



2024 RULES & REGULATIONS HANDBOOK

COMMERCIAL SPACE AND CONCESSIONS PROGRAM



2024

JOIN
US

Eats & Treats

ALWAYS A GOOD TIME • JULY 19 - AUG 18

2024 COMMERCIAL SPACE & CONCESSIONS PROGRAM HANDBOOK



This handbook is an attachment to and is part of your Rental Agreement with the OC Fair & Event Center (OCFEC). This handbook is designed to provide you with important information concerning OCFEC guidelines, policies, procedures, rules and regulations, and other directives for compliance with local, state and federal laws and regulations. You are expected to be aware of and in compliance with all requirements set forth in this handbook. In addition, the OCFEC encourages you to review all information outlined in this handbook with your employees and representatives, as you are responsible for their compliance with same specified requirements. Violations of policies contained in this handbook may lead to immediate dismissal of yourself and/or your personnel from the Fairgrounds as well as the OCFEC's decision to deny you participation at any future OC Fair. This handbook is subject to change at any time. We hope you, your employees and representatives find this information helpful. If you have any questions, please contact your Commercial & Concessions Department representative.

◆ 2024 OC FAIR ◆

HOURS & ADMISSION PRICES

FAIR HOURS

Mondays & Tuesdays – Closed

Wednesday, Thursday & Sunday – 11 AM to 11 PM

Friday & Saturday – 11 AM to Midnight

**BUILDINGS CLOSE AT 10 PM ON WEDNESDAY, THURSDAY & SUNDAY
AND AT 11 PM ON FRIDAY & SATURDAY**

*Exhibitors located in outside spaces must remain open until 11 PM,
but have the option of staying open until Fair closes at Midnight on Friday & Saturday*

CONCESSION STAND CLOSING TIME

*Concessionaires located in outside spaces must remain open until 11 PM,
but have the option of staying open until Fair closes at Midnight on Friday & Saturday*

NOTE: Regardless of weather, all exhibits and concessions are to remain open during the posted hours of the OC Fair

◆ **ADMISSION PRICES** ◆

General (13-59)	\$13.00 Weekdays	\$15.00 Weekends	Every Day Passport \$60.00 <i>(While Supplies Last)</i>
	Senior (60+)	\$9.00	
	Youth (6-12)	\$9.00	
	Children 5 & under	– FREE	

◆ **SPECIAL PROMOTIONS** ◆

\$5 Taste of Fair – Every Day from 11 AM to 4 PM

◆ **PARKING** ◆

General Parking & Motorcycle	\$12.00
Bus & Limo Parking	\$24.00 (No Charge for Drop Off)
Pacific Amphitheatre Reserved	Varies



ALWAYS A GOOD TIME
JULY 19 - AUG 18

Welcome to the 2024 OC Fair!

On behalf of the entire OC Fair & Event Center organization, I'm pleased to welcome each of you as valued members of the OC Fair team, and ask you to have some fun with us. After all, how can we not have fun? Summer in OC is *"Always a Good Time."* It's a place where traditions live, wonderful experiences are shared and what we do together that makes Fair-time in Orange County such a special celebration.

Our positive attitude and everlasting enthusiasm plays a huge part in making the Fair what it is. We host this big party every year, bringing joy to people's lives. We thoroughly enjoy having a good time and always love being with others who are having a good time...and guess what? If they're having a good time, so are we...and that's really our greatest reward for all the dedication and hard work we put into doing what we do.

So, let's have some fun every day, all day and all night. To help ensure these good times also become good memories, please remember that the OC Fair & Event Center team remains committed to doing all the right things to protect the health and safety of our employees, partners, guests, clients, tenants and neighbors. We appreciate you always being fully aligned with us in all these efforts.

As always, success achieved by each and every one of us at the OC Fair is a result of teaming up with good people who are committed to working well with each other, dedicated to meeting and exceeding high standards at all times, and devoted to always ensuring that the experience is the best it can be. With this in mind, please ensure that you and your entire staff continually exhibit uncompromised professionalism and deliver exemplary guest service by constantly focusing on each quality and performance area as follows:

Stand/Booth Design & Presentation
Product/Merchandise Display
Staff Appearance & Image
Guest Perception
Friendly & Attentive Service

Price/Value Relationship
High-Quality Consistency
Good Neighbor Conduct & Behavior
Mutual Respect & Support for All Others
Program Policy & Procedure Compliance

Enclosed in this Handbook is important information pertaining to the 2024 OC Fair. Please read it carefully and share it with your staff. If you have any questions, contact our Commercial & Concessions Department.

Again, welcome back to the OC Fair where it's *"Always a Good Time,"* and thanks so much for all your support!

Howard Sandler

Howard Sandler
Director of Events

OC Fair & Event Center • 88 Fair Dr. Costa Mesa 92626
(714) 708-1500 • ocfair.com

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**◆POLICIES GOVERNING COMMERCIAL, CONCESSIONAIRE, RADIO
STATION & SPONSORSHIP EXHIBITS AND STANDS◆**

This document comprises the policies & conditions of operations of the Fairgrounds, adopted by the Board of Directors of the 32nd District Agricultural Association/OC Fair, hereafter designated as the Fair, governing all commercial, food & beverage concessions, radio station and sponsorships, of any organization or person.

No contractor may use any portion of the Fairgrounds without first obtaining a **Rental Agreement** for occupancy. Contractor, and an authorized representative of Fair Management, prior to participation on the Fairgrounds, must sign Rental Agreements.

Contents of the COMMERCIAL SPACE & CONCESSIONS PROGRAM HANDBOOK are incorporated into, and hereby become a part of the Rental Agreement.

This Handbook must be kept in Renter's space at all times. It is the responsibility of the individual signing the Rental Agreement to be knowledgeable & familiarize any representatives and/or employees with the rules and regulations set forth in this booklet.

STANDARD CONTRACT TERMS AND CONDITIONS (F-31, RENTAL AGREEMENT revised 12/19)

- Refer to Exhibit C of the Rental Agreement for standard terms and conditions.

◆GENERAL COMPLIANCE◆

The Contractor agrees to comply with all applicable Governmental agencies, ordinances and statutes; and to assume full responsibility for payment of all sales, use, and possessory interest taxes, assessments, and/or fees occasioned by contractor's use of premises.

The contracting parties (Exhibitor, Concessionaire, Radio Station, or Sponsor) shall be subject to the examination and audit of the Auditor General for a period of three (3) years after final payment under Rental Agreement (Government Code Section 8546.7)(SCM Chapter 7, Section 7.50).

◆POLICIES NOW IN EFFECT◆

Contractor agrees to perform in fulfillment of the terms and conditions of the Rental Agreement (relating to rental of commercial exhibit or concession space) that are now in effect, or that may be adopted hereafter. The Fair reserves the right to make all decisions in regards to the use of the property, amend, add to and interpret the following Rules and Regulations and to determine finally all questions and differences with respect thereto, arising out of, connected with or incident to the Fair. Every effort will be made to notify the Contractor of any changes as they are made.

◆CONDITIONS OF SPACE◆

The Contractor accepts the Exhibit/Concession Space, as it exists. If the Contractor views an area unsafe, they should report the area to the Commercial/Concessions Department immediately.

DAMAGES: The Contractor agrees to return said premises and the area to which it has access in the same condition as the premises were before the use of the same was permitted. Ordinary wear and tear damage by the elements, acts of nature or casualties beyond the control of the Contractor exempted to this rule. The Contractor agrees to pay the costs of repair and replacement for any and all damages that may have occurred during the term of this agreement by the Contractor, and restoring the premises to a condition equal to that which existed at the time the Contractor took possession. Charges for any damages or cleanup will be based upon direct reimbursement of the OC Fair's cost for labor and material.

A

ADA (Americans with Disabilities Act)

You must comply with the Americans with Disabilities Act (“ADA”) of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

Admission

Photo badges will be issued to all Commercial and Concession owners, employees, contractors, suppliers and sponsors scheduled to work five (5) days or more. The number of badges issued will be determined by OC Fair Management.

Due to the significant amount of photo badges that will be processed, the OC Fair highly recommends that you submit your list early to make sure your staff, contractors and suppliers have the appropriate information. Badges must be worn and visible while on OC Fair property. **Additions may only be requested in person by Owners/Managers at the Badging Office.**

IMPORTANT: Any attempt to sell, exchange, barter or give away any credentials issued by the OC Fair to Fairgoers is strictly prohibited. Anyone found doing so will jeopardize their participation at future OC Fairs. Please see Badging Office for hours of operation. For information regarding parking passes, see the Parking section of this handbook.

