

JEFFERSON COUNTY FAIR AUTHORITY
c/o Jim Grant, Secretary, 1709 Arch Street Ext., Brockway, PA 15824
Phone 814-265-0640 ~ FAX 814-265-8557 ~ E-mail: jimgrant@penn.com
Website: <http://www.jeffcofair.com>

Dear Fair Concessionaires:

The 2008 Jefferson County Fair will be held during the week of July 13 to 19. The Fair schedule is pretty incomplete at this point since many of the details are not yet available. At this time, we do have signed contracts for a Truck & Tractor Pull on Tuesday evening and the Rawhide Professional Rodeo on Friday and Saturday evenings. Grandstand/Track events for the other days are not yet resolved, although the board is considering a demo derby on Monday, Kart Racing on Wednesday, and Mud Racing on Thursday. It is hoped that these events will be finalized.

The concession contract is also about the same as last year with the correct 2008 dates inserted (we hope). The Fair Authority continues to have 3 kinds of spaces: outdoors around the grounds at \$14 per foot front; beneath the grandstand at \$16 per foot front; and inside the Expo Building at \$18 per foot front. There are also a couple of small buildings, about 15' square, available under the Grandstand that could also be rented for \$250 apiece. With the addition of a new museum-type building on the fairgrounds this year, our Expo Building will be used for the Community Stage. This will provide an area for performers and audience that is under roof away from weather-related problems. Plans call for the existing outdoor stage to be replaced within the next year or so with a pavilion-type building with a full roof. Meanwhile, vendors choosing the Expo Building must understand that music will be there with them (people, too).

Water is available under the grandstand and at the outdoor sites. We have renewed our carnival contract with J & J Amusements for several more years, and it is planned that they will again set up with a single path into the carnival. Any concession stands, with contracts returned and approved by July 7th, will be located along that path (or in mutually agreed other locations). The carnival will be up and running at 5:00 p.m. on Monday night of fair week, and will continue throughout the week with a 1:00 p.m. start on Saturday afternoon .

Since it is necessary for the Fair Authority to hire a certified electrician to connect and disconnect all vendors requiring more than just plugging in, please cooperate by listing the days and times for your arrival and departure. If you have any special requests or suggestions, be sure to write them into the spaces on page 4 of the contract.

Please read over the enclosed contract carefully and return the completed form with **all money due**, the proper insurance certificate, and all other requirements as quickly as possible. Sometime in early June, if the required payments and insurance papers have been received, we will mail back your acceptance and gate passes. Over the last few years, we've had several checks that bounced, so the Fair Board has decreed that **all financial obligations must be satisfied prior to setting up**. Please follow that plan.

We thank many of you for being a part of our Fair in the past, and we hope you will continue to be with us. We will also look forward to meeting and working with the new people. Please mail your completed contract to the address below to avoid a delay in contract approval. Space is somewhat limited and, although we hope to grant all requests, we may be unable to do so.

We urge you to return this as soon as possible. **Contracts will not be considered complete unless all requirements are met.** Mail all contracts, fees, etc. to:

Jim Grant	Phone: 814-265-0640
1709 Arch Street Ext.	FAX: 814-265-8557
Brockway, PA 15824	E-mail: jimgrant@penn.com

THANK YOU AND ... SEE YOU AT THE FAIR!

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COMMERCIAL PRIVILEGE CONTRACT 2008

This agreement and contract entered into this ____ day of _____, 2008 between the JEFFERSON COUNTY FAIR AUTHORITY and _____ of _____ and certifies that the JEFFERSON COUNTY FAIR AUTHORITY hereby agrees to sell rental privileges for display space to be used during the week of July 13-19, 2008 according to the following specifications **(Please read all pages carefully):**

VENDOR FINANCIAL RESPONSIBILITY:

