

Cabarrus
County
fair

September 8-16, 2017
Vendor Handbook



Dear Vendor,

We appreciate your interest in becoming a vendor or returning as a vendor at the Cabarrus County Fair! This handbook is intended to clarify policies impacting the successful operation of your booth/stand. Please take the time to thoroughly read the handbook. Each applicant is required to make themselves knowledgeable with ALL policies and regulations provided in this handbook, **prior** to submitting their application.

Fair Management reserves the final and absolute right to interpret these rules and regulations. We will settle all matters, answer questions and differences, relative to the Fair and/or Management, in order to control and protect Cabarrus County and its patrons.

It is your responsibility to be knowledgeable of these rules and regulations, which are a part of your rental contract. It is also your duty to make sure all of your employees comply and are aware of all rules and procedures. Your signature on both your application and your contract certify that you agree to abide by the terms and conditions set forth in this handbook so please be sure you are comfortable with them. The safety of our patrons, partners, employees and volunteers is our #1 priority and these rules are in place to assist us in creating the safest family friendly environment for all!

If you have any questions, please do not hesitate to contact the Fair Office and we'll be happy to assist you. We look forward to the opportunity to work with you!

Best regards,

Fair Management

FACTS ABOUT THE CABARRUS COUNTY FAIR
ALL VENDORS

PHYSICAL ADDRESS:

4759 Highway 49 North, Concord, NC 28025
(For GPS Units: 4551 Old Airport Rd Concord, NC 28025)

SHIPPING ADDRESS:

Cabarrus County Fair, 4759 Highway 49 North, Concord, NC 28025

MAILING ADDRESS:

P.O. Box 707, Concord, NC 28026-0707

MAIN FAIR PHONE LINE: 704-786-7221

FAIR FAX: 704-795-1517

FAIR DATES: Friday, September 8 through Saturday, September 16, 2017

FAIR WEBSITE: www.cabarruscountyfair.com

FAIR FACEBOOK PAGE: www.facebook.com/cabarruscountyfair

FAIR TWITTER: @cabarrusfair

Please contact the Fair with regards to advertising your business on these sites.

ADVERTISING AND SPONSORSHIP INFORMATION:

In addition to being a vendor at our Fair, consider advertising your business or sponsoring one of our many family friendly events. We have various marketing resources available and have some unique ways to reach new customers. Contact our office and we can tailor a package that fits your business needs and budget. Our sponsorship packages can be found on our website by clicking on the "Sponsor" tab.

GATE ADMISSIONS:

Adult Tickets (12–64 Years)	\$7.50
Seniors (65 and Over)	\$5.35
Military (with valid Military ID)	\$5.35
Child (6-11 Years)	\$3.25
Children (5 & Under)	FREE
* Sales tax is already included in these rates	

DAILY GATE HOURS:

Fri., Sept. 8th	Open 4:00pm — Close 11:00pm
Sat., Sept. 9th	Open 1:00pm — Close 11:00pm
Sun., Sept. 10th	Open 1:00pm — Close 10:00pm
Mon., Sept. 11th	Open 4:00pm — Close 10:00pm
Tues., Sept. 12th	Open 4:00pm — Close 10:00pm
Wed., Sept. 13th	Open 4:00pm — Close 10:00pm
Thurs., Sept. 14th	Open 4:00pm — Close 10:00pm
Fri., Sept. 15th	Open 4:00pm — Close 11:00pm
Sat., Sept. 16th	Open 1:00pm — Close 11:00pm

GENERAL RULES AND REGULATIONS A-Z
(PLEASE READ CAREFULLY)
ALL VENDORS

ADA GUIDELINES: The Office on the Americans with Disabilities Act (ADA) has issued certain guidelines which must be considered when facilities are open to the public. The ADA defines an "individual with a disability" as a person who has a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or is regarded as having such impairment. Cabarrus County wants everyone to feel welcome while they are on our fairgrounds. We appreciate your cooperation in offering additional assistance to our guests if needed. The ADA is part of the U.S. Department of Justice, Civil Rights Division, therefore, there are certain rules and regulations we must all abide by. Thank you for your cooperation.

ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCES: Alcoholic beverages and illegal substances are not allowed on the fairgrounds, in campgrounds or in parking areas. Any vendor or patron found under the influence or in possession of alcohol or illegal substances will be required to leave the fairgrounds immediately. They will not be allowed access to the fairgrounds for the duration of the Fair and will be subject to arrest. **NO REFUNDS WILL BE GIVEN TO ANYONE WHO IS REMOVED FROM THE PROPERTY. NO EXCEPTIONS.**

ATMs: They are located at the front gate, in front of the carnival office and in other areas throughout the fairgrounds.

BALLOONS: No balloons will be allowed for booth/stand decorations or to be passed out to the public.

BEVERAGES SOLD: No drinks are to be sold in glass bottles. Only Pepsi packaged sodas/water are allowed.

CONTRACT: Every individual or company participating in the Cabarrus County Fair must have a written contract. Vendors must have a Space Rental Contract signed by the Fair Director. Fair Management must have a signed contract, proper insurance certificate and payment in full by the specified date within the contract. If the full payment, certificate of insurance and/or signed contract is not received by the due date stated on the contract, the vendor's space will be released and a contract will be generated to the next approved vendor on the waiting list. Contract space is **NON-TRANSFERABLE, and all payments are NON-REFUNDABLE. NO EXCEPTIONS.**

The Cabarrus County Fair reserves the right to cancel at any time all contracts made with vendors for any infraction of the rules or regulations made herein, with no refund, and to cancel or modify all contracts, whatever kind, by public notice, due to an act of providence or any occurrence beyond the reasonable control of the Cabarrus County Fair, such as inclement weather, war, riot, terrorism, fire, flood, storm or pestilence, which prevents holding the Fair for all or part of the time allotted for the Fair.

The Cabarrus County Fair also reserves the right to cancel at any time all contracts made with vendors for ANY conduct deemed unprofessional by Fair Management or any cause that would have resulted in refusal of application, with no refund.

CAMPING: These facilities are available at \$20.00 per night per unit. The camping fee starts when the camper is placed on the space, which can be no earlier than Tuesday, September 5, 2017 at 9:00 am. Camping facilities on the fairgrounds are extremely limited and are operated on a first-come, first-serve basis. Each space will be individually assigned. Camping fee includes water and 30 AMP electric service. All campers must check-in with the Cabarrus County Fair Director prior to parking their camper. Violators are subject to a \$100 fine. All campers must also be placed by Cabarrus County General Services Department. Hook-ups will occur between 9:00am-5:00pm on Tuesday, September 5, 2017 through Wednesday, September 6, 2017. No campers or motor homes will be permitted in areas that are not designated by the Cabarrus County Fair. No campers or motor homes will be permitted on the grounds until authorized by Fair Management. No tent camping will be permitted. Compliance with these regulations will be strictly enforced. Campers must provide an approved cord for hookup. All campers must be off of the property **NO LATER** than Sunday, September 17th at 5:00 pm. Campers left after this date will be towed at the owners expense, subject to a \$500 fine and also may not be approved for future rental space at the Cabarrus County Fair.

