



2110 SW Frear Street
Roseburg, Oregon 97471
541-957-7010 Fax 541-440-6023
www.douglasfairgrounds.com

CONCESSIONAIRE INFORMATION

- **Read your contract carefully so you are aware of the rules and regulations. *It is your responsibility.***
- Contract does not guarantee exclusivity of product or service; you are contracted for food and beverage only: no raffles, souvenirs, etc. will be allowed.
- The Douglas County Fair no longer provides concessionaires with food service equipment i.e. refrigerators, freezers, hot boxes, pots & pans, etc.
- Please watch the drains for the sewer system carefully and remember they are for gray water only.
- **ELECTRICAL:** If your electrical hook-up requires hard wiring, you will need to contact a local electrician at your own expense for work. The Fairgrounds does not provide any electrical work. The Fairgrounds provides a power box to plug into only.
- **Contracts are due back to the Fairgrounds by May 15, 2018.**
- If you fail to return contract by due date, we will assume you are not returning and your space will be subject to forfeiture.

FAIR OFFICE HOURS:

- **Regular Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.
- **Fair Week:** 8:00 a.m. to 8:00 p.m., Tue.-Sat. **(Monday of Fair week 8 a.m. – 7 p.m.)**

EXHIBITOR ADMISSION PASSES:

- We **must have** your signed contract and full payment before we will issue passes.
- Passes will be available one week prior to FAIR. **We do not mail passes.**
- **One (1) Exhibitor Parking Pass will be included with each signed agreement**
- See contract for number of Exhibitor passes provided with your booth space.
- Additional Exhibitor tickets are \$6 each **No Refund will be given**
 - Exhibitor tickets are for **your workers only.**

WILL CALL:

- Exhibitors may leave tickets in the Fair office for workers. **Will Call closes at 8pm.**
- Everyone must have a ticket to enter the Fair; it is the exhibitor's responsibility to insure that all workers have access to your booth.
- Fair does not reimburse or refund on any type of tickets. (Parking, admissions, etc.)

FIRE REGULATIONS & HEALTH REQUIREMENTS:

- Fire regulations may be viewed at www.douglasfairgrounds.com or by calling Fire District #2 541-673-5503.
- Contact Douglas County Health and Social Services, Environmental Health for application forms and current fee schedule for temporary events at 541-464-3820.

SECURITY:

- **Security will be provided Monday, August 6th 10:00 p.m. – Sunday, August 12th 7:00 a.m.**

CONCESSIONS:

- **Setup:** Starting Wednesday, August 1st from 8:00 a.m. to 10:00 p.m. We encourage early move-in to avoid the black top congestion when Commercial Vendors start moving in on Sunday. **Setup must be completed by 10:00 p.m. Monday, August 6th.**
- **Fair Hours:**
- Tuesday – Saturday: 11:00 a.m. – 11:00 p.m.
- **Main gate opens at 7:00 a.m. daily, early booth opening is allowed.**
- Booths must be manned at all times, with proper staffing to efficiently serve the public in a timely manner.

CONTRACT AND PAYMENT:

- \$750 minimum is due with the submission of your contract (Concessionaire percentage 25%) along with:
 - The signed addendum regarding cash register use and reporting requirements
 - The attachment for power requirements and menu listing
 - Must have certificate of insurance
 - Proof of Workers' Compensation Coverage (unless manned by volunteers)
- **Low Gross Food Concessionaire:** In order to encourage productivity and allow for a variety, it is by the Fair Board Policy that the lowest grossing food booth in each category (commercial and civic non-profit) may not be invited to return.

- **Final settlement:** All Final receipts must be turned in Saturday night at close of Fair. All settlements must be paid at the close of Fair. Make sure to schedule a Check Out Time with concession office.
 - Concessionaires who are leaving at close of Fair – Check Out: 11:15 p.m. to 1:00 a.m. Sunday
 - Concessionaires who are breaking down on Sunday – Check Out: 10 a.m. - Noon.

STORAGE AND APPEARANCE:

- **Tanks, Ice, Merchandise:** Everything must be stored behind your booth out of sight.
- **Ice Maker:** Absolutely no ice makers are permitted on Fairgrounds property. Concessionaires are encouraged to purchase ice from the Fair ice provider, so that we can continue to have this service.
- **Front Footage:** You have contracted for front footage of your booth.
- **Booth Foundation:** Trailer booths will have skirting to hide wheels, axles, etc.
- **Canopies:** proper canopies and/or easy-ups will be permitted, but must be securely tied down. No tarps will be permitted.
- **Garbage and Empty Tanks:** must be stored behind your booth. Fairgrounds staff will pick up garbage throughout the day. Grease disposal container will be provided for your use.
- **Nightly Clean up:** Each night at close of Fair, set garbage outside of your booth for pick-up. Be sure all items in your booth are off the ground.

PARKING AND DELIVERY:

- **Parking:** \$8 per car, each time you enter the grounds and cannot be used to make product deliveries.
- **General Parking Pass:** \$30 for the week. This allows for deliveries inside the gate for vehicle only (driver must have admission pass) between 7:00 a.m. and 10:30 a.m. and allows for parking where the traffic is being directed in the general parking lots
- **Exhibitor Parking:** \$35 for the week. This allows for deliveries inside the gate for vehicle only (driver must have admission pass) between 7:00 a.m. and 10:30 a.m. and allows for Exhibitor Lot parking (gravel lot across from the main gate).
- **Vehicles inside the gates after 10:30 a.m. will be towed at the owner's expense.**
- **Bus Service:** Free bus service runs from various locations in the Roseburg area
- **Truck/Trailer Storage:** Must be parked in designated area at the North End where marked in the Exhibitor Lot

CANVASSING & SOUND DEVICES:

- **Soliciting or hawking outside the confines of your booth will not be tolerated.** Those found doing so may be required to remove their booths and leave the premises.

PACKAGES (UPS, FEDEX, ETC.):

- Packages being delivered must have your booth name, booth number and contact phone number on them.
- **No C.O.D. packages**

ANIMALS:

- **Please leave pets at home.** You will be refused entry if you bring pets with you.
- **Exception:** Only animals that are entered as Fair exhibits or registered Service Animals are allowed on the grounds during Fair. (Complete "Event Policy for Animals" may be requested at Fairgrounds Business Office.)

TEAR DOWN AFTER FAIR:

- Absolutely no one is allowed to remove their display prior to **Sunday, August 12th at 7:00 a.m.**
- All booths must be removed from the grounds no later than **12:00 p.m. on Monday, August 13th.**

Host Hotel or Fairgrounds RV Park:

We currently work with several hotels in the area to secure the best rates possible for our Fair Exhibitors. Please check our website www.douglasfairgrounds.com for the most current host hotel information.

If you would like to reserve a spot in our RV Park for you or your crew, please contact me before June 15, 2018.

PLEASE NOTE:

It is your responsibility to be certain that all information contained herein and in your contract is passed on to all who will be working with and/or for you.

Any questions, please do not hesitate to call: Brenda Mayberry - 541-440-4396, bsmayber@co.douglas.or.us or stop by the Fair office.

We are looking forward to working with you and to continue in Douglas County's tradition of having *The Best County Fair on Earth!*