Dues & Membership	\$ -	\$ 100.00	\$ -	\$ -	\$ 400.00	\$ 137.50	\$ 95.00	\$ -	\$ -	\$ -	\$ -	\$ -	732.50	950.00	217.50	77%
51355 Training & Education	\$ 409.00	\$ -	\$ -	\$ -	\$ 138.00	\$ -	\$ 725.00	\$ -	\$ 249.00	\$ -	\$ -	\$ -	1,521.00	2,000.00	479.00	76%
51360 Travel Expense	\$ -	\$ -	\$ -	\$ -	\$ 182.50	\$ 366.99	\$ 1,607.91	\$ 890.56	\$ -	\$ -	\$ -	\$ -	3,047.96	5,000.00	1,952.04	61%
51365 Private Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.95	\$ -	\$ 24.30	\$ -	\$ -	\$ -	\$ -	41.25	50.00	8.75	83%
51390 Permits, Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	100.00	400.00	300.00	25%
51465 - Postage & Freight	\$ -	\$ 15.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15.52	50.00	34.48	31%
51475 Printing- Internal	\$ -	\$ 1,878.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,878.74	1,650.00	(228.74)	114%
51495 Telephone Monthly	\$ 425.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	425.61	600.00	174.39	71%
51550 Other Materials & Servic	\$ -	\$ 191.92	\$ -	\$ -	\$ 725.00	\$ -	\$ -	\$ -	\$ 16.49	\$ -	\$ -	\$ -	933.41	1,500.00	566.59	62%
TOTAL	\$ 257,793.29	\$ 164,694.53	\$ 30,217.96	\$ 37,498.52	\$ 1,967.43	\$ 3,196.44	\$ 2,696.71	\$ 2,496.11	\$ 3,360.48	\$ 0.00	\$ 0.00	\$ 0.00	\$ 503,921.47	\$ 505,300.00	\$ 1,378.53	100%
Other Expenditures																
52005 Bank Service Fees	\$ 518.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 518.93	754.00	235.07	69%
52130 Other Special Exp	\$ 35,236.67	\$ 3,863.61	\$ -	\$ 11,018.04	\$ 40.00	\$ -	\$ -	\$ 85.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 50,283.32	52,000.00	1,716.68	97%
52139 Concert Expenses	\$ 456,640.92	\$ 81,483.49	\$ -	\$ -	\$ 8,577.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546,701.41	550,500.00	3,798.59	
52146 Entertainment Exp	\$ 139,967.16	\$ 33,297.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173,264.52	190,000.00	16,735.48	91%
52147 Open Class Exp	\$ 25,008.60	\$ 7,771.09	\$ 3,744.76	\$ 42.13	\$ (0.24)	\$ -	\$ 574.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,140.84	35,000.00	(2,140.84)	106%
52148 4-H Expenses	\$ 15,721.23	\$ 18,221.64	\$ 2,944.78	\$ 42.13	\$ 21.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,951.71	38,000.00	1,048.29	97%
52149 FFA Expenses	\$ 5,294.79	\$ 11,617.57	\$ 393.93	\$ 42.14	\$ (0.24)	\$ -	\$ 574.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,922.69	12,000.00	(5,922.69)	149%
52156 Parking Expenses	\$ 57,741.12	\$ 15,990.75	\$ -	\$ 8,588.00	\$ 20,544.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,864.83	50,000.00	(52,864.83)	0%
TOTAL	\$ 736,129.42	\$ 172,245.51	\$ 7,083.47	\$ 19,732.44	\$ 29,183.41	\$ -	\$ 1,149.00	\$ 85.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 965,648.25	\$ 928,254.00	\$ (37,394.25)	104%
53010 Interdpt Chg - Indirect C	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 34,952.22	49,291.00	14,338.78	71%
Total	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 3,883.58	\$ 34,952.22	\$ 49,291.00	\$ 14,338.78	71%
Total Expenditures	\$ 1,013,582.10	\$ 382,115.98	\$ 69,311.67	\$ 71,682.76	\$ 59,286.47	\$ 36,140.85	\$ 44,094.26	\$ 25,659.50	\$ 30,377.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,732,251.00	\$ 1,882,836.00	\$ 150,585.00	92%
TOTAL REVENUES	\$ (636,360.32)	\$ (69,346.00)	(533,473.17)	(53,203.80)	(61,102.47)	(94,716.87)	(34,859.90)	(41,103.93)	(39,068.50)	0.00	0.00	0.00	(1,563,234.96)	(1,882,836.00)	(319,601.04)	
TOTAL EXPENDITURES	\$ 1,013,582.10	\$ 382,115.98	69,311.67	71,682.76	59,286.47	36,140.85	44,094.26	25,659.50	30,377.41	0.00	0.00	0.00	1,732,251.00	1,882,836.00	150,585.00	
													169,016.04	0.00	(169,016.04)	

CONTINGENCY PLANNING FOR RESTRICTED FAIR OPENING
A Self-Assessment Scenario

The purpose of this scenario is to develop thinking and strategy. Would your fair; could your fair operate under restrictions? What modifications and changes might be necessary and how would you prepare to deal with them?