CAMPING REGULATIONS:

1. Camping hang tags must be displayed on both camper and auto/truck.
2. Spaces are assigned. You may not flag or hold camping spaces for other campers or trade locations with another camper.
3. Camping will only be allowed in assigned spaces. You may park one camper and auto or truck. Any additional units are subject to additional camping fees.
4. Do not park on other camping spaces; do not block access to other campers; do not block roads or fire lanes; **BE CONSIDERATE OF YOUR NEIGHBORS.**
5. No open campfires, only contained cooking grills are permitted.
6. All trash must be placed in proper containers, and placed in the dumpster. **TRASH LEFT ON THE GROUND WILL RESULT IN FINE.**
7. All animals must be kept on a leash. All pet waste must be picked up and removed by the pet owner.
8. Do not damage any trees or vegetation.
9. Campers will be placed on location and hooked up between 9:00 am and 5:00 pm, Tuesday, September 5 and Wednesday, September 6, 2017. **NO CAMPERS WILL BE ALLOWED TO PARK AND HOOKUP OTHERWISE. ALL ELECTRIC, WATER & SEWER HOOKUPS MUST BE DONE BY CABARRUS COUNTY GENERAL SERVICES DEPARTMENT. ANYONE NOT COMPLYING WITH THESE RULES WILL BE FINED \$500 AND BE ASKED TO LEAVE.**

NC SALES TAX GUIDELINES: In accordance with the requirements of N.C. Gen. Stat. § 66-255, each vendor must register with the North Carolina Department of Revenue prior to the fair and exhibit a valid Certificate of Registration for visual inspection by the event operator at the time of registration. Each vendor must keep the Certificate of Registration conspicuously and prominently displayed, so as to be visible for inspection by patrons of the vendor at the places or locations at which goods are offered for sale. A print-out or copy of a sales and use tax coupon from the Department's online registry will suffice.

To ensure compliance with these new requirements all registered vendors must provide their North Carolina Department of Revenue Certificate of Registration Number (Sales Tax Account ID #) to Fair Management by August 1.

SMOKING POLICY: In order to provide a professional, safe and healthy work environment smoking is only permitted for vendors and their staff working on the premises in areas that are not viewable by Fair patrons. Fair Management can assist you in identifying appropriate locations upon request.

GENERAL RULES AND REGULATIONS A-Z (continued page 2)
(PLEASE READ CAREFULLY)
ALL VENDORS

DEFAULT: In the event that any vendor fails to occupy leased space by the end of set-up (4:00 pm on Wednesday, September 6th for outside food vendors, Thursday, September 7th at 4:00 pm for outside novelty vendors and by 2:00 pm on Friday, September 8, 2017, for all inside vendors) their contract may be terminated by Fair Management. No refund will be made in such a case and the Fair is authorized to resell space to another vendor.

DELIVERIES: All deliveries to the midway and the buildings must be made prior to 3pm Monday – Friday and 12 noon on Saturday—Sunday.

DEPOSIT: All Vendor applications must include information for a Visa or MasterCard. Once a vendor application has been approved by Fair Management, a deposit of \$200 for Outside Vendors and \$100 for Inside Vendors will be charged to this card to secure the vendor space. A lease agreement will not be issued to an approved vendor and the space will not be secured until this deposit has been made. This deposit will be applied to the Vendor's total rental fee. All deposits and payments made to the Fair are non-refundable, non-transferrable, no exceptions. All sales are final.

DISPLAYS AND PRODUCTS: Fair Management shall have control over all displays, booths and stands of every kind within the fairgrounds. This is a family-oriented Fair and your booth display MUST reflect this attitude. No weapons, knives, laser lights, lingerie, adult products or objectionable items are allowed, including without limitation, any display that Fair Management deems inappropriate for a family oriented atmosphere, in its sole and exclusive judgment.

DRAWINGS: All persons or companies who would like to conduct prize drawings must first get approval from Fair Management. If approval is given then they must submit to Fair Management within two (2) weeks after the close of the Fair a written statement listing the name, address and prize delivered to each winner.

ELECTRIC/INTERNET SERVICE: Electrical service is not included in the rental fee for outside vendors. Electric and voice/data service is available for inside vendors. All outside food vendors are responsible for all internal wiring required to operate. Additional power usage other than that requested will be charged accordingly at time of Fair.

FIRE EXTINGUISHERS/HEALTH INSPECTIONS: Food vendors cooking in deep fat fryers or ordinary fryers must have a rated fire extinguisher Type K. The Fire Marshall will check your stand for these and the Cabarrus Health Alliance will inspect your stand prior to the Fair opening on Thursday, September 7th between 12:00pm-2:00pm.

INCLEMENT WEATHER: In the event of rain or severe weather, all booths/stands must remain open until you receive notification from Fair Management. Upon receipt, the booth/stand must close immediately.

INSURANCE REQUIREMENTS: Each vendor participating in the Cabarrus County Fair shall, at the vendor's expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendor's time and activities at the Fair. A correct Certificate of Liability Insurance with a company licensed to do business in North Carolina must be on file in the Fair Office along with the vendor's contract prior to August 1, 2017. The Certificate of Liability Insurance MUST list Cabarrus County as an additional named insured, not just as certificate holder. It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of the coverage without first giving the Fair Director 30 days written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendor's own workers and vendor's property. Vendors insurance coverage(s) shall be on a primary basis or a primary and non-contributory basis over any other insurance that may be available to Cabarrus County in respect to this agreement. Each vendors insurance agent is required to forward the additional insured endorsement language (form) along with the certificate. Certificate language in the description box and certificate holder box must match what is provided in the COI tips in this handbook. **Failure to provide a correct COI by August 1, 2017 will result in immediate loss of space.** All deposits and payments made to the Fair are non-refundable, non-transferrable, no exceptions. All sales are final.

LIABILITY: All property brought onto the fairgrounds or into the buildings will be done so at the owner's risk. The property owners will assume all responsibility for loss, damage, or theft. Vendors and all other persons, firms corporations and other entities must make their own arrangements to protect their property at all times. The Cabarrus County Fair will employ Sheriff Deputies who will promote the safety and protection of our patrons, vendors, exhibits and property on the fairgrounds. However, under no circumstances, will the County, the Fair, the Cabarrus Arena and Events Center, or any of its officers or employees, be responsible for any loss, damage or injury to property or persons (including death) and their property. This includes without limitation, booths, stands, electronic equipment, automobiles in parking lots, articles left in cars, accidents, theft, fire, the elements or any other conditions.

PARKING: Outside Vendors will receive a parking hang tag for stock trucks only. These vehicles will park in the designated stock truck lot. All other personal vehicles including all inside vendor vehicles must park in the general public parking lots. All parking is free and vehicles park on a first come first serve basis. Vehicles parked in Fire Lanes or "No Parking" Zones will be towed immediately at the owner's expense.

PAYMENTS: All signed contracts must be returned within one week after the contract is generated with a payment in full of the total rent, utilities, stock trucks space, camping, electrical fees and any other payment. Failure to return a signed contract and/or balance by the deadline can result in loss of space. We accept personal checks, money orders, Visa and MasterCard. **Each vendor MUST also place a Visa or MasterCard on file for incidentals and to make a deposit on their space.** All checks must be made payable to the Cabarrus County Fair, and mailed with your signed contract to P.O. Box 707, Concord, NC 28026-0707, Attention: Cabarrus County Fair Office. All payments are non-refundable, non-transferrable, no exceptions.

PROPANE GAS: Food Vendors are responsible for obtaining or arranging propane delivery to their stand. No propane tanks are allowed in Gold Hall.

RECYCLE: All Vendors must separate waste and use the designated recycling bins provided by the Fair. Vendors should flatten all cardboard boxes and bring them to the cardboard dumpster next to the Fair Office for disposal. Vendors should also use materials and supplies that are biodegradable and/or made from recyclable materials (utensils, plates, cups, napkins, straws, paper, etc.) and display reusable signage whenever possible.

GENERAL RULES AND REGULATIONS A-Z (continued page 3)
(PLEASE READ CAREFULLY)
ALL VENDORS

REFUNDS: There are NO REFUNDS for any payments or deposits made to the Fair. All sales are final. NO EXCEPTIONS.

SELECTION OF VENDORS: First consideration will be given to returning vendors in good standing with the Fair. However, no spaces or contracts are guaranteed. Returning vendors will have until February 1, 2017 to submit their applications and photos, and pay their deposits. After February 1, 2017 Fair Management will review all new vendor applications to determine who we can accommodate. We select new vendors based on the following criteria: 1) Does the vendor have a well-rounded presentation and sell unique products? 2) Are their products family friendly? 3) Can they fit within our space requirements and product needs? 4) Does the photograph of their booth/stand submitted with the vendor application present a high quality overall appearance that meets the standards of the fair? The Cabarrus County Fair reserves the right to accept or reject any application it receives for vendor space based on the selection process criteria. Any vendor who has been suspended, expelled from, or otherwise penalized for violation of contract terms or rules of any Fair holding membership in the International Association of Fairs and Exhibitions shall be denied space at the Cabarrus County Fair. The Cabarrus County Fair reserves the right to deny any application for conduct deemed unprofessional by Fair Management by any representative of the applicants' organization and/or group.