Western Fairs Association

Western Fairs Association (WFA) cards are accepted at all gates as gate **admission only**. Parking is provided off site as determined by the OC Fair. To take advantage of this program, you must be a member of the WFA. Membership applications can be obtained by calling the WFA at (916) 927-3100 or visit their website at www.fairsnet.org.

Advertising & Publicity

Advertising, press releases, promoting products and conducting business may only be done from within the confines of rented space as designated in your Rental Agreement.

All marketing materials (advertising, press releases, handouts, prospectus, premiums or giveaways) must receive prior written approval from the OC Fair before publication and distribution. No advertising material shall state or imply that the exhibit or food stand is an activity operated by the OC Fair.

An OC Fair Branding Guide has been developed outlining approved usage of OC Fair artwork. Written consent must be obtained prior to using OC Fair logo(s) or any other trademarked artwork. For more information pertaining to Branding Guidelines, please visit our website at www.ocfair.com/logos.

Agreements

Application for rental space at the OC Fair is reviewed on an annual basis. Rental Agreements are offered at the sole discretion of OC Fair Management. All Rental Agreement payments are to be remitted by **“check only.”**

Alcohol

Only stands pre-approved and authorized by the OC Fair may sell alcohol. Renter must hold current ABC license and adhere to all OC Fair Alcohol Policies. Alcohol policies will be distributed to all Concessionaires selling alcohol. **At no time is alcohol to be consumed by on-duty personnel.**

All beer cups must be purchased from OVG Hospitality, and any ending inventory is to be sold back to OVG Hospitality at conclusion of the OC Fair. Commission payments for Alcohol/Beer Sales are subject to weekly review and comparison of inventory sales (chargeable cup usage x selling price) versus cash register receipts. Cumulative cash register sales (per “Z” readings) minus approved adjustments should match inventory sales. Correct opening and closing cup inventory counts as well as in-Fair additions to inventory are required to perform accurate comparative review.

Animals

For the health and safety of resident animals at the OC Fair & Event Center, pets are not allowed on grounds or at events unless the animal is a service animal as defined by the *Americans with Disabilities Act*. Only dogs and miniature horses are

recognized by the *Americans with Disabilities Act* as “service animals.” The needs of the service animal including food, water, waste, waste cleanup, medicine, etc. are the responsibility of the animal’s owner.

Service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal’s work or the individual’s disability prevents using the devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls at all times.

- Pets are not permitted in the Fair Zone at any time, with the exception of Service Animals.
- Pets in the RV area must be leashed, crated or penned at all times. Owners must clean up after their pets.

Audit and Sales Requirements & Procedures – Concessionaires

OC Fair Audit and Sales Requirements and Procedures are outlined below. Failure to comply with these requirements and procedures will be considered a violation of the Agreement. If the violation is so severe that it must be dealt with immediately, OC Fair Management will be called upon to review the problem and determine a solution up to and including immediate termination of the Concessionaire’s contract. Violations will be taken into consideration when reviewing future OC Fair applications.

Cash Registers must be utilized at all stands. All sales must be rung up on a cash register, including credit card sales. No stand shall operate from an open cash drawer or a separate cash box. Adding machines or calculators are not acceptable.

Cash Register Requirements (*Due to COVID-19, cashless/contactless transactions are highly encouraged*)

- Properly maintained.
- Satisfy all transaction and sales receipt requirements detailed in this section of the Handbook.
- Unobstructed at all times and visible from both front and back.
- Customer/rear display is visible to guests at all times. Register covers may be used; however, they must be clear and translucent (no color or tint).
- Functional credit card method of payment key, in addition to a cash method of payment key. Individual sales on detail tapes must be labeled by the register as cash or credit, and must be easily discernible by audit personnel.
- Battery backup with memory protection.
- Dual tape function; one for receipting customers, the second retained for record keeping.
- Non-resettable Grand Total function.
- Consecutive “Z” counter.
- “X” reading that does not alter “Z” totals.
- Consecutive transaction numbers.
- Non-resettable transaction numbers.
- Clock that prints current date and time on detail tape.
- Provides a receipt for all sales per Sales Receipt Requirements listed below.
- Readable type (display, sales journal and receipt printout).
- Lockable cash drawer.
- Registered with OC Fair & Event Center for the current year (tagged by OC Fair Audit Team). All other Fair tags must be removed.

Sales Receipt Requirements

- Provided to guest with every purchase, no exceptions.
 - Failure to provide a receipt will result in disciplinary action, including the possibility of a fine.
- Cannot be used as a claim check to receive purchased order.
- Receipt must include:
 - Transaction number.
 - Date/time of transaction.
 - “OC Fair.”
 - Company/Stand.
 - Return and/or refund policy.

Credit Card Transaction Requirements

- Although the OC Fair prefers no set minimum for credit card transactions, it shall not exceed \$7 if one is desired.
- Each stand must prominently display purchase specifications that are visible from all customer purchase points (i.e. - cash or credit - no minimum for credit; credit or debit only; cashless transactions only, etc).
- Signage must be of professional quality; no handwritten signs.
- No fee for accepting a credit card shall be charged to the guest.

- You must provide the Audit Team copies of credit card machine batch reports daily, for each credit card machine you have.
- Daily batch reports must have the details of each transaction, including the date and time of each sale as well as the dollar amount, and must also have a credit card total amount at the end of the report.

The Audit Team will check daily to make sure the batch report credit card sales total matches the credit card sales reported by your cash registers in “Z” reports. In the event these amounts do not match and your batch report exceeds register-reported credit card sales by \$50 or more, the discrepant amount will be added to your daily sales totals and the adjusted amount will be used as the basis for the percent commission calculation. The Audit Team reserves the option to complete a detailed audit to attempt to reconcile differences in lieu of adding the discrepant sales to the daily sales total if this occurs a second time. Additional discrepancies beyond a second time will result in a meeting with OC Fair Management and *could result in your inability to operate at the OC Fair.*

Sales Procedure Requirements for Every Sale

- Cash Sales (*Due to COVID-19, cashless/contactless transactions are highly encouraged*)
 - Ring sale on register.
 - Receive money from customer and place on register plate.
 - Return correct change to guest **along with Sales Receipt.**
 - Put money in register.
 - Immediately close drawer.
- Credit Sales
 - Ring sale on cash register.
 - Receive credit card from customer and swipe.
 - Have customer sign credit slip (if required).
 - Provide customer with copy of credit slip **along with Sales Receipt from the cash register.**
 - Put signed credit slip in register.
 - Immediately close drawer.
- Food & Merchandise Voucher Sales
 - Ring sale on cash register.
 - Receive Food Voucher from customer.
 - Write “Void” on the front of the Voucher.
 - Write the actual amount of the sale and the transaction number on the back of the Voucher (even if greater than Voucher value).
 - Do not give change if purchase is less than the value of the Voucher(s) submitted.
 - If purchase is greater than the Voucher value, follow Cash Sales Procedure or Credit Sales Procedure as appropriate.
 - Provide customer **Sales Receipt.**
 - Put the redeemed voucher(s) in cash register.
- Inventory Sales
 - Applicable to Beer and Merchandise Sales.
 - Same procedural requirements as above cash, credit and voucher sales.
 - Subject to review and comparison of inventory sales (chargeable cup usage and merchandise unit depletion x respective selling prices) versus cash register receipts. Accurate opening and closing inventory counts as well as in-Fair additions to inventory levels to be provided for comparative review. Cumulative cash register sales (per “Z” readings) minus approved adjustments should match inventory sales. Excessive shortages/shrinkage subject to inclusion in commission calculation.

Over Ring Procedure Requirements

- Circle or highlight the over ring on the cash register tape.
- Record on the Over Ring Form and fill out all required information.
- Attach the over ring receipt to the Over Ring Form.
- Submit the Over Ring Form and support to the Audit Department in the Daily Audit Bag.
- Note: Over rings will not be considered valid, and credit will not be given against the Concessionaire’s sales if the Over Ring Form is not completely and accurately filled out or the required support is not received by the Audit Team. **Excessive over rings will result in additional audit activity.**

Stand Reporting – Submission of Daily Audit Bag

Submission is due by 9:00 AM each day for the prior day’s sales (**Sunday’s audit bags are due on Wednesday by no later than 8:30 AM, or can be dropped off on Monday or Tuesday dark days from 9:00 AM to 5:00 PM if OC Fair reception staff**

is on duty). Reception staff dark day schedules will be provided at the Concessionaire Kickoff Meeting. Bag drop offs must be submitted in the Admin Building Front Lobby as follows:

- Completed Register Audit Worksheet ensuring it accurately and completely reflects all required information for every tagged register (including unused registers):
 - Include beginning and ending “Z” reports (note: beginning “Z” must equal ending “Z” from previous night).
 - If register was not used, reflect the same “Z” number and other required information every day until the register is used.
 - A signature on the Worksheet verifies agreement with the information provided. If there is uncertainty about the information reflected on the Worksheet, it should not be signed until the information is verified. Contact the Audit Team if there will be a delay in the submission of the Daily Audit Bag.
- Supporting register tapes that have been clearly labeled with the OC Fair Register Tag Number and the sales date.
- Voided Food Vouchers (if applicable), entirely and accurately completed.
- Over Ring Form (if applicable), entirely and accurately completed.
- Customer Refund Form (if applicable), entirely and accurately completed.
- Vendor Inquiry Form (if applicable), entirely and accurately completed.

Refunds

To maintain good relations with our visitors and to promote a high level of guest service, the OC Fair does not support or condone a “No Refund” policy. Concessionaire is encouraged to implement a reasonable return, refund and exchange policy. To receive credit for refunds given, the Customer Refund Form must be completed and submitted in the Daily Audit Bag.

Audit Procedures

- Monday, July 15 through Thursday, July 18 prior to 2024 Opening Day, Staff Auditors will be conducting physical inspections of all cash registers intended to be used during the OC Fair, including backups. Auditors will be noting the type of cash register, counter top placement and positioning, removal of all prior Fair tags, and adherence to the Cash Register Requirements detailed in this section of the Handbook. It is the responsibility of the Concessionaire to ensure all Audit and Sales Requirements are met to ensure uninterrupted operation at the OC Fair. *Failure to meet all requirements could result in your inability to operate at the OC Fair.*
- Throughout the OC Fair, auditors will be conducting field observations and spot audits, including the use of secret shoppers. If a field observation or spot audit identifies possible financial discrepancies, the Stand Manager will be notified with a written violation and a copy will be provided to OC Fair Management. Failure to take corrective action to address and resolve the issue in a timely manner will result in a meeting with OC Fair Management, a fine and/or other appropriate action up to and including an order to discontinue operations and vacate the premises with no refund.
- Areas of focus by the Audit Team will include, but are not limited to, ensuring Concessionaire adherence to the following requirements:
 - A price list has been submitted in advance of Opening Day. Prices must be net (without tax).
 - All prices are posted for public viewing. Prices must be net (without tax).
 - Items and prices reflected on the receipt match those displayed.
 - Tips and/or donations are not solicited (explicit or implicit - i.e., no tip/donation jars, signs, cash left on counter, etc). Trash jars are acceptable but must be labeled as such.
 - Stands have cash registers that meet the Cash Register Requirements.
 - Cash Register control keys are held by the manager/lead and NOT left in the cash register.
 - Every sale is rung up on an OC Fair tagged cash register.
 - Every sale follows the Sales Procedure Requirements.
 - Every transaction is completed.
 - All transactions are recorded and printed on a continuous tape roll.
 - Cash Register drawers are closed after each sale.
 - Cash Register drawers cannot be opened using a manual push button.
 - No cash is kept outside of the cash drawer.
 - A receipt is given to each customer.
 - Tapes are original on white paper (no carbon copies allowed).
 - Stand Reporting is accurate and complete and submitted by the deadline each day.
 - “X” readings are provided to Audit Staff upon request by Audit Staff at any time.

- Stands have sufficient supplies to maintain and support continuous documented sales transactions.
 - Batteries.
 - Register Tape - If a register runs out of tape or if the tape is illegible, a warning will be given for the first offense; a second offense will result in a \$50.00 fine; and a third offense will result in a \$200.00 fine and OC Fair Management will be notified for further disciplinary action.
- “Voids” are not permitted at any time.
- “No Sales” activity is limited and only performed by the Stand Manager. “No Sales” are required to be documented in the same manner as an over ring and included on the Over Ring Form as instructed on the form.
- The Audit Team reserves the right to modify reporting, standardized procedures and/or audit methods at any time to ensure accurate reporting of sales to the OC Fair.

Audit Office

The Audit Office operating hours are 10:00 AM to 6:00 PM daily Wednesday through Sunday. For immediate assistance after 6:00 PM, please contact the Commercial & Concessions Office. The Audit Office may be contacted via email at audit@ocfair.com or by phone (which will be provided separately).

Payment/Settlement Days

Payments will be based upon a percentage of the reported daily sales and include any outstanding sales (less tax) and fees. Concessionaire will be responsible for remitting payment per the following process. There will be two required progress payments during the course of the OC Fair. Payment must be submitted by noon the next day by check made payable to the OC Fair & Event Center (no cash) in the Daily Audit Bag. There will be one final settlement payment (if applicable) after close of the Fair. Payment submittal dates for associated sales reporting periods are as follows:

- Friday, August 9, 2024 (for sales and fees Opening Day through Sunday, August 4).
- **Monday, August 19, 2024 – End-of-Fair Payment Day** (for sales and fees Wednesday, August 7 through Sunday, August 18).
 - An opt-in final settlement process will be detailed during the Pre-Fair Kickoff Meeting which will facilitate easier and quicker settlement at the end of the OC Fair. **Accordingly, final settlement payment or refund to reconcile opt-in estimated sales commission calculations for closing weekend will be due or payable by Monday, August 26, 2024.**
 - It is recognized that some stands may not be able to settle their final sales until closing inventory counts have been reviewed and verified.

Integrated Point of Sale System Options

The OC Fair accepts the use of Computerized POS systems, provided that detail transaction reports are made available upon request or emailed. The Concessions Audit email is audit@ocfair.com. **Daily** – all concessionaires are required to submit Z tapes and Audit worksheet.

If you are considering purchase of a new system, please contact the Commercial & Concessions Office for review to determine if proposed equipment meets OC Fair audit requirements.

B

Badging Office & Guidelines

Badges are issued to approved (see Employee Guidelines section of this Handbook) employees who are scheduled to work a **minimum of five days**. Lost badge replacement will result in a **\$40 per incident fee**. Employees working fewer than five days will receive single day admission tickets. Day-of week Badging Schedule to be provided separately and/or as follows:

- Monday - Tuesday Closed
- Wednesday - Friday See Badging Schedule for dates/hours
- Saturday - Sunday See Badging Schedule for dates/hours (Badging Office will be closed the last Saturday & Sunday of the OC Fair)

Beverages (Non-Alcoholic)

All vendors selling soft drinks are required to purchase, sell and refill OC Fair refillable cups. The minimum purchase requirement for refillable cups while supplies last is two (2) cases. **All orders and payments for refillable cups will be made directly to OVG Hospitality. Remaining full case inventory of refillable cups may be sold back to OVG Hospitality at conclusion of the OC Fair.**

All 16 oz and 24 oz paper soft drinks cups must be purchased directly from Pepsi.

Please follow proper procedure for drink refills

- The customer holds the lid and straw, and hands the cup to the concessionaire.
- The concessionaire must never use the customer's cup to scoop ice. **Always use the ice scoop.**
- The concessionaire refills the cup and hands it back to the customer.

Carbonated beverage & bottled water sizes and pre-tax selling prices are:

16 oz Soft Drink.....	\$3.71	
24 oz Soft Drink.....	\$4.64	
32 oz Soft Drink.....	\$6.03	Refill\$3.71
20 oz Bottled Water.....	\$3.71	33.8 oz (1 Liter)\$5.80

Drinking Straws

To help combat the serious environmental impact of single use plastic waste that ends up sitting in landfills, floating out to sea or littering the land, the OC Fair requires concessionaires to offer biodegradable paper straws whenever possible. Plastic straws are only permitted with reusable souvenir cups or milk shake/smoothie type beverages, should not be made available in dispensers and must be distributed to patrons by counter personnel.

Booth Design and Presentation

We have established design and presentation parameters to create a professional, yet festive atmosphere for our Fairgoers. Your adherence to these guidelines is vital to maintain a continued high-quality environment at the OC Fair.