The assumptions in this document for contingency planning are purely hypothetical. As of this date no mass gatherings have been allowed to go forward and the decision to do so will largely fall to local government and public health authorities, although in some instances it will come from the state or province. No criteria have been set forth for events to go forward with limited numbers and/or suggested protocols.

KEY QUESTIONS:

Are you in communication with the authority (state or local) which will give the approval for any gathering?

Have you discussed the situation with your general liability insurance provider and are you in agreement that if allowed to go forward in some manner you have the proper coverage?

What if the fair opens but is then required to close at some point?

What are risks of public perception being negative and dissent ensuing should you proceed?

The following is a list of potential restrictions and/or activities that might be necessary. This is by no means a comprehensive list of considerations, nor have the questions come from any health authority. Every bullet item is a “What if” scenario. For each, you should ask:

Would we do this? Can we do this?

ALL OPERATIONS AND PROGRAMMING AREAS

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

*There is a total capacity limit of the number of people on the grounds at any one time

Does the fair have controlled ingress/egress points and perimeter fencing?

*Fair staff and volunteers must wear face covering

What if required to have more than one covering per shift?

Will you provide or require each person to have their own?

If fair provides, can you procure sufficient quantity as well as afford them?

Who is responsible for cleaning them?

All Operations and Programming Areas, continued

- *Fair staff and volunteers involved in most activities must wear gloves
 - Can sufficient quantity be secured in time for the fair?
 - If they can be procured, can you afford them?
- *Fair staff and volunteers must have temperature checked daily upon arrival for shift and logs must be maintained
 - Can sufficient quantity of no-touch thermometers be secured in time for the fair?
 - If they can be procured, can you afford them?
- *Fair staff and volunteers be tested for COVID-19 before the fair begins
 - What length of time is necessary?
 - Are testing kits and processing available?
- *Any fair staff and volunteers considered in the at-risk category (i.e. 65 years+) are discouraged from working at the fair
- *Common surfaces must be cleaned and disinfected with frequency as recommended by CDC or mandated by governing authority (Common surfaces include tables, counter, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, ATMs, etc.)
- *Some areas of activities might require more frequent cleaning/disinfecting (i.e. bleacher seating areas, food courts, etc.)
- *Additional handwashing stations and/or hand sanitizer locations may be required
 - Can sufficient quantity of both stations/stands and product be secured in time for the fair?
 - If they can be procured, can you afford them?
- *Staffing necessary to monitor programming areas within grounds (i.e. grandstand, show arena, commercial exhibits building) to prohibit more people within than a stated capacity that will allow social distancing
- *Anywhere there is a potential for people to stand in line, queue lines must be set up to control distancing, and must either be a straight line or an “L” (no serpentine). Some examples:
 - Ticket purchase Security (bag check, etc.)
 - Restrooms Carnival rides
 - Food stands Merchandise sales by concert artists
 - Grandstand Entry
- *Customers expect increased availability of contactless transactions – from payment to handling of coupons and tickets, applying hand stamps or wristbands, etc.

ENTERTAINMENT & ATTRACTIONS

- Have tickets been sold to concerts and shows?
 - Are tickets reserved seating, general admission, standing room or a mix?
 - Do you have assurance the act will be traveling and willing to perform?
 - What are your refund policies in event of cancellation?
 - What are your refund policies in event of restricted capacity?

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *Seating or standing capacity restricted in order to maintain distancing (i.e. seating taped off/blocked so that only every third seat on every other row can be utilized)
- *Elimination of artist meet & greet
- *Elimination of audience participation
- *Will group acts (i.e. dance, choir, band) be required to perform with distance between participants?
- *Will roving entertainers be able to maintain distance from guests and will guests maintain distance from each other?

Entertainment & Attractions, continued

- *What if standing room only grounds attractions (i.e. pig races, etc.) are required to have defined ingress/egress points and all guests must maintain 6' distance?
- *Interactive games or educational attractions may require commonly touched items to be sanitized between use (i.e. giant building blocks, fishing poles, game elements, etc.)

COMMERCIAL EXHIBITS

Have contracts/licenses been issued? Are all spaces assigned? When are payments due?

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *Buildings must operate at only a percentage of allowed occupancy
 - Do you have staff to monitor and control?
 - How many ingress/egress points must be controlled?
- *Exhibitor booths must be spread out (i.e. a traditional 10x10 pipe/drape booth line up must have every other booth vacant, or booths set up a certain distance apart)
- *Personnel required to wear masks and gloves
- *Wider aisles required
- *One-way traffic through building encouraged
- *Is additional ventilation or air handling equipment needed for indoor spaces?
- *Outside commercial exhibit/merchandise assigned areas must limit number of people within a tent or structure and have queue lines (as noted above)
- *Food sampling is discouraged or not permitted

FOOD & BEVERAGE

Have contracts/licenses been issued? Are all spaces assigned? When are payments due?