SIGNAGE & MENUES: ALL vendor signs, menus and price tags must be printed. NO HANDWRITTEN SIGNS/MENUES WILL BE ALLOWED. SANDWICH BOARDS ARE ALSO PROHIBITED.

SPACE: Cabarrus County Fair management has sole discretion on placement and moving of the vendors booths/stands. You must confine your business to the specific area you rent. There will be no soliciting, signage or handing out of written materials by any organization (including religious, charitable, non-profit, political, etc.), groups or individuals outside of the space that has been leased. Sales people and demonstrators are prohibited from operating in the aisles in such a way as to be a nuisance or an interference to the public or to other vendors. **Vendors are not allowed in the aisles, front or back lobby, or on grounds to promote their booth.** Your booth/stand cannot obstruct the flow of people through aisles or other passageways. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by Fair Management. Vendors must provide, at their own expense, all cables, cords, pumps, showcases, shelving, counters, fittings, etc., which they require. Vendors are required to maintain complete and a professional appearance of the booths at all times along with proper staffing.

STOCK TRUCK PARKING: NO STOCK TRUCKS, STORAGE TRAILERS OR PERSONAL VEHICLES ARE ALLOWED TO PARK ON THE MIDWAY OR BEHIND A STAND. Outside Vendor stock trucks will be required to park in the designated stock truck parking lot only unless directed otherwise by the Fair Director. If your stock truck requires electric, there will be a charge of \$75.00 for stock truck parking with electric hookup. There will be a \$150.00 fee for stock truck with sleeping. **UNDER NO CIRCUMSTANCES WILL ANY STOCK TRUCKS BE ALLOWED TO PARK IN THE CABARRUS ARENA & EVENTS CENTER'S CUSTOMER PARKING LOTS.** Concessionaires approved to park stock trucks behind their unit will be charged a \$75.00 fee regardless of whether they are using electric. Failure to report that you will have a stock truck will result in fines. Due to space limitations, stock truck(s) may not be approved. Space for stock trucks will be available on a first-come first-serve basis.

SUBLEASING: No subleasing or any other type of transfer of contracted space is prohibited. Once a space has been assigned, you will not be permitted to move to a different location without written permission of Fair Management. There will be no prorated spaces. Full payment will be charged regardless of arrival time.

TEAR DOWN: Vendors may not tear down anything until after 11pm on Saturday, September 16th. Any vendor leaving prior to this time is subject to loss of space for next year and will be charged a \$100 non-performance fee on their credit card for violation of the contract. Gold Hall will remain open until 11:59pm on Saturday, September 16th. The building will close and open again on Sunday, September 17th from 12:00 pm to 5:00 pm. Gold Hall Vendors can teardown once the building has closed AND fair management has giving permission for teardown to begin but Gold Hall Vendors are not to begin taking items out of the Hall until after 11pm. All Vendors, equipment, vehicles and merchandise must be off the property by Sunday, September 17th, by 5:00 pm. Any merchandise or equipment left in the buildings or on the grounds after 5:00pm on Sunday, September 17th will be disposed of and vendor will be subject to a \$500 fine and also may not be approved for future rental space at the Cabarrus County Fair.

TRAFFIC ON THE MIDWAY: Only EMS, Sheriff's Department and the Fair Director are allowed to drive golf carts on the midway when the gates are open. Personal and/or commercial motor vehicles must be removed from the midway 30 minutes prior to the opening of the gate. Anyone caught violating this rule will have their vehicle towed at the owners expense.

TRASH & GREASE DISPOSAL: Fair Management requires you to keep your booths/stands clean and sanitary at all times by removing trash or refuse and by placing same in trash containers. We appreciate your cooperation in keeping our fairgrounds clean and attractive. Trash barrels and grease bins will be located near the outside food vendors. Trash produced inside and around food stands should be put into trash bags, tied and placed in the area designated by the Fair Operations Manager. Grease must be placed in appropriate grease containers. Violators will forfeit any opportunity to be offered a contract for the next year and will receive a charge of \$200 to their credit card.

UNIFORMS & STAFFING: All vendors and their staff are required to wear uniforms. Badges with photo id or name tags must be worn at all times. All booths MUST be staffed during fair and building hours. Failure to staff your unit will result in fines. Fair staff reserves the right to refuse renewal of your space for the next fair should you not following the staffing and uniform requirements. **ALL VENDOR BOOTHS/STANDS MUST BE STAFFED DURING ALL FAIR OPERATION HOURS.**

UTILITY CONNECTION & USE: Any vendor using water, sewer, and/or electric must do so in accordance with the established guidelines. All hookups and disconnects are required to be made by Cabarrus County General Services Department. Altering/splicing of electric will result in a \$500 fine charged to the vendor's credit card. The vendor will be disconnected, removed from the property and no refund will be given for any payments. No exceptions.

VENDOR SEASON PASSES: All vendors must possess their Cabarrus County Fair Vendor Pass at all times while on the fairgrounds. These passes will be accepted for admission at any gate. If any of your representatives do not have a vendor season pass, they will be required to purchase a general admission ticket at the gate for that day. Please make sure all of your representatives are aware of this policy. No passes will be released until the Fair has received full payment and all paperwork, including a fully processed Certificate of Liability Insurance. Your business/group must designate one representative to pick up all of your passes during the designated registration periods. If for some reason these passes are lost, stolen or misplaced, it will be this representative's personal responsibility to purchase daily tickets for your organization. If anyone from your group disputes their claim that they are indeed your organization's representative, that person will need to contact your representative personally to resolve the matter.

OUTSIDE VENDORS

OUTSIDE VENDOR HOURS: Are the same as daily gate hours.

ALL OUTSIDE VENDORS must leave fairgrounds within one (1) hour after closing.

ELECTRIC / WATER: Electric hook-ups are not included in the space rental price. Electricity can be supplied to every space and the price is determined by the amount of amps needed. Vendors must provide a minimum of 100 feet of adequate sized cable to reach the Cabarrus County Fair electrical service panels. The fees below are per connection/cord. Be sure to note on your application if you will have more than one connection/cord.

A/C 110 Volts with 20 Amp	\$50.00 per connection*
A/C 110 Volts with 50 Amp	\$75.00 per connection*
50 Amps	\$110.00 per connection*
70 Amps	\$155.00 per connection*
100 Amps	\$220.00 per connection*

* Any "HARD WIRING" for electric hookup is done by County Electric Only.

* Vendors must supply appropriate adapters and supplies.

*There will be an additional charge for any adapters supplied or any other supplies used by our staff to make your electrical system compatible with ours. These charges must be paid in full to Fair Management before installation is complete.

*ALTERING/SPLICING OF ELECTRIC WILL RESULT IN A FINE OF \$500 AND IMMEDIATE DISCONNECTION AND LOSS OF SPACE.

WATER connections are \$100 per connection. VENDORS ARE PROHIBITED FROM ADDING A "Y" CONNECTOR DIRECTLY TO THE WATER TREE AND/OR BACKFLOW DEVICE ON THE WATER TREE. ANY VENDORS CAUGHT VIOLATING THIS POLICY WILL BE FINED \$500 AND SUBJECT TO LOSS OF SPACE. Vendors will need to request camping space if they require water and sewer for their RV's in the campground.