OC Fair Management reserves the right to determine the appropriateness of a display or exhibit.

- With the exception of outside tents, all booths must be arranged to allow a clear sightline from the front sides of each booth. With an eight-foot (8') depth, the clearance is four feet (4') on each side. With a ten-foot (10') depth, clearance would be five feet (5') on each side.
- Products, displays and signage must follow the contour of the pipe and drape heights. No display is allowed outside the specified booth space.
- Displays in any building may not exceed an eight foot (8') back height including signage with the exception of approved flags, ladders or extremely tall plant displays.

Booth Standards

You are not allowed to make any alterations or permanently affix any personal property to the premises. Utility connections are not considered permanent. Under no circumstances are you to paint, remodel or renovate your assigned area without the approval of the OC Fair.

- Renters are required to submit a detailed drawing or photo of their booth with their application.
- Pop-up tents, aluminum poles and undraped tables are not permitted. Bamboo is reviewed per case.
- Table covers must be uniform and extend to the floor. Storage of supplies or boxes must be out of view.
- Booths must be kept clean and organized at all times.
- Please do not block aisles.
- Be a good neighbor at all times. Please be cooperative. Everyone is working toward the same goal.
- Child care activities are not permitted in booths.
- All areas are to be vacated at the end of each setup day. Vehicles left on site are subject to tow at the owner's expense. The OC Fair assumes no responsibility for loss or damage of property.
- Please return any unused draperies, poles and/or stands to the check in table.

Booth Decorating Materials

All renters must provide their own booth materials, supplies (i.e. - chairs, tables, display cases, signs, lighting equipment, etc) that meet with applicable rules established by the OC Fair, County and State Agencies.

Construction of Booth (Commercial/Platinum Program Merchants and Sponsors)

Merchants may begin construction and installation on Saturday, July 13, 2024 through dates and times as follows:

Saturday through Sunday, July 13-14

INSIDE - 8:00 AM to 6:00 PM

OUTSIDE - 8:00 AM to 10:00 PM

Monday through Wednesday, July 15-17

INSIDE - 8:00 AM to 9:00 PM

OUTSIDE - 8:00 AM to 10:00 PM

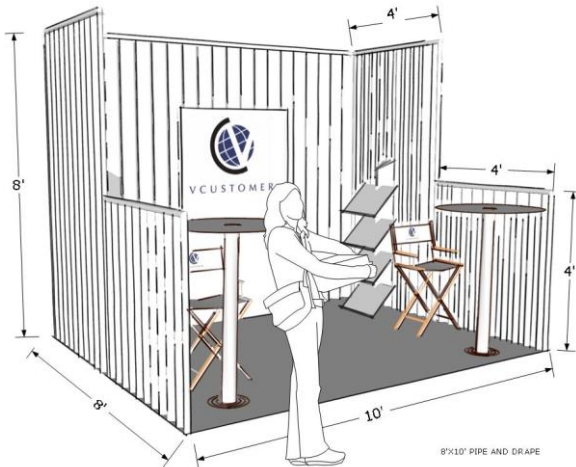
Booth signage MUST have company name and/or a dba as it appears on the Rental Agreement as the predominant signage. Example: If the Rental Agreement reads “John Doe’s Jewelry,” the signage must not reflect “Gold Jewelry.”

Booth Specifications

Santa Ana Pavilion: The Exhibitor provides booth design materials. Overall height in this area including signage is not to exceed twelve feet (12’).

Costa Mesa Building & Huntington Beach Building: Exhibits must be laid out with pipe and drape as diagrammed below. Booths include an eight foot (8’) full back wall. Sides are restricted to a maximum height as indicated in each drawing.

Costa Mesa Building



Huntington Beach Building



No part of the exhibit shall extend beyond the step-down design, or block the view to adjacent displays. Equipment furnishings such as lighting, electrical cords, carpet, tables and chairs in the booth are the responsibility of the Exhibitor.

The overall build of any exhibit, including signage, may not exceed the eight-foot (8’) height with the exception being Exhibitors (Merchants) who are approved to sell products such as flagpoles and ladders.

Locator Cards

Locator cards are included in your check-in packets.

Inside Spaces - Locator cards should typically be placed in the upper right-hand corner on the back wall of your display. If blocked by your display, relocate the card so it remains in clear view of the public and OC Fair Management.

Outside Spaces - Place card in public view in upper right-hand corner on the back wall of your display. Food & Beverage Locator Cards should be on the right side of front window.

Screens/Panels (Food & Beverage)

Food booths/concessions stands must have screening to hide service and storage areas from public view. You must provide your own screens that are designed, with similar artwork and colors, to look like the booth, food stand or trailer. Panels must be large enough to completely surround the entire back service and storage area of the booth, stand or trailer. All trailers must have proper skirting around the perimeter to hide the under carriage, wheels, chassis and trailer hitch. All equipment used to support your operation (e.g., ice merchants, soda coolers, oil barrels, dumpsters, etc) must be stored within the paneled area.

Signage

- All signage must be approved by the OC Fair.
- Inflatable signage/displays and feather banners are **not** allowed without prior review and approval by the OC Fair.

- **Handwritten signage is not allowed.**
- Booths cluttered with signage promoting sales, discounts or specials do not depict a professional appearance. OC Fair Management reserves the right to determine overall booth appearance and presentation.
- Product pricing must be displayed on signage, individually marked labels or handouts. No per inquiry quote is permitted. Larger items such as vacations, home improvement, etc must post a “starting at” price.
- The OC Fair reserves the right to move, remove or relocate any signage as deemed necessary.

Sound Devices

The use of amplification equipment must be in compliance with OCFEC guidelines. Only devices such as televisions, microphones and public address systems that are required to promote your business will be considered, and use is subject to approval of the OC Fair. Volumes will be monitored and controlled so they do not interfere with the public or your neighboring exhibitors and concessionaires. If interference exists or persists, the OC Fair reserves the right to revoke your privilege of using all sound devices at any time.

Guidelines to use amplification: All speakers must be in the rear of the booth or concession stand pointing down towards the ground, and volume must remain at the level designated by the OC Fair. **Bull horns are not allowed.**

Other sound devices such as radios and other music producing equipment used for entertainment and drawing attention to your booth are not allowed.

Staff Coverage

If you work alone and need a short break, kindly advise a neighbor that you will return shortly.

Structures

All structural designs must be pre-approved by the Commercial and Concessions Department.

Tents (Outside)

To maintain a uniform and professional look for outside displays requiring tents, the OC Fair contracts with a tent company. “Pop-up” or “E-Z up” tents will not be allowed. **No tents, canopies, awnings or umbrellas are allowed in any buildings and tent structures are not allowed for food service.**

Theme

In order to enhance the Fairgoer’s experience, a theme is chosen each year. Renters are encouraged to incorporate the theme into their booth’s décor. This year’s theme is “Always a Good Time.”

Box Office

The Box Office is located at the Pacific Amphitheatre.

Box Office Hours (July 19, 2024 through August 18, 2024)

- Wednesday through Sunday, 10:00 AM to 9:00 PM. Closed on Mondays and Tuesdays.

Business Center (Costa Mesa Building Show Office)

Located on the northeast side of the building off Family Fair Way, just inside the entrance doors.

- Sending/receiving faxes and limited copier usage.

C

CA Assembly Bill 1499 (AB 1499)

California Assembly Bill 1499 (AB 1499), effective July 1, 2018, requires all commercial exhibitors, vendors, merchants and concessionaires who make sales of tangible personal property at a California state-designated fairground (including the OC Fair & Event Center) to separately report the sales amount on their Sales and Use Tax Return. This includes sales that an event promoter makes or any vendors of that promoter participating in an event at the OC Fair & Event Center. If you or your vendors have any questions, you may contact the California Department of Tax and Fee Administration’s customer service line at (800) 400-7115 Monday-Friday (except holidays) from 8:00 AM to 5:00 PM (Pacific Time) or visit their web site at <http://www.cdtfa.ca.gov/industry/state-fairgrounds.htm>.

CA Department of Tax & Fee Administration (Formerly Board of Equalization)

All Merchants and Concessionaires must apply for a California State Seller's Permit number directly to the California Department of Tax and Fee Administration/CDTFA (formerly State Board of Equalization/BOE). For information and seller's permit applications, call the CDTFA at (949) 224-3212 or visit their website at www.cdtfa.ca.gov. Do not return applications to the OC Fair. Unless a valid Seller's Permit is on file with the OC Fair, you will not be allowed to set up.

Cannabis

The 32nd District Agricultural Association (OC Fair & Event Center) does not book cannabis-related events at the OC Fair & Event Center for several reasons, including without limitation, the OC Fair & Event Center's close proximity to schools, parks, day care centers and other areas where minors gather. This policy also extends to existing events which are prohibited from including cannabis products or activities, cannabis-related products or activities or drug paraphernalia during events held at the OC Fair & Event Center. The OC Fair & Event Center does not permit any sponsor, vendor or exhibitor to include in any marketing, advertising or information for an event held at the OC Fair & Event Center, any promotion, information or advertisement from cannabis dispensaries or third-parties that sell or promote cannabis-related products or drug paraphernalia. Event sponsors, vendors and/or exhibitors may not distribute, sell or promote cannabis products, cannabis-related products or drug paraphernalia during any event at the OC Fair & Event Center. Notwithstanding the foregoing and consistent with California law, the OC Fair & Event Center permits the sale, promotion, sponsorship and display of independently tested/regulated CBD products that contain no more than 0.3 percent (0.3%) THC, as well as products containing seeds derived from industrial hemp, industrial hemp seed oil, or hemp seed oil derived from industrial hemp.

Carts - Golf Carts and Scooters

All motorized carts and scooters must have an OC Fair Operating Permit purchased through the Commercial & Concessions Department. Operators must adhere to ground access guidelines on the Load In Pass or as directed by Safety & Security during special events.

A permit number will be affixed to the front of your cart where it is easily visible. All non-current permits from past years and other Fairs must be removed. Unpermitted carts will not be allowed access to the OC Fair & Event Center.

Motorized carts and scooters are not allowed on the Fairgrounds at any time during public hours. As with any motorized vehicle, safety practices are no different than those observed on the highway.

To ensure a safe environment, electric & gas golf cart and scooter guidelines always apply as follows:

- Only licensed drivers listed on the cart application are permitted to drive a cart.
- Drivers must sign and have on file an OC Fair cart rules acknowledgement before being permitted to drive a cart.
- Carts are to be driven safely and at a reasonable speed at all times.
- Open alcoholic beverage containers are not allowed on any cart.
- Drivers must not be under the influence of drugs or alcohol.
- Pedestrians always have the right-of-way over carts. Drivers are to be courteous and patient.
- Carts are never to be driven inside any building or structure.
- All cart users must abide by all instructions from OC Fair Management regarding cart usage on the grounds.
- All passengers must be seated with hands and feet in the cart (occupancy is not to exceed seating space).

Failure to abide by any of the above rules will result in revocation of your cart permit for the remainder of the OC Fair.

Cleanliness

While the OC Fair furnishes janitorial services for aisles in the buildings and common areas used by the public, it is up to you to always keep your booth or concession stand clean and clear of debris. Please use trash bins.

In an effort to comply with environmental concerns, the OC Fair maintains a policy of mandatory recycling. **Please break down boxes and stack them neatly next to trash bins for recycling.** Each day is a first impression. All trash, boxes, materials, coverings and non-display items must be removed, and all cleaning must be completed at least one-half hour before opening each day. If you find an area that needs our attention, please contact a staff member at the Courtesy Booth.

Grey water cannot be dumped in storm drains, flower planters or restrooms. Please follow proper procedure, only dump grey water into sewer drains.

Concessions Meeting

Monday, July 15, 2024 @ 1:00 PM in the Action Sports Arena.

This is a mandatory meeting for food & beverage concession operators to meet with supporting agencies including the Orange County Health Department. Each food & beverage operator must be represented by ownership.

Courtesy Desk

Located in the Costa Mesa Building Show Office off Family Fair Way, the Courtesy Desk is one of the daily check-in points. Hours of operation will be ½ hour prior to OC Fair opening until buildings close each night.

- Courtesy Booth conveniences include: ♦ Team member to assist with questions ♦

COVID-19

Refer to Exhibit V of the Rental Agreement for COVID-19 Infection Mitigation Protocol & Procedure Guidelines. Any and all additional guidance provided by the California Department of Public Health (CDPH), OC Health Care Agency, State Fire Marshal, OC Fair & Event Center and any other applicable entities/agencies must be adhered to as well.

Credentials & Promotional Tickets

Due to COVID-19 related attendance capacity limitations, discounted admission tickets will not be available for merchants and concessionaires to purchase in 2024.

Customer Returns

Do not use admission tickets for customer returns.

To return a purchase, instruct your customer to enter from Fair Drive, and go to the Will Call Booth at Blue Gate. Hours are 11:00 AM to 10:00 PM Wednesday through Sunday. A deposit equivalent to general admission price is required to enter the grounds for one hour.

- If the customer does not return within the allotted hour, the deposit becomes *non-refundable*. It is then used to purchase an admission ticket and scanned as paid admission.

D

Daily Shopping Building Openings

Costa Mesa Building, Huntington Beach Building and Santa Ana Pavilion are open for deliveries **two (2) hours** prior to OC Fair opening. To assure security of the buildings, access is limited. For Costa Mesa Building & Santa Ana Pavilion, enter on the west side; Huntington Beach Building enters on the east side.

- Wednesday - Thursday 9:00 AM
- Friday - Sunday 9:00 AM

Security will ***NOT*** open these areas until requested by an authorized Commercial & Concessions Representative. The public is ***NOT*** allowed into the building until the official OC Fair opening time. Only use the designated staffed doors.

NOTE: Special Events will supersede grounds access for booth adjustments or product restocking. Refer to the Load In Pass for more information. Special Events do not change business hours for buildings. Outside businesses may have the opportunity to open earlier to accommodate visitors.

Daily Check In

The employee responsible for working your booth is **required to CHECK IN** each morning **within the hour prior** to Fair opening. **Do not check in for neighbors or friends.** Check-in hours are as follows. Late arrivals must check in at the Business Center (Costa Mesa Building Show Office).

- Wednesday through Sunday, 9:00 AM to 11:00 AM

The three (3) CHECK IN LOCATIONS:

- **Front** (East) Entrance of Huntington Beach Building
- **Rear** (Northwest) Entrance of Costa Mesa Building
- **Business Center** in Costa Mesa Building opens ½ hour prior to Fair opening

Failure to check in with the on-duty Commercial & Concessions Representative, or late check-in will result in a written violation, fine and may also jeopardize consideration for participation at future fairs. Booths must be staffed and operational at Opening each day. Refer to the **Load In Pass** for guidelines, dates, times and special events which affect grounds access.

Damages

You agree to promptly reimburse and pay the OC Fair for any damages to OC Fair property or equipment that you, your employees or your agents may cause.

Dead Storage

If you have any vehicles, trailers or hitches not needed during the OC Fair, they must be stored in Dead Storage. If this equipment is found parked at any other location on the Fairgrounds, it will be towed at the owner's expense. **A Dead Storage permit is required to be placed where it is clearly visible to staff while parked in the designated storage area.** The OC Fair assumes no liability for stored equipment. To obtain a permit, contact the Commercial & Concessions Office.

Deliveries and Product Restocking

Indoor Space is accessible for restocking **two hours** prior to OC Fair opening for a ninety (90) minute period. The Costa Mesa Building and Santa Ana Pavilion are both accessed via the west side of the Costa Mesa Building. Access to the Huntington Beach Building is located on the east side of the Huntington Beach Building. The Load In Pass is your permit to access the OC Fair. If unscheduled special events develop, the Parking Department will direct you to areas of access. We will do our best to accommodate changes.

Outdoor Space – May be accessed two hours prior to opening, or as listed per the Load In Pass to accommodate Special Events.

Deliveries must be made through Gate 5. All motorized carts must have a permit. Violations may result in the loss of privilege to use the cart. Carts are subject to the same policies as vehicles.

Golf carts and all other vehicles are not allowed in the Fair event area at any time during public hours. During OC Fair hours, you must use handcarts to transport items from parking areas or storage lots to your location.

Food & Beverage Owners/Managers – Please advise your suppliers that they must register with the Commercial & Concessions Department for approval to access the grounds. Ask them to call (714) 708-1573 or email vendors@ocfair.com.

Drawings, Prize Offerings and Lead Gathering

Drawing and Lead Gathering Information Forms may not ask for personal information other than name, address, email and phone number.

Pre-registration and approval are required to hold a drawing. Unapproved drawings will result in a \$50.00 fine and potential suspension of booth operation pending management review.

Free drawings must be held at your booth in front of a public audience during OC Fair hours. Winner's name, address and phone number must be submitted to the Commercial & Concessions Office by 11:00 PM on closing night of the OC Fair or by 10:00 PM on the day of each drawing if multiple drawings are conducted.

Signage must indicate type of program that patrons are registering for, and state “winners need not be present to win (i.e. - timeshare, membership, real estate development, product, services, etc).”

Self-generated leads, giveaways/prizes offered are to be conducted within leased space only. Outside companies, games of chance, gambling or other activities involving money as a prize or a premium for giveaways to patrons are strictly prohibited.

Raffles are not permitted under any circumstances.

Holding drawings outside of OC Fair dates and operating hours invalidates the drawing, and may affect your ability to conduct drawings and/or participate at any future OC Fair.

E

Electrical

All electrical installations must conform to the National Electrical Code (NEC). Your electrical service will be determined from the information provided on your application.

Electrical Guidelines

- All cords, 110v/20amps and less must have Household Edison plugs and be #14/2 gauge or heavier wire.
- All extension cords and electrical appliances must be grounded three-pronged or double insulated types. No two-pronged ungrounded extension cords or electrical appliances will be permitted on the premises unless it is clearly marked on the exterior of the product by the manufacturer that the product is double insulated.
- Electrical appliances such as fans, computers, coffee makers, microwave ovens and televisions that are for the convenience of the Exhibitor/Concessionaire and not a part of the exhibit itself may overload the electrical system servicing each booth or stand exhibit. Power failure in specific areas may occur as a result of the overload. If the need arises, you may be required to remove any and/or all of these items from the premises.
- **Use of butane in any building is prohibited.**
- All hard wire connections to OC Fair electrical distribution lines must be made by OC Fair electricians.
- Extension cords and electrical motors are not provided by the OC Fair.
- Zip cords are not permitted.
- All wire gauge must match amperage per National Electric Code (NEC).

The OC Fair will not be responsible to an Exhibitor/Concessionaire for any loss arising out of Exhibitor's/Concessionaire's use of premises nor for loss or damages resulting from power interruptions and utility failures.

- **If you have a mobile food stand, you are required to provide one hundred feet (100') of correctly sized cord.**
- **If you have a stock truck, you are required to provide one hundred feet (100') of correctly sized cord.**

Should you arrive at the area with the wrong length or size cords, there may be a delay in receiving electrical service. **You are required to bring your own cords.**

The OC Fair standard 50amp/208volt single phase connection utilizes ANSI C73-111/NEMA SS2-50 Twist Lock Cord Cap. **You must identify/tag all of your power cords for each stand.**

Employee Guidelines

The OC Fair is an Equal Opportunity Employer expecting all participants to follow the same guidelines. We strive to maintain a high quality, professional atmosphere. All employees must be appropriately dressed and conduct themselves in a professional and courteous manner at all times. Each Merchant/Concessionaire owner and manager is ultimately responsible for any claims, liabilities and actions relating to the conduct and representation of their personnel.

Megan's Law

Every owner, manager, volunteer and employee eighteen (18) years of age or older having access to or employment at the OC Fair & Event Center must be cleared through a Megan's Law website. The Megan's Law Form is included with every contract that has been emailed. It is your responsibility to complete, sign and submit this form to the OC Fair Commercial & Concessions Department. Your signature verifies that you have checked all names through one of the sites provided on the Megan's Law Form.

Work Permit Law

If you employ youth under the age of eighteen (18), you are required by law to see that each holds a valid work permit. You are also required to adhere strictly to all applicable child labor laws.

Evaluations

The OC Fair strives to produce a quality, attractive and family-oriented event for our Fairgoers.

The evaluation process was designed to meet and maintain quality standards, not to guarantee exhibitors and concessionaires an invitation to return to future OC Fairs. **Applications are reviewed and Rental Agreements issued at the sole discretion of OC Fair Management on an annual basis.**

To maintain standards developed and evaluated in previous years, all booths and concession stands will be photographed. These images will become a part of staff evaluation. The OC Fair also reserves the right to utilize outside evaluators.

Evaluations are based on the general appearance of the booth, management practices, personnel performance and compliance with rules and regulations outlined in this Handbook. It is your responsibility to familiarize your employees with the Handbook. Evaluation criteria are as follows:

Commercial Exhibitor evaluations will be based upon, but not limited to:

- Observation of scheduled hours of operation.
- Complete and accurate paperwork as well as payments submitted in a timely manner.
- Company name & dba prominently displayed as listed on the Rental Agreement (R/A).
- Locator card prominently displayed.
- **Professional signage (handwritten signage is not allowed).**
- Items sold that are listed on Rental Agreement. Only approved items are listed on the R/A.
- Booth maintained neat & clean at all times.
- Business and merchandise confined within the designated rental area.
- Product pricing clearly marked and/or handout available.
- Lead generating exhibitors must post a "starting at" price (clearly marked and/or on handout).
- Refund/Exchange policy prominently visible in booth.
- Overall booth appearance.
- Booth/Area set up within assigned space.
- Staff appropriately attired & neatly groomed.
- Booth personnel always wearing a name tag or OC Fair issued photo ID Badge (and always able to produce OC Fair issued photo ID or credential ticket if not visibly displayed).
- Staff not smoking, consuming alcoholic beverages **or** wearing alcohol wristband.
- Properly staffed to booth size.
- Customer service and consideration provided to neighboring booths.

Concessionaire evaluations will be based upon, but not limited to:

- Observation of scheduled hours of operation.
- Complete and accurate paperwork as well as payments submitted in a timely manner.
- Company name and dba prominently displayed as listed on the Rental Agreement (RA).
- **Professional signage (handwritten signage is not allowed).**
- Menu and menu prices clearly visible. Pricing must state "plus sales tax."
- Attractive and clean stand appearance maintained at all times.
- Cleanliness of condiment stations, preparation/storage facilities and guest seating areas.
- Food properly stored and/or refrigerated at all times.
- Sewage/waste water properly disposed.
- Proper fly control and pest prevention measures.
- Business conducted within assigned space with noise at reasonable level.
- Cooperating with neighboring stands at all times.
- Stand appearance that always meets OC Fair Management standards.
- Achievement of revenue expectations.
- No part of register blocked from view.
- Ringing of each sale and closing of cash drawer after each transaction.
- Personnel always in uniform (shirt and/or apron, and hat/hair restraint) with concession name showing.
- Stand personnel always wearing a name tag (and able to produce OC Fair issued photo ID Badge or credential ticket).
- Courteous, responsive, professional, neat and well-groomed personnel at all times.
- Adherence to "no smoking," eating, chewing gum and/or drinking of alcohol in booth at all times.

F

Fire Marshal Regulations

The State Fire Marshal (SFM) has jurisdiction at the OC Fair. The following guidelines are provided for your convenience. For a complete listing of applicable SFM regulations, visit the website at www.osfm.fire.ca.gov.

- SFM may enter any portion of any exhibit space or booth on the grounds of the OC Fair at any time for the purpose of inspecting the premises for fire and life safety.
- No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or visibility of any exit sign.
- No display shall block access to firefighting equipment such as fire extinguisher stations, fire alarm pull station, fire hose cabinets or fire hydrants.
- No display, exhibit, booth or temporary construction shall be built of highly combustible material.
- Any paper or fabric used in displays or exhibits must be fire resistant or treated with an approved fire-retardant solution prior to use. All draped, hanging curtains and other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard must be made from nonflammable materials or treated and maintained in a flame-retardant condition by means of a flame-retardant solution process approved by the SFM. Documentation must be maintained of the flame-retardant product(s) used.
- Electrical equipment and installation will be inspected and approved by a qualified person acceptable to SFM.
- The use and handling of any flammable or combustible liquid will be subject to approval by SFM. Location of such material will be noted.
- Location and use of portable containers of Liquefied Petroleum Gas (LPG) or other compressed gas cylinders inside buildings or tents is subject to approval by SFM.
- Cooking performed by a Commercial Exhibitor may be allowed only in approved locations with approved equipment. Prior approval by SFM is required.
- No open flames are allowed.
- Bark dust or like material must be kept moist at all times.
- All concession stands must have an approved fire extinguisher with a minimum rating of 10-BC. All portable fire extinguishers must be serviced annually by a licensed California Fire Extinguisher company.
- A California licensed company must service all Automatic Fire Extinguishing Systems (Hood System) every six (6) months. The company performing the service must be licensed by the California State Fire Marshal's Office and possess an Automatic Systems License or possess a C-16 license issued by the California State Contractors Licensing Board.