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *Trailers/tents/stands spaced farther apart to allow for queue lines (as noted above)
- *Seating areas/food courts (whether maintained by the individual concessionaire or by the fair) must allow for adequate distancing between tables and seating
- *No common source touch points (i.e. condiments, reach in coolers)
- *Personnel required to wear masks and gloves

What is the lead time required by F&B vendors to secure products and supplies necessary?

CARNIVAL RIDES & GAMES

How will changes in routing (due to cancelled fairs) by your contracted operator be impacted?
Does the contracted operator have sufficient labor to operate?

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *Ride capacity, especially for rides with rows or multiple seat clusters, reduced to allow distancing
- *Rides spaced farther apart to allow for queue lines (as noted above)
- *Enhanced cleaning and disinfecting protocol as recommended by CDC or mandated by governing authority for all touch points on rides and games

Carnival Rides & Attractions, continued

- *Games either required to be spaced farther apart to have queue lines (as noted above) or limit number of people at any given time
- *Personnel required to wear masks and gloves

AGRICULTURE – LIVESTOCK SHOWS

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

SHOWRING

- *Limit number of animals in show ring at any one time and space them out
- *Require judge to get no closer than 6 feet to the handler
- *Require judge to wear a mask (and undergo temp check upon entering the grounds)
- *Require exhibitors to wear masks
- *Limit number of people in staged photographs
- *Each exhibitor picks up prize (ribbon/trophy/banner) at table at exit

SPECTATOR SEATING

- *Limited occupancy limits to allow distancing in stands (i.e. seating taped off/blocked so that only every third seat on every other row can be utilized)
- *Controlled ingress/egress points and control of number is monitored by staff

STALLING AREAS

- *Distance between each exhibitor’s group of animals is required

WASH RACKS

- *Size will determine number of animals and handlers allowed in at any one time to meet 6’ distancing

AGRICULTURE – EDUCATION

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *All activities that are based upon common touching (i.e. milking a cow whether real or artificial) are cleaned between each person touching it
- *Group activities are within space such that 6’ distancing can be maintained

SPECTATOR SEATING

- *Limited occupancy limits to allow distancing in stands (i.e. seating taped off/blocked so that only every third seat on every other row can be utilized)
- *Controlled ingress/egress points and control of number is monitored by staff

COMPETITIVE EXHIBITS

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *Buildings must operate at only a percentage of allowed occupancy
 - Do you have staff to monitor and control?
 - How many ingress/egress points must be controlled?
- *Exhibitor displays must be spread out
 - *Configuration of layout to assist in maintaining distancing
- *Wider aisles required
- *One-way traffic through building encouraged
- *Is additional ventilation or air handling equipment needed for indoor spaces?
- *Demonstration areas are configured to maintain 6’ distancing or eliminated

Competitive Exhibits, continued

- *Sampling from live cooking demonstrations restricted or prohibited
- *Reconfigure judging of food products (where judge must remove mask to taste) to allow distancing

CAMPGROUNDS AND HOUSING

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *No on-grounds camping is permitted or
- *Permitted, but with distance provisions (i.e. 6’, 10’ or more) between all units of any type
- *No exhibitor dormitories allowed to operate

GENERAL OPERATIONS

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

- *On-site first aid/medical facility must have adequate PPE
- *On-site first aid/medical facility to be designed to eliminate “waiting room”
- *On-site first aid/medical facility to have at least one isolation care room
- *Buses and/or trolleys used for transportation on grounds or from satellite parking limited to 50% capacity and distancing protocols in place, such as markings on available seats
- *Buses and/or trolleys used for transportation on grounds or from satellite parking have additional cleaning/disinfecting protocols between cycles of ridership
- *50/50 raffle type activities (i.e. with walk-arounds and cash) are not allowed
- *Tables and benches spaced farther apart; tables with chairs should have fewer chairs per table

Have you ordered your fair’s operating/custodial supplies (cleaning, disinfecting, soap, paper products, etc.?)

If they can be procured, can you afford them?

- * The fair would, in all its messaging, remind community that no one who is sick, or in the high-risk category should attend
- *The fair would actively work with local health authorities to provide messaging throughout grounds of expected visitor behavior, handwashing, risks of failure to comply (i.e. ejection from grounds). All signs, announcements, and messaging of any type should also be presented in other languages as may be appropriate for the locale.

SPECIAL EVENTS FOR AT-RISK POPULATION

Every bullet item is a “What if” scenario. For each you should ask:

Would we do this? Can we do this?

Does your fair offer certain “days” or activities that are designed for certain populations that may now be considered “at-risk” for COVID 19?

- *Remove from schedule or dedicate specific and limited time to just this population?

OABA DOCUMENTS ON CARNIVAL PREPARATIONS ([click to link](#))

WYNN LAS VEGAS HEALTH & SANITATION PLANS ([Click to link](#))