SPACE RENTALS:

CONCESSIONS: Concession vendor spaces are leased at \$55.00 per foot . The rental fee for a center unit will be determined by the full length of the longest side of the unit plus half of the shortest side. This includes all awnings, trailer hitches, tie-ons, over hangs, tent stakes and areas outside of your unit that you may be storing supplies. The minimum center unit rental fee for a concessionaire is \$825 for a 10'x10' space (15 total feet). The rental fee for a line up* unit will be determined by the front serving side of the unit. The minimum line up* fee for a concessionaire is \$825 for a 15' x 10' space (15 total front feet). Electrical, water, camping, stock truck, additional passes, etc will also be added to the total fee. Units must ensure that **all lights are working and paint is not peeling or faded**.

Fencing Requirement: ALL vendors are required to cover up storage items alongside and behind their units that are viewable/ accessible to the public, along with trailer tongues, tanks, trash cans and other similar items with 4ft solid white vinyl fencing. Please contact the fair office for a photo description for examples and additional information. Lowe's Home Improvement and Home Depot both sell the white vinyl fencing throughout the year.

***Line-Up Unit Pricing:** If you are a line-up unit (not on the midway) and are serving from more than one side OR serving from a side other than the one that is in line with the concrete/asphalt then you will be charged by the footage of your full length of the longest side of the unit plus half of the shortest side. You **MUST notify the Fair Office** prior to signing your agreement if you fall into this category as it will not reflect your accurate pricing. Vendors who fail to provide this information are subject to a \$250 fine plus your corrected balance and loss of space at the following years fair.

NOVELTY VENDORS: This includes any other business that does not serve food. (Novelty, jewelry, sunglass, community, bulk or farm machinery, etc.) These spaces are leased at \$60.00 per foot. The rental fee for a center unit will be determined by the full length of the longest side of the set up plus half of shortest side. The minimum rental fee for a center unit novelty vendor is \$900 for a 10'x10' space (15 total feet). The minimum line up unit fee for a novelty vendor is \$900 for a 15' x 10' space (15 total front feet). Electrical, camping, additional passes, etc. will also be added to the total fee.

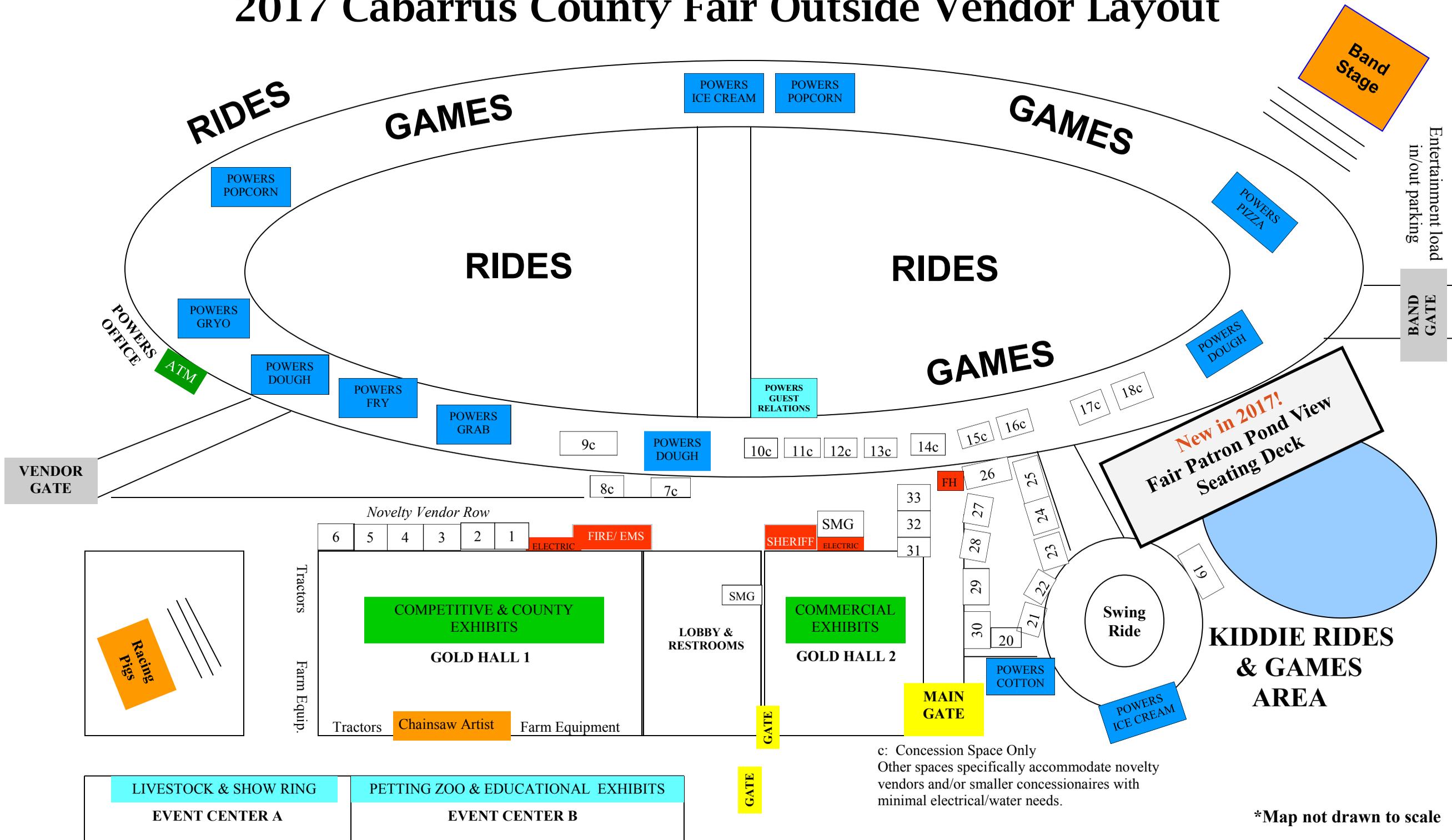
SET-UP HOURS: Outside Vendors will set-up Tuesday, September 5th and Wednesday, September 6th between 9:00 am to 5:00 pm ONLY. Novelty vendors ONLY will be allowed to set-up on Thursday, September 7th from 9am-5pm. You must check in at the Fair Management Office before entering the fairgrounds and must check in NO LATER than 4:00 pm on set-up days. In the event that any vendor fails to check in for the leased space, by 4:00 pm on the final set-up day their contract may be terminated by Fair Management. No refund will be made in such a case and the Fair is authorized to resell space to another vendor. All payments and deposits are non-refundable. When you arrive the Fair Manager will escort you to your space. All electric, water and sewer hookups MUST BE DONE by Cabarrus County General Services Department, and will ONLY BE DONE between 9:00 am to 5:00 pm on these days only.

INSPECTIONS: Cabarrus County Health Alliance and the Fire Marshal will start their inspections of food vendor stands at 12:00pm on Thursday, September 7th. PLEASE BE READY. ALL FOOD VENDOR INSPECTIONS MUST BE COMPLETED BY 2:00 PM ON THURSDAY, SEPTEMBER 7th. ALL VENDORS MUST BE SET-UP AND READY TO SERVE THE PUBLIC BY 3:00 PM, FRIDAY, SEPTEMBER 8, 2017. The Health Alliance and Fire Marshal report all issues/concerns on an ongoing basis to Fair Management. Fair Management reserves the right to terminate the agreement with any vendor immediately due to repeat issues and/or any one issue deemed by Fair Management to be serious enough of an infraction to terminate agreement. Repeat issues reported to Fair Management may also result in loss of future space at the Cabarrus County Fair.

TEAR DOWN: On Saturday, September 16, 2017 at 11:00pm, tear down will begin. This will be done in a professional manner. The Cabarrus County Fair and the Cabarrus Arena & Events Center security will permit vehicles to move into the facility using an orderly system. Cabarrus County General Services Department MUST MAKE ALL DISCONNECTS OF WATER, ELECTRIC AND SEWER. If vendors fail to cooperate they will be fined \$100 for non-performance of contract, and violators forfeit their privilege to renew their contract for the next year. IF ANY VENDOR DAMAGES ANY OF THE CENTER'S PROPERTY, FINES OF \$500 or the cost of repairs whichever is more, will be imposed, and violators may forfeit their privilege to renew their contract for the next year. Any merchandise or equipment left in the buildings or on the grounds after 5:00pm on Sunday, September 17th will be disposed of and vendor will be subject to a \$500 fine and also may not be approved for future rental space at the Cabarrus County Fair.