The following fire and life safety requirements shall be applicable for all tents, awnings and fabric-covered enclosures. Locations and use of items is subject to approval by both the OC Fair and SFM.

- All tents, awnings and other fabric-covered enclosures must be made from a nonflammable material or treated and maintained in an approved flame-retardant condition. Documentation must be maintained with the tent or awning.
- All tents occupied by eleven (11) or more people must bear the seal of the SFM.
- No smoking is allowed in the tent. NO SMOKING signs must be visibly posted.
- No vehicles are to park on a street closer than twenty feet (20') from the tent or within one hundred feet (100') of a tent unless it is necessary for the operation of the tent.
- No open flame device will be permitted in any tent or tent structure.

Access & Egress – Exits, aisles, ramps, corridors and passageways shall not be blocked or have their required width obstructed in any manner by vehicles, turnstiles, exhibits or concessions, chairs, equipment or anything else whatsoever, including people.

Food Safety Certification

Food Safety Certified means you or at least one of your employees at each concession location has basic knowledge as to the causes of food borne illness and its prevention, has passed an approved examination and possesses a valid certificate in food safety. The OC Fair & Event Center strongly encourages all concession partners to be actively participating in ongoing food safety training and to always have current certification. Food safety is treated as one of the highest of priorities by OC Fair management.

By California Law, at least one owner/manager of every restaurant facility (that handles unpackaged potentially hazardous food) must be **Food Safety Certified** by an approved program. If the trained staff member should leave, the owner/operator has up to sixty (60) days to certify another staff member. If the facility sells only prepackaged food or beverages such as dried fruit, nuts, jerky and bottled or canned beverages, certification is not required. The OC Fair is committed to adhering to this same standard. **An original Food Safety Certificate should be maintained at each facility for verification during an inspection.** For additional information, visit <https://www.premierfoodsafety.com/food-handlers-card/california>.

A copy of the Food Safety Certificate should also be on file with the Commercial & Concessions Office. Certificates must be renewed prior to expiration, and a new copy submitted to the Commercial & Concessions Office.

Certified Food Safety educational resources as follows:

- American Food Safety Institute (800) 723-3873 www.americanfoodsafety.com
- California Restaurant Association (800) 765-4842 <https://www.caarest.org>
- National Restaurant Association (800) 424-5156 <https://restaurant.org/home>

California Food Handler Card

The California Food Handler Card law became effective in 2011. Accordingly, the OC Fair & Event Center strongly encourages every food concession (Temporary Food Facility) owner/operator to ensure that all employees involved in the preparation, storage or service of food have a valid Food Safety Certificate from an approved program. Food Handler Cards are valid for three (3) years. Cards issued by San Bernardino, Riverside or San Diego Counties (unless there is an ANSI accredited stamp) cannot be accepted anywhere but within the issuing county. For additional information, visit <https://www.statefoodsafety.com/california-food-handlers-card>.

Food Sampling

If you are selling or handing out samples of prepackaged food products, you must follow all guidelines outlined in this book and set by any governing agency. All F&B related displays are subject to OC Health Care Agency guidelines.

Due to COVID-19 protocols, sampling is generally restricted to prepackaged products. All samples are subject to OC Fair and Orange County Health Department review and approval on a per case basis. Beverage samples are limited to a two (2) ounce package. Alcohol sampling is not allowed.

Future Delivery of Merchandise

If you intend to accept payment from patrons for goods or services to be delivered at a future date, you must post the following notice in a prominent location: **“The OC Fair does not guarantee future delivery of any item or return of any deposits.”**

If your company has a statement evidencing adequate protection for the customer, email a copy with verbiage to vendors@ocfair.com.

G

Government Regulations

Your exhibit or concession must be conducted in a manner that strictly conforms with all applicable:

- Laws of federal, state and local authorities.
- Public safety and fire regulations.
- Rules and regulations of state and local health authorities, including but not limited to copyrights, patents, trade names and trademarks.

You are required to pay all requisite deposits, fees and taxes, including possessory interest tax, which may be levied by the County of Orange. You must also obtain all licenses applicable to the operation of your exhibit, and are responsible for any city, county and state permits and licenses required by law.

Gratuities & Gifts

“Tip” jars or towels are not allowed on food stand and bar countertops, nor is any signage that encourages tips. Though tips may be gratefully accepted, the solicitation of “tips” either visually or vocally is strictly prohibited. Tips that are accepted must be quietly placed in a receptacle under the counter/out of sight.

If any OC Fair employees or officers ask you for gifts or free services such as food, merchandise, rides or money, notify the Commercial & Concessions Office immediately. Contractors are not expected to offer nor are they obligated to extend free or discounted food or merchandise to employees and Directors of the 32nd District Agricultural Association (OC Fair).

Grease

Full barrels are **exchanged, not pumped**. Gates or access entrances **must be accessible for easy removal by the grease vendor**. Cooking oil must be placed in the proper grease barrels, not in cardboard boxes near dumpsters, nor poured into trash barrels or drains.

The grease barrel program for the OC Fair will be as follows:

- There will be a “Grease Barrel” sign-up sheet located in the Maintenance Operations Office. It is important that Concessionaires sign up in order to receive service.
- Facilities staff will distribute empty barrels as requested pursuant to “Grease Barrel” sign-up.
- Facility Operations will provide the grease removal company with a map showing stand locations where the empty grease barrels were placed at delivery. Do not personally pick up empty barrels unless instructed by the Facility Operations Staff.
- Grease may only be disposed of into the grease barrels.
- The grease removal company will pick up full grease barrels on the following dates:
 - Mondays, July 22nd and 29th and August 5th, 12th and 19th.
- All grease barrels that are placed in the Main Mall back of house areas will be pumped; DO NOT relocate or move barrels without the assistance of Fair staff. For assistance, please contact the Maintenance Operations office.
- Maintenance staff will not pick up any grease containers placed with trash for pick up.
- **Violators will be fined and charged for cleanup.**

Grease Interceptors

In a collaborative and environmentally conscious effort, between Concessionaires and Fair staff, to mitigate introduction of waste material into the OC Fair & Event Center plumbing system, **Concessionaires are responsible for installing and maintaining fixed or portable grease traps at all grease and foreign substance generating food & beverage locations.**

H

Handbook

By this reference, the handbook is incorporated into and becomes a part of the signed Rental Agreement indicating that the Renter agrees to abide by the Rules and Regulations of this handbook. It is also agreed and assured that all employees have been made aware of its contents.

Health Department

If you are selling or handing out samples of prepackaged food products, you must follow all guidelines outlined in this book as well as those set forth by governing agencies.

Exhibitors such as food, cookware and health demonstration vendors, etc, and food concessionaires are required to have an Orange County Health Department Permit.

Health Permits – Obtained directly through the Orange County Health Department **prior to the Fair** by contacting the **Special Events Program at (714) 433-6080**. Food Vendor information and permit applications can be downloaded at www.ocfoodinfo.com/TFF. All food vendors must obtain a Temporary Food Facility (TFF) permit at the OC Fair unless said vehicle has an annual OC Mobile Food Facility (MFF) permit. There is a fee for the permit. **Refer to www.ocfoodinf.com/TFF for updated Temporary Food Facilities (TFF) documents.**

For any booths, trailers and trucks new to Orange County, or existing trailers and trucks with a remodel (change in menu, equipment or operation), contact the Special Events Program at least two months in advance of the OC Fair to guide you through the permit processing requirement prior to the Fair.

Orange County Health Department Contacts:

Special Events Program

Phone: (714) 433-6080

Email: ehSpecialEvents@ochca.com

Website: www.ocfoodinfo.com/TFF

OC Health Department Address:

1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705

Health Guidelines

Your booth or stand must be staffed at all times and there must be a person of authority, such as an owner or manager on the premises while the OC Fair is open to the public. The following guidelines must be followed at all times and will be part of your health inspection.

- **Refer to Exhibit V of the Rental Agreement for COVID-19 Infection Mitigation Protocol & Procedure Guidelines. Any and all additional guidance provided by the OC Health Care Agency, California Department of Public Health (CDPH), CA Fire Marshal, OC Fair & Event Center and any other applicable entities/agencies must be adhered to as well.**
- Food shall be cooked to the following internal temperatures:
 - 145°F for eggs, fish, single pieces of meat including beef, pork, veal and lamb.
 - 155°F for fifteen (15) seconds for ground meat (except ground poultry)/any food containing ground meat.
 - 165°F for poultry, stuffed meat products and ground poultry.
 - Perishable foods must be maintained at or below 41°F or at or above 135°F.
- Steam tables may not be used for cooking, reheating or defrosting.
- Defrosting should only be performed in the refrigerator, microwave, under cold running water or during the cooking process. Below Cal Code refers to thawing of potentially hazardous foods. Section (c) provides the details on microwave thawing.

114020. Frozen potentially hazardous food shall only be thawed in one of the following ways: (a) Under refrigeration that maintains the food temperature at 41°F or below. (b) Completely submerged under potable running water for a period not to exceed two hours at a water temperature of 70°F or below, and with sufficient water velocity to agitate and flush off loose particles into the sink drain. (c) In a microwave oven if immediately followed by immediate preparation. (d) As part of a cooking process.
- All food servers are to observe approved personal hygiene practices.
- Hands must be washed prior to each shift, after visiting the restroom, and after committing any acts that contaminate the hands.
- Servers must be free of communicable diseases that can be transferred through food.
- Employees must restrain long hair by pulling it back and securing it firmly.
- For BBQ, only foods which are being cooked may be placed outside. All food holding, preparation and serving must be conducted inside the vehicle or booth.
- Food operations situated/performed outside of a trailer or booth may require additional permits. Contact the Health Department for review and approval.
- Remote storage may need additional permits.
- Condiment tables must be cleaned and sanitized regularly.
- Condiments should be served in squeeze containers or individual prepackaged packets or containers.
- Handwash sinks must be able to deliver constant flow of warm water to the spigot. Waste water must either be connected to a sanitary sewer line, or drain into an appropriately sized and enclosed waste tank that is integrated into the handwashing station.
- Concession stands must have adequate refrigeration for storage of perishables at or below 41 degrees Fahrenheit. Deliveries of all perishable items must be refrigerated immediately. Delivery of foods must be checked for damage and proper holding temperatures.

- Perishable food used in a display and not maintained at required temperature cannot be served to the public at any time (and must be disposed of in the trash at end of day).
- Food may be displayed in Plexiglas enclosed casings and all display food must be destroyed after use.
- Employees must be instructed to keep stand or trailer doors closed.
- Open food operations must be fully enclosed or the food must be protected within food compartments.
- Employees must follow the proper procedure for providing drink refills.
- Holding tanks or sinks with drains must be used for water only.

If you are cited for critical violations on your Health Department Inspection, your health permit will be suspended until the critical violations are corrected and you pass re-inspection. If you fail your re-inspection or are cited for critical violations, you will be closed until the violations are corrected. Critical violations are those which may compromise public health and result in food borne illness if not corrected immediately. Additional fees will be charged to cover the inspector's time. If you have any questions regarding Orange County Health Department requirements, please **contact the Special Events Program at (714) 433-6080**.

Common critical violations include, but are not limited to:

- Time/temperature violations that may include insufficient refrigeration or improper cooling or heating procedures.
- Lack of hot or cold water.
- Improper warewashing (lack of sanitizer).
- Surfacing sewage.
- Cross connection of potable water and sewage.
- Improper food handling or storage procedures.
- Cross contamination.
- Handwashing sink inaccessible or without soap and paper towels.
- Vermin - cockroaches or rodent infestation.
- Gross unsanitary conditions.
- Lack of power/electrical failure.
- Lack of person in charge with ability to take immediate action and address public health concerns.

Helium Balloons

Helium balloons may not be distributed or sold inside or outside the facility. With the prior approval of the OCFEC, helium balloons may be used when they are permanently affixed to a booth display. If helium balloons are released for any reason within the facility, labor and equipment costs associated with the removal of the balloons from ceilings shall be charged to the Renter. Additionally, helium balloons may not be released into the outside environment from the premises of OCFEC.

Hours of Operation

OC Fair hours are listed in the front of this Handbook. You will also receive a LOAD IN Pass that identifies scheduled Special Events to be held during the OC Fair. Restocking hours and grounds access will be affected by these Special Events. Safety & Security may adjust times of grounds access to accommodate the public.

You are required to be open all hours of the OC Fair. Daily maintenance, restocking and preparations are to be completed each day prior to opening of the OC Fair. Food stands must remain operational until closing time or as long as necessary to serve our guests. **All buildings will be locked and secured on Mondays and Tuesdays, with no access allowed.** Please refer to front of this handbook for specific operating hours. **Restocking/booth adjustments are only allowed/possible during hours listed on the Load In Pass.**

I

Insurance

- Refer to Exhibit B of the Rental Agreement for insurance terms and conditions.

J

Janitorial Services

The OC Fair provides janitorial services for aisles in the buildings and areas used by the public. However, it is up to you to always maintain your booth or concession stand clean and clear of debris. You are also responsible for the service, maintenance and landscaping of your assigned space. For more information, see *Cleanliness*.

L

Liability

The OC Fair is not responsible for loss or damage to your property. The parties agree that this Agreement does not convey or let any interest of the OC Fair in any real property, and occupancy of premises by Exhibitor/Concessionaire, the acceptance of rent or commission by the OC Fair during the term of, or under any holdover shall not, under this Agreement, confer on Exhibitor/Concessionaire any title, interest or right in real property as to “premises” against the OC Fair & Event Center.

Load In (Pre-Fair) - Preliminary Plan

Below information is subject to change as plans are finalized. All mass communications are via email.

Concessions (Food & Beverage) - Move in begins Monday, July 8, 2024

Commercial (Merchants) - Move in begins Saturday, July 13, 2024

- July 13-14, 2024 8:00 AM - 6:00 PM
- July 15-17, 2024 8:00 AM - 9:00 PM

Above closing hours pertain to indoor Merchants.

Outside Merchants and Concessionaires may set up until 10:00 PM.

RV/Campground - Move in begins Monday, July 8, 2024

During move in, you are required to offload all display materials and tools. To avoid congestion and ensure adequate traffic flow, vehicles/trailers must be quickly moved to a designated or permitted parking lot.

Load Out (Post Fair)

Final Sunday - Tear Down & Move Out

Tear down and/or move out is not permitted prior to the closing announcement at 11:00 PM on the final night of the OC Fair. Failure to comply may affect future participation in the OC Fair.

Move Out Procedures - Costa Mesa Building, Huntington Beach Building and Santa Ana Pavilion. These buildings and the Courtyard will be closed and locked at 10:00 PM to clear the areas of patrons. For security purposes, a minimal number of doors will be opened at approximately midnight for anyone hand-carting merchandise.

Outside Procedures

Outside exhibitors must remain open until 11:00 PM.

For safety purposes, vehicles will not be permitted on grounds until Parking and Safety & Security Departments determine it is safe to do so, generally no earlier than 2:00 AM or when the property is deemed safely clear of patrons. Staging and exit instructions will be distributed on closing day.
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It is recommended that all valuables be removed on closing night.

THE OC FAIR IS NOT RESPONSIBLE FOR LOSSES OR DAMAGES.

All tear down and removal of property must be completed by Noon on Tuesday after the OC Fair. The Costa Mesa Building, Santa Ana Pavilion and Huntington Beach Building areas may be accessed during normal business hours from **8:00 AM to 5:00 PM on Monday and 8:00 AM to Noon on Tuesday.**

If a renter fails to adhere, the OC Fair may remove exhibit materials or concession stand to a holding area at the renter's risk and expense.

Additional Fees will be assessed to exhibitors and concessionaires not returning their space to move in condition. Dumpsters will be provided at various locations to accommodate trash during tear down. Your cooperation is appreciated.

Lodging

The OC Fair has partnerships with several area hotels. For a complete listing, see the Hotel Partners section of our web site.

For RV parking, refer to the RV Accommodation section of this handbook. RV spaces are limited.

M

Megan's Law

You, all employees and volunteers eighteen (18) years of age or older who will be working at the OC Fair must be listed on the Megan's Law Form. By signing this form, you verify that everyone listed has been cleared. For more details, see *Employee Guidelines*.

Menus & Pricing

If your operation requires a menu, it must be easily visible and legible from the front of your concession stand. You must also visibly display any special promotion(s) and Health Department signage required or distributed by the OC Fair.