1. Vendor requests ____ feet of front footage inside or under grandstand or outside **CHECK ONE!**
 2. The rental fee is \$14.00 per foot front of outside space, or \$16.00 per foot front of space under the grandstand, or \$18.00 per foot front of space inside the Expo Building. Vendor encloses \$ _____
 3. There will be a weekly charge of \$25.00 for lights/fan only, \$75.00 for cooking/refrigeration equipment up to and including 50 amps. For more than 50 amps, the charge will be \$100.00. Vendor encloses a hook-up fee of \$ _____
 4. There will be a non-refundable charge of \$25.00 to ALL vendors for services provided (restrooms, garbage, etc.). Vendor encloses \$ _____
 5. There will be a charge of \$10.00 for the use of water during the Fair for those who wish this service. Vendor encloses \$ _____
 6. These fees cover Mon-Sat, July 14-19. Some vendors may decide to be open on Sunday, July 13 for an extra \$10.00. Vendor encloses \$ _____
 7. Vendors may choose to buy extra gate or car passes. Read item 4 at the bottom of page 3 and fill in the blanks. Vendor encloses \$ _____
 8. Some vendors may wish to have a camper/motor home on the grounds for a fee of \$12.00 per night or \$60.00 per week. Vendor encloses \$ _____
 9. Some vendors left a deposit with the Fair Authority for the 2008 Fair. If this applies to your concession, you may deduct \$ _____
- TOTAL AMOUNT OF PAYMENT FOR THE 2008 FAIR \$ _____

ALL FINANCIAL OBLIGATIONS MUST BE SATISFIED PRIOR TO SETTING UP!

Total electricity used may be measured by our Fair-appointed electrician. Usage over the minimum amounts of \$25.00, \$75.00, or \$100.00 will be billed at the current tariff. Vendors will be required to make payment of any additional fees upon presentation of the amount due. Failure to make all payments in full upon presentation of the amount will result in forfeiture of future participation at the JEFFERSON COUNTY FAIR.

COMMERCIAL PRIVILEGE CONTRACT 2008 (Continued)

10. Insurance: Each vendor must provide a current, original, and properly signed certificate of insurance in the amount of \$1,000,000.00 stating ...

**“JEFFERSON COUNTY FAIR AUTHORITY, COUNTY OF JEFFERSON,
AND JEFFERSON COUNTY COMMISSIONERS
as certificate holder and additional named insured.”**

The Certificate of Insurance must show proof of liability coverage, products completed operations, and workers' compensation. Certificates **MUST BE** as written above!!!

****NOTE**** Please show this information to your insurance agent. Incorrect certificates will not be accepted and could result in delays in approving your space rental.

11. Vendor must keep area around the display tidy and attractive. Use of flowers and plants is encouraged.
12. Vendor must list all items for sale or giveaway at the bottom of this page. Items will be approved. Vendors selling or giving away items not approved will be considered as breaching the terms of the Contract.
13. List all items using electric at the bottom of this page. It is the vendor's responsibility to inform the Concession Manager of any additions or changes.
14. No glass bottles or cans will be permitted on the Fairgrounds without special permission from the Fair Authority.
15. No vendor will be permitted to sell items in the Grandstand Area or away from his designated spot without prior consent from the Concession Manager.
16. Vendors are not permitted to dispose of waste or grease in garbage cans either during Fair Week or when departing from the Fair. When departing the Fair, all garbage must be in the proper containers (no cardboard boxes, etc.). A common dumpster will be provided to dispose of items. Vendors are responsible for proper disposal of their own waste.
17. ABSOLUTELY NO ALCOHOLIC BEVERAGES will be permitted on the Fairgrounds. Persons violating this rule will be considered to have breached their contract and will not be permitted to remain on the grounds.
18. The Bureau of Food Safety in the Pennsylvania Department of Agriculture has been conducting an inspection of all food concessions during Fair Week. The Fair Authority assumes no responsibility or liability for this inspection. The Concession Committee has also been asked to maintain records of the registration numbers for food handlers, the name and number of the certified food handler, and the sales tax number for each vendor as applicable. Please be sure to provide all the available information for the questions on page 4.

19. PLEASE LIST ALL ITEMS FOR SALE OR GIVEAWAY:

20. PLEASE LIST ALL EQUIPMENT USING ELECTRICITY:

COMMERCIAL PRIVILEGE CONTRACT 2008 (Continued)

OTHER IMPORTANT DETAILS:

1. The Fair's electrician will be available from 8:00 a.m. until 6:00 p.m. on Saturday, July 12 and on Sunday, July 13, 2008 to hook up concessions. He will also be available for disconnects from Midnight until 2:00 a.m. on Saturday night, and from 8:00 a.m. until 1:00 p.m. on Sunday. Special times for electrical work will be available by appointment for an additional fee of \$25.00. Vendors will be responsible for payment to the electrician for other personal services not Fair related.
2. Failure to comply with payment, insurance requirements, etc. will result in refusal to the grounds and cancellation of contract with no refunds of monies paid. Non-compliance or lack of cooperation by vendors will be considered breach of contract and vendors will be asked to remove equipment with no refunds.
3. Disturbing or digging of grounds or any part of our area will result in cancellation of contract and no refunds of monies paid. Advance permission of the Concession Manager and Grounds Committee Chairman is required for any disturbance of the ground. Violations of this will result in immediate Dismissal of your unit with no refunds and will result in the removal of your name from our Concession list.
4. Space rental will be charged for any vendor who does not fill his spot and does not cancel the reservation at least one week before the opening of the Fair.
5. **Vendors should limit their travel through the Fairgrounds as much as possible** and, if it is absolutely necessary to move a vehicle during the time when crowds are present, keep to the back roads and move with extreme caution.
6. The Fair Authority has sometimes approved a traditional carnival contract which includes the exclusive rights to SNO-CONES, CANDY APPLES, COTTON CANDY, and POPCORN. If this should be true for 2008, no other food vendor would be permitted to sell these products.
7. All new food vendors for 2008 will be required to provide a non-returnable, current photo of their stand as it will appear on our midway.
8. All vendors agree to hold harmless the Jefferson County Fair Authority members, volunteers, and representatives from any and all claims and/or liability arising from the ownership, maintenance, and use of said premises, and all operations conducted thereon during the term of this agreement, and the construction and dismantling of any and all structures and appurtenances correlated with the above stated privilege.

JEFFERSON COUNTY FAIR AUTHORITY WILL:

1. Provide ice at the Fair Office for a nominal fee.
2. Provide garbage containers for the regular paper products waste and will empty these daily.
3. Provide water and electricity, as required, at the designated rates.
4. 2008 CONCESSION PASS POLICY: One (1) car pass will be made available to each vendor spot. This pass will admit one vehicle and the driver. In addition to this car pass, each vendor spot will receive three (3) weekly passes for gate admission only. One additional car pass may be purchased at a price of \$10.00.

Additional gate passes needed may be purchased at the advance price of \$24.00 which admits to The grounds only (rides and grandstand tickets may be purchased at the Ticket Booth) or the normal \$8.00 daily pass may be purchased. NO OTHER PASSES WILL BE AVAILABLE.

Vendor requests _____ extra gate passes @ \$24 and _____ (0 or 1 only) extra car pass @ \$10.

COMMERCIAL PRIVILEGE CONTRACT 2008 (Continued)

NOTICE

All matters related to the setting up of the concession will be subject to the approval of the Fair Authority's Concession Committee.

The JEFFERSON COUNTY FAIR AUTHORITY thanks you in advance for your cooperation and Support with our policies. We promise to do our best to grant any special considerations you may need But cannot make any guarantees. Your signature on this contract shows that you agree to abide by the Rules and policies herein posted. If you wish to join with us in these events and under these conditions, Please sign the contract, fill in the information below, include the proper insurance information, and Send to the address below.

I agree to the rules and policies of the JEFFERSON COUNTY FAIR AUTHORITY.

Signature _____

Business Name _____

Address _____

Phone _____

E-Mail _____

FAX _____

Sales Tax No. _____

MAIL TO:

Jim Grant
1709 Arch Street Ext.
Brockway, PA 15824

Please provide whatever forms
Of communication available, in
case it is necessary to contact
You concerning this contract.

Food Handler Information (If available):

Registration No. _____

Name and Number of Certified Food Handler _____

Electrical and Septic Requests:

- I can just plug into existing electric receptacles when I arrive and unplug when leaving OR
- I request the services of the electrician on _____ at _____ and _____ at _____
DAY TIME DAY TIME
- I request a special
breaker rated at _____ amps.

I would like to arrange for Ram Septic Service to pump the holding tank on my camper or motor home at \$10 per Trailer (price subject to change) ... their phone number is 371-7705 or 1-800-322-3780.

On _____ Date(s)

NOTE: As an aid to the Septic Service Provider, a brightly-colored sign will be available at the Fair Office to Mark any trailer that is to be pumped. Please request the use of this sign when needed.

ADDITIONAL COMMENTS: _____