VENDOR PASSES: Outside Vendors may **receive a maximum of 6 (Six) Vendor Season Passes with their space rental per unit**. If additional passes are needed, they may purchase additional season passes for \$25.00 each or individual daily gate admission tickets at the advance ticket rate of \$5.00 each until 5:00pm on Thursday, September 7th. After that date any additional personnel will have to pay the full general gate admission. There is NO Will Call area for vendors to leave passes for other workers. Please plan ahead. All passes are handed out when vendor arrives for set-up.

2017 Cabarrus County Fair Outside Vendor Layout



INSIDE VENDORS

INSIDE VENDOR HOURS:

All buildings open each day when the gates open and close each night at 10:00 pm on Fridays and Saturdays and 9:00 pm on Sunday-Thursday, **ALL VENDORS must leave the building within 10 minutes of closing for security reasons.**

BUILDING SPECIFICATIONS: Gold Hall 2 is the **ONLY commercial exhibit building**. Gold Hall 1 features government and community exhibits, crafters, competitive and educational exhibits. Event Center has livestock exhibits, a show ring and more educational exhibits.

GOLD HALL 2 SPACE RENTAL RATES:			
SIZE	TYPE	BOOTH RENTAL	# OF PASSES
8 X 8	Secondary Booth w/column.....	\$425	2
8 X 8	Secondary Booth	\$450	2
8 X 8	Primary Booth	\$500	2

Primary Booth: Fair Management deems these booths as “primary locations” due to being located in areas that have immediate or close access to electricity and are in high foot traffic areas.

Secondary Booth: Fair Management deems these booths as “secondary locations” to the access to electrical typically requiring an extension cord to access it and foot traffic is slightly less than a “primary” booth location.

Secondary Booth w/column: Same as a standard “secondary” booth but the location contains a column along the back wall of the booth that protrudes 1-2 feet into the booth space.

BOOTH MATERIALS:

All booths are 8’x8’. They include 8’ black back drape and 3’ side drape plus one 8’ skirted table and 2 chairs. If you are interested in renting more than one booth for a larger space, please note this on your application. **The vendor is responsible for providing any needed extension cords, banners, shelving, props, decorations, additional tables or chairs, etc. Nothing may be attached to the drape that could damage the drape in any way.**

INTERNET SERVICE: At times the building may have working WiFi but service can be intermittent and very slow during high traffic times (specifically, weekends and Friday’s). We encourage vendors not to rely on this service. Please plan accordingly.

VENDOR BADGES: Each booth will **receive (2) vendor badges with their booth rental**. Replacement and/or extra vendor badges can be purchased for \$25.00 each from the Fair Management Office until Friday, September 1. If you need more people to staff your booth on specific days, you can simply purchase one-day general gate admission tickets within your contract at a discounted rate for \$5.00 each until 9/1/17. These tickets are good for any one day of the Fair. Please note how many one-day general admission tickets you will need on your application. There is NO Will Call area for vendors to leave passes for other workers. Please plan ahead. All passes are handed out when vendor arrives for set-up.

SET-UP HOURS: Inside Vendors will set-up Thursday, September 7th between 9:00am and 5:00pm and Friday, September 8th between 9:00am and 2:00pm ONLY. **ALL VENDORS MUST BE SET-UP AND READY BY 3:00 PM, FRIDAY, SEPTEMBER 8, 2017.** No exceptions. In the event that any vendor fails to occupy leased space, by 2:00 pm on Friday, September 8, 2017, their contract may be terminated by Fair Management. No refund will be made in such a case and the Fair is authorized to resell space to another vendor.

OPERATING HOURS: Personnel staffing booths may only enter the buildings 30 MINUTES before the general admission gates open. The buildings will be open to the public and **your booth must be staffed during the following operating hours**:. Should you be unable to staff your booth for ANY reason, vendors can be fined up to \$100 per occurrence.

Friday (Sept. 8)	4:00pm to 10:00pm	Wednesday (Sept.13)	4:00pm to 9:00pm
Saturday (Sept.9)	1:00pm to 10:00pm	Thursday (Sept.14)	4:00pm to 9:00pm
Sunday (Sept.10)	1:00pm to 9:00pm	Friday (Sept.15)	4:00pm to 10:00pm
Monday (Sept.11)	4:00pm to 9:00pm	Saturday (Sept.16)	1:00pm to 10:00pm
Tuesday (Sept.12)	4:00pm to 9:00pm		

TEARDOWN: On Saturday, September 16, 2017 at 11:00pm, tear down will begin. This will be done in a professional manner. The Cabarrus County Fair and the Cabarrus Arena & Events Center security will permit vehicles to move into the facility using an orderly system. Gold Hall will close at 10:00pm, Saturday, Sept. 16th. **NO VENDOR CAN TEARDOWN PRIOR TO THIS TIME.** ONLY vendors who have minimal* items (*can be easily carried out to your car, where you are currently parked by ONE worker) will be allowed to completely breakdown after 10:00PM and leave through the front of Gold Hall. **AFTER 11:00PM** when the fairgrounds have officially closed to the public, ALL vendors can safely break down and move their vehicles closer to Gold Hall for loading. The building will open again on Sunday, Sept. 17th from 12:00pm to 5:00pm for anyone not wishing to move out Saturday evening. All Vendors, equipment, vehicles and merchandise must be off the property by Sunday, Sept. 17th, by 5:00 pm. Any merchandise or equipment left in the buildings or on the grounds after 5:00pm on Sunday, September 17th will be disposed of and vendor will be subject to a \$500 fine and also may not be approved for future rental space at the Cabarrus County Fair.

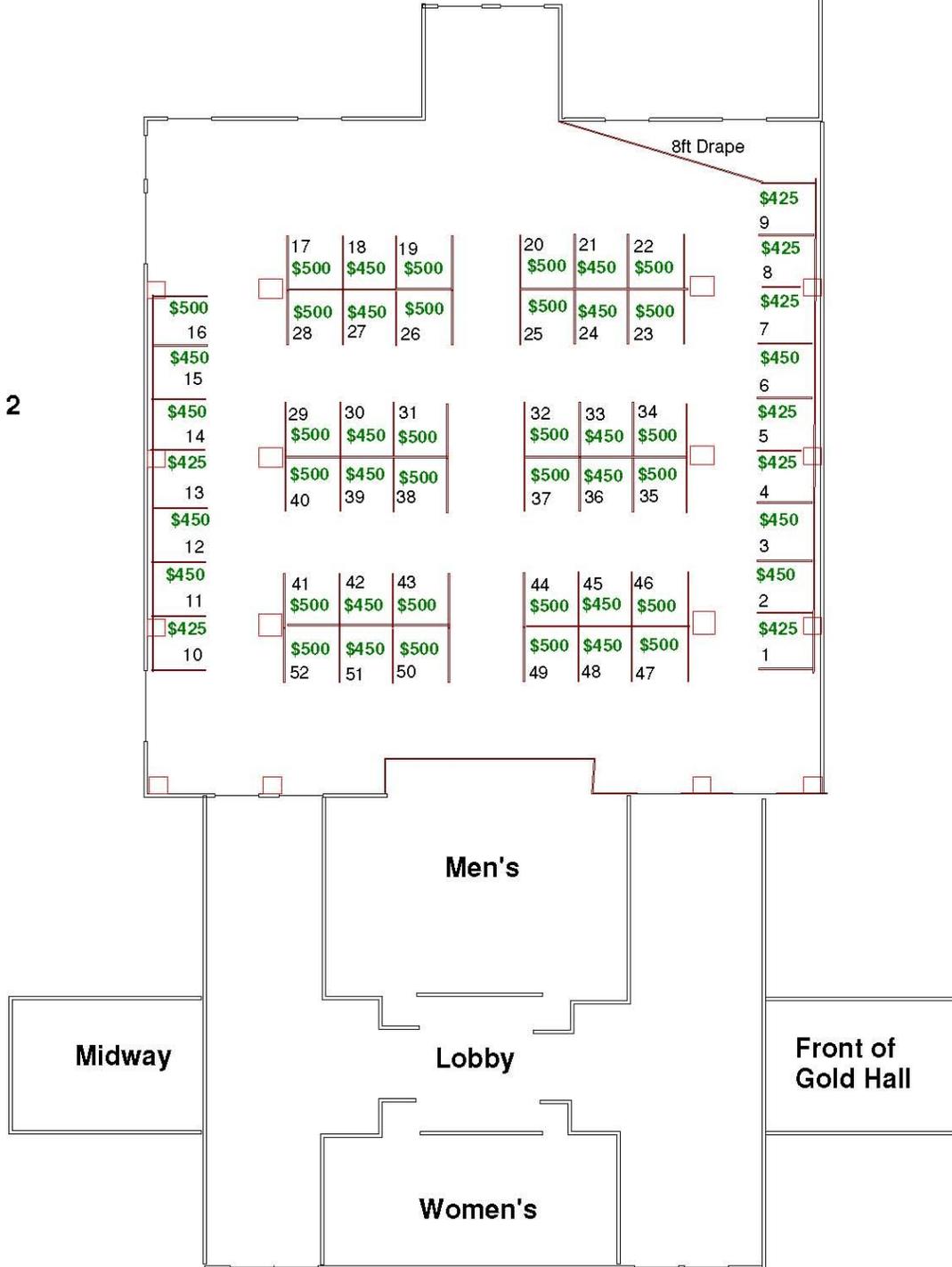
The Cabarrus County Fair reserves the right to cancel at any time all contracts made with vendors for ANY conduct deemed unprofessional by Fair Management or any cause that would have resulted in refusal of application, with no refund.

2017 Cabarrus County Fair

Inside Vendor Layout

Fair
Main Entrance

Gold Hall 2



Booth Size: 8' x 8'

Each Booth Includes:

- 1– 8 ft table skirted (black)
- 2– chairs
- 8ft high back drop
- 3ft drape sides

Please refer to page 8 in the Vendor Handbook for more details.

2017 Cabarrus County Fair September 8-16th SPACE RENTAL APPLICATION

All information **MUST** be filled out in its entirety for consideration for space.
Applications with missing information will not be considered.

NO EXCEPTIONS
(PLEASE PRINT OR TYPE)

Company Name: _____
(Print the official company name exactly as it will appear on your certificate of insurance).

Primary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: (____) _____ Telephone: Business: (____) _____

Email Address: _____ Fax: (____) _____

Website: _____ Type of Business: _____

I have been a Vendor in the past: No _____ Yes _____ If so, which year(s)? _____

ALL VENDORS

1. Would you like to link your website above from the Vendor Page on the Fair Website for \$25.00? Yes _____ No _____

INSIDE SPACE REQUEST:

1. Requesting Booth Size: 8 ft by 8 ft booth _____ OR 8 ft by 16 ft booth _____

2. First choice space # _____ Second choice space # _____ Third choice space # _____ Put me in the best space still available _____

2. Electric Needed (Circle) ? No Yes *(Note: WiFi is not currently available on the grounds)*

OUTSIDE SPACE REQUEST: (Outside vendors applying for multiple locations MUST complete an application for each space).

1. Will you offer a \$5.00 Meal Deal option for county employees working the fair?: Yes _____ No _____

2. First choice space # _____ Second choice space # _____ Put me in the best space still available _____
(Writing "SAME AS LAST YEAR" will not be accepted and application will be considered incomplete).

3. Temporary Food Establishment Permit needed for operation? (Circle one) No Yes for \$75

4. Is water required? (Circle one) No Yes for \$100 *(Please refer to page 7 in the handbook for policies on water connections.)*

5. Electricity Needed? (Circle one) No 110V/20AMP 110V/50AMP 50AMP 70AMP 100AMP

A.) How many connections are you requesting? _____

B.) Is the electricity needed for your 2nd connection the same as what you circled above? Yes No (If no, please write in your second cord needs: _____)

C.) Briefly explain your electrical needs below. If you will have more than one plug that is something we need to know.
Example: "I need 2- 50AMPS plugs, one is for my freezer and one for general power to my stand."

6. Center Units (A Center unit means you can serve from more than ONE side):

Number of feet on the longest side of the unit : _____ Number of feet on the shortest side of the unit: _____
(Footage MUST include all awnings, tie-ons, overhangs, trailer hitches, tent stakes, etc.)

7. Line Up Units (Serving from Only 1 Side):

Number of feet on the front serving side of the unit : _____ Number of feet on the non-serving side of the unit: _____
(Footage MUST include all awnings, tie-ons, overhangs, trailer hitches, tent stakes, etc.)

STOCK TRUCK INFORMATION (OUTSIDE VENDORS ONLY): Space is limited and only available on a first-come first-serve basis.

If a location is not available for your Stock or camper are you still interested in participating (circle one)? **NO YES**

Requesting a Stock truck Location? No _____ Yes _____ *space is very limited and on the first-come first-serve basis)*

1. Length _____ Width _____

2. Circle Once : Dry w/ Electric for \$75 w/sleeper for \$150 parking behind concession unit (if available) for \$75

3. Where do you wish to place your stock truck? Behind Concession Unit _____ Stock Truck Lot (Dry Only) _____
Campgrounds (w/electric) _____

Requesting Camping Location? No _____ Yes _____ (

1. Camping is \$20/each day and all campers are charged for 12 days.

2. Unit Make/Model: _____ Unit License # _____

3. Unit Length & Width: _____

**2017 Cabarrus County Fair September 8-16th
SPACE RENTAL APPLICATION (continued page 2)**

VENDOR BADGES

1. Number of additional vendor passes requested @ \$25.00 each: _____
(Inside Vendors receive 2 badges with booth rental, Outside Vendors can receive up to a maximum of up to 6 passes with space)
2. Number of one-day general admission gate tickets to be purchased @ \$5 each: _____
TOTAL: \$ _____

PRODUCTS/DISPLAY

1. List ALL of the products which you will be displaying or selling during the Fair. Your contract space will be assigned on the basis of this list. Once a contract is signed, you may not display or sell any additional items. **FOOD VENDORS MUST ATTACH THEIR FULL MENU.** Violations may mean immediate cancellation of contract and all rental money paid will be forfeited to the Cabarrus County Fair. (If necessary, provide attachments.)

2. Price range of products or services to be sold or offered: \$ _____ to \$ _____

3. **INCLUDE WITH APPLICATION: Color PHOTO of your booth/stand.** This must be returned with your application to be considered complete. **We cannot accept your application without a photo of your booth/stand. Returning vendors must include an updated photo each year.**

REFERENCES

Applicants must provide the following references: Two(2) recent Fairs or Shows where they were vendors.

1. Fair/Show Name: _____ Contact: _____ Phone: _____
2. Fair/Show Name: _____ Contact: _____ Phone: _____

CREDIT CARD IS REQUIRED FOR DEPOSIT IF APPLICATION IS ACCEPTED AND TO KEEP ON FILE FOR INCIDENTALS:

Outside Vendor Deposit : \$200 per unit- Total \$ _____ OR Please charge my card the full space balance of: \$ _____

Inside Vendor Deposit: \$100 per 8'x8' booth- Total \$ _____ OR Please charge my card the full space balance of: \$ _____

Card Type: MasterCard _____ Visa _____ Card # _____ Exp. Date _____ (MM/YY)

SIGNATURE/AUTHORIZATION

The applicant understands that this is an **APPLICATION** for space **ONLY**, and it is **NOT** a space rental **CONTRACT** with the Cabarrus County Fair.

I have read and understand the Vendor Handbook in its entirety and will comply with all terms and conditions within. I will make the handbook available to all persons operating booth(s)/stand(s) and ensure their compliance as well. The individual executing below represents to Cabarrus County and the Cabarrus County Fair that such individual has the authority to represent any entity purported to be represented by such individual. By my signature below, I hereby agree to all terms and conditions set forth in the Cabarrus County Fair "2017 Vendor Handbook."

I understand that the Cabarrus County Fair reserves the right to cancel at any time all contracts made with vendors for ANY conduct deemed unprofessional by Fair Management or any cause that would have resulted in refusal of application, with no refund.

I certify that the information stated in this application is complete and true to the best of my knowledge. I also authorize Cabarrus County Fair to charge my credit card for the deposit amount listed above if my application is accepted and for any incidentals that I may accrue.

Signature of Applicant: _____ Date: _____

Print Name: _____

THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION IN ORDER TO BE REVIEWED:

_____ **Application Filled Out Completely** (Incomplete applications will not be considered)

_____ **Deposit** (a valid VISA or MasterCard must be provided for your deposit)

_____ **Photo(s)** of your booth/stand exactly as you would have it set up at the 2017 Fair

(Returning Vendors: A new photo is required each year. Photo must have been taken within the last calendar year.)

Send Application To:
Cabarrus County Fair P.O. Box 707 Concord, NC 28026-0707
FAX: 704-795-1517 OR
EMAIL: fair@cabarruscounty.us

VENDOR CHECKLIST (For Your Personal Use Only)

You **MUST** complete **ALL** of the following steps in order to become a vendor at the 2017 Cabarrus County Fair.

- 1. **Read the vendor handbook thoroughly.** Complete the vendor application and sign it.
- 2. Email, Fax or Mail all of the following to the Fair Office:
 - Vendor Application with credit card for deposit if the application is accepted
 - Photo of your booth/stand set up
 - Email: Your contract (if application is accepted) and important key information will be sent via email so be sure you include your address that you check frequently. Make sure it is written clearly on your application.
- 3. IF and only IF your application is approved by Fair Management will you receive a contract. Once you receive contract, prior to June 1 you will have two weeks to return your signed contract with your full payment to the Fair Office. After June 1 paperwork and payments will be within 1 week or 5 business days. After August 1 paperwork and payments will be due immediately upon being issued. If your contract, insurance and full payment is not received by the due date, your contract will become null and your space will be released and offered to the next vendor on our waiting list. There are **NO REFUNDS. NO EXCEPTIONS.**
- 4. After your contract is executed and your payment is received, you will have until August 1 to send your certificate of liability insurance to the Fair. Each vendor participating in the Cabarrus County Fair shall, at the vendor's expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendor's time and activities at the Fair.

A Certificate of Liability Insurance with a company licensed to do business in North Carolina must be on file in the Fair Office along with the vendor's contract prior to August 1. The Certificate of Liability Insurance MUST list Cabarrus County as an additional named insured, not just as certificate holder. It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of the coverage without first giving the Fair 30 days written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendor's own workers and vendor's property.

- 5. Vendors' insurance coverage(s) shall be on a primary basis or a primary and non contributory basis over any other insurance that may be available to Cabarrus County in respect to the vendors contract, if approved. Each vendors insurance agent is required to forward the additional insured endorsement language (form) along with the certificate.

Helpful COI Tips:

When requesting a Certificate of Insurance from your provider, send them this list of requirements:

1. **\$1,000,000 General Liability**, also showing coverage for personal injury and property damage
If you are selling products at the Fair please be sure you also have **products coverage.**
2. **\$2,000,000 General Aggregate** (Don't forget to check what the aggregate limit applies for on the COI)
3. **Certificate Holder:** Cabarrus County
 Attn: FAIR
 PO Box 707 Concord NC 28026
4. **List Cabarrus County as Additionally Insured (Do **NOT** list Cabarrus County Fair).**
5. **Per your contract the Description Box must contain the following language:** "Cabarrus County, its agents, officers, and assigns are named as additional insured. Insured is primary and non-contributory".
6. **If using the Acord form** for your COI the form used **MUST** be Acord 25 (2016/03).
7. **When listing the dates of the Fair** on the certificate for coverage, it should read September 5-17, 2017.
 The start date should reflect the earliest possible day you may arrive to set up and the end date should reflect the latest date you may be breakdown.

FOR FOOD VENDORS NEEDING PERMITS ONLY
RETURN ALL 4 PAGES OF THIS COMPLETED FORM TO:
THE CABARRUS COUNTY FAIR OFFICE
BY AUGUST 1, 2017

** Establishments serving only baked goods, snow cones, ice cream, pretzels, dry nuts, candy apples, cotton candy, popcorn and other similar types of foods are not required to be permitted. **

.....
"Temporary food establishment" means a FOOD ESTABLISHMENT that operates for a period of time not to exceed 21 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition. FOOD ESTABLISHMENTS that operate in the same event location for more than 21 days per calendar year are not eligible for a TEMPORARY FOOD ESTABLISHMENT PERMIT. Domestic yard sales and businesses such as auctions, flea markets, or farmers' markets are not eligible for a TEMPORARY FOOD ESTABLISHMENT PERMIT."

THERE IS A \$75.00 FEE FOR EACH TEMPORARY FOOD ESTABLISHMENT PERMIT ISSUED

Establishments that are incorporated as nonprofit corporations in accordance with Chapter 55A of the General Statutes or that are exempt from federal income tax under the Internal Revenue Code, as defined in G.S. 105-228.90, or (iii) that are political committees as defined in G.S. 163- 278.6(14) and that prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days, including establishments permitted pursuant to this Part when preparing or serving food or drink at a location other than the permitted locations.

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

All portions of this application must be completed, legible, signed and submitted to the Fair Office by August 1, 2017

*****There must be at least one person at all times on-site in charge***

APPLICATION AND CONTACT INFORMATION:

Organization/Business Name: _____

Main Contact: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____ Fax : _____

Alternative Contact: Name: _____ Phone: _____

PUBLIC EVENT INFORMATION:

Name of Public Event: 2017 Cabarrus County Fair September 8-16th Weekdays 4pm-11pm
Saturdays 1pm-11pm
Sunday 1pm-10pm

Event Start Date: ___/___/___ Starting Time: _____ Ending Date: ___/___/___ End Time: _____

Event Location: Cabarrus Arena & Events Center 4759 NC Hwy 49 N Concord, NC
Facility Name Address

Event Coordinator Name: Kate Sharpe, Fair Director Phone: 704-786-7221

Complete All Required Information

Hot Holding Equipment: Steam table Stove Chafing dish Oven Grill Crock Pot Other: _____

Cold Holding Equipment: Refrigerator Freezer *Ice chest with ice Other: _____
**Drainage ports are required on all coolers used to store refrigerated foods.*

Transport Equipment: Ice chests Cambro boxes Refrigerated vehicle Other: _____

Food Storage Method: Approved facility Trailer Purchased day of event Other: _____

Overhead Protection: Method of overhead protection over entire food preparation service area: _____
If a cooker is used to cook individual portions of food (hot dogs, hamburgers, etc), it must have additional overhead protection (over food, equipment and utensils). Additional overhead protection is not needed for "bulk food cookers" for shoulders, roast, briskets as long as there are hinged lids

Handwash Sink: Using existing handwash sink
Using portable handwash area with WARM water

Warewashing Equipment: Using approved kitchen facility with 3 compartment sink
Using approved kitchen facility with 2 compartment sink – pan/tub for 3rd sink
Will provide portable 3 pans or tubs to wash, rinse and sanitize

Sanitizer: What type of chemical sanitizer* will be used on site? _____
**Appropriate test strips for the chemical being used are required*
**All clothe rags MUST be stored in buckets of sanittizer and cleaned daily*

Restroom Facilities: Within 250 feet Same building as the event Trailers – self contained
Portable toilets with handwash stations – provided by Event Coordinator

Garbage Disposal: Provided by Event Coordinator Dumpster located on-site
Will collect and haul away

****Wastewater Disposal:** _____

Water Source _____

****THE STORM DRAIN IS NOT A SANITARY SEWER**

For Office Use Only
Date Rec'd ___/___/___ Fee _____ Receipt _____
NOTES:

**HANDLING PROCESS FOR FOOD AND BEVERAGE MENU ITEMS
LIST ALL MENU ITEMS, INCLUDING INGREDIENTS FOR EACH FOOD & SOURCE OF FOODS**

List All Food & Beverage Items and Retail Source	Is There Off-Site Preparation and/or Storage?	How Will Food Be Transported to the Event	Stem Thermometer Required			How Will Each Menu Item Be Handled and Served to the Customers?
			How Will On-Site Food Preparation For Each Listed Menu Item Be Cooked and Assembled? (i.e. washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.)	Cooking Temperature	How Will Food Be Hot or Cold Held?	
Example: Fully Cooked BBQ Beef Sandwiches / Ingredients and buns purchased at store.	No – All food will be purchased the day of the event.	Ice Chest/ Cooler	Heat fully cooked shredded beef in pot on burner and toast buns on grill per each order. Using tongs, place beef on buns and assemble with disposable gloves.	Heat to 140 °F	Chafing dish used for hot holding beef. Ice chests used for cold holding.	While using disposable gloves, each sandwich is foil wrapped and served to customer

Only food items listed above will be approved to serve. Approval for any changes must be requested before the event.

** Any cooling of foods **MUST** be approved at the time the permit is issued
At the end of the day do you save food to be served the next day? Yes No
If the answer is “Yes” How do you plan to cool foods properly?

REVISED RULES FOR NORTH CAROLINA TEMPORARY FOOD ESTABLISHMENT PERMITTING

Revisions effective September 1, 2012, 15A North Carolina Administrative Code 18A .2660 Rules Governing Food Protection and Sanitation of Food Establishments and may be accessed on the web at: <http://www.deh.enr.state.nc.us/docs/rules/2600-RuleBookFINAL-7-23-12..pdf>

READ CAREFULLY...CONTACT CABARRUS HEALTH ALLIANCE AT 704-920-1207 WITH QUESTIONS

Application and Event Requirements

1. Must apply **BY AUGUST 1 for the Cabarrus County Fair** or will **not** be allowed to apply or operate.
2. May be permitted for **up to 21 days** per event. Days do not have to be consecutive.
3. Must be tied to (**endorsed by**) the event organizer.
4. Domestic yard sales and businesses such as auctions, flea markets and farmer's markets **are not eligible** for a temporary food establishment permit.

Food Source Requirements

5. **May be allowed** to prepare food at a **permitted TFE Commissary** or other permitted food service establishment.
6. All meat must be purchased in ready to cook portions, except that **cutting and skewering may be allowed if process approved** by Cabarrus Health Alliance (CHA).
7. Salads that contain ingredients that have been cooked and cooled **cannot** be prepared at a TFE **but may be served**.

Food Handling Requirements

8. **No bare hand contact** with ready-to-eat foods (such as bread, lettuce, tomatoes or any other food that will not undergo cooking immediately before serving to customers.)
9. Potentially hazardous foods that have been **heated** at the TFE cannot be held for use on **another day** unless it is **first approved** by the CHA on an individual basis.
10. Employees must practice good hygienic practices including proper hand washing, **exclusion/restriction of sick employees**, wearing **hair restraints** and clean outer clothing and not using tobacco or eating in areas where food is being stored, prepared, served or where utensils are being washed or stored. Employees may have beverages if covered (lids and straws) and stored away from exposed food and utensils.
11. **Food prepared at a previous event or potentially hazardous food removed from the original package cannot be served at a subsequent event in a TFE.**
12. Must provide **fans, screens, walls or a combination of the three** to protect from dust, insects including flies, rodents, animals and other sources of contamination.

Utensil and Equipment Requirements

13. Must provide **three (3) basins of sufficient size to submerge, wash, rinse and sanitize utensils and provide at least one drainboard, table or countertop space for air drying** when multiuse utensils are used .
14. A method of heating wash water is required and wash water must **be at least 110 F**.
15. **Test Strips** for sanitizer are required.
16. Must provide a **food preparation sink** if there is **produce** that is required to be washed.
17. **Drainage ports** are required on all **non-mechanical** coolers.
18. Must provide **overhead protection for outdoor** cooking. If a cooker is used to cook individual portions of food (hot dogs, hamburgers, etc), it **must have additional** overhead protection (over food, equipment and utensils). Additional overhead protection is not needed for bulk food cookers for shoulders, roasts, and briskets as long as there is a hinged lid.
19. Food **must be secured** to prevent tampering and contamination.

Hand Washing Requirements

20. Hand washing facilities must consist of at **least a 2 gallon** container with an **unassisted free flowing** faucet and **warm water** with soap, paper towels and a wastewater receptacle.
21. Employees must have **access** to clean toilet facilities.

Miscellaneous Requirements

22. Must provide a **tarp, indoor/outdoor carpeting or similar nonabsorbent material** as ground covering in the **absence** of asphalt, concrete, grass or other surface to control dust and mud.
23. Lighting is required for nighttime operations and **must be shielded or shatter proof**.
24. Utility provisions must remain connected at **all times** when food is prepared, served or stored at the TFE.
25. Toxic materials must be **labeled** and handled to prevent contamination of food, equipment, utensils, and single service items.
26. **Both** wastewater and potable water hoses and water containers must be **labeled**.

NO changes to the following basic requirements for TFEs in rules:

- Properly calibrated small diameter probe type thermometer is required to check food temperatures.
- Hot Potentially Hazardous foods must be held at 135 F or above.
- Cold Potentially Hazardous foods must be held at 45 F or below.
- Exposed food must be protected from customer and other contamination during preparation and storage by appropriate shielding and may not be stored on the ground.
- Single service (cups, plates, and other utensils) may not be stored on the ground and must be protected from contamination.
- Overhead covering is required for all food preparation and must effectively protect food, utensils and cooking equipment from rain, birds, and any other potential sources of overhead contamination.

DIRECTIONS TO THE CABARRUS COUNTY FAIR

**The Fairgrounds are located at the Cabarrus Arena & Events Center
4759 NC Hwy 49 North
Concord, NC 28025**

GPS Address: 4551 Old Airport Road, Concord, NC 28025

From the North: Travel I-85 S to Exit 60. Turn left onto Copperfield/Dale Earnhardt Blvd and travel to NC 3. At NC 3 turn left, follow NC 3 for 5.4 miles to Old Airport Rd. Turn left onto Old Airport Rd and travel 3 miles - enter the fair grounds.

From the South: Travel I-85 N to Exit 48 (I-485). Turn right onto I-485, travel to NC 49. Turn left onto NC 49. Continue E thru Harrisburg, cross under US 601 and follow NC 49 for 3.2 miles to Old Airport Rd. Turn left onto Old Airport Rd - enter the fair grounds.

From the East: Travel NC 24/27 to Flowes Store Rd/Hwy 601. Turn left onto Hwy 601 and travel approximately 1 mile. Turn right onto NC 49 N. Travel NC 49 for 3.2 miles and turn left onto Old Airport Rd into arena grounds.

Travel NC 73 W thru Mt Pleasant. Turn right onto NC 49 S and travel 2.9 miles. Turn right on Old Airport Rd - enter the fair grounds.

Travel NC 200/US 601 N to NC 49. Turn right onto NC 49. Travel 3.2 miles and turn left on Old Airport Rd into arena grounds.

From the West: Travel NC 73 to US 29/601. Turn right and travel 2.2 miles, US 29 will bear right - stay left and follow US 601 to NC 49. Turn left on NC 49 N. Travel 3.2 miles and turn left on Old Airport Rd - enter the fair grounds.

Travel NC 3 to US 29/601 and turn right. In Concord, US 29 will bear right to Charlotte - stay left and follow US 601 to NC 49. Turn left on NC 49 N and travel 3.2 miles to Old Airport Rd. Turn left on Old Airport Rd - enter the fair grounds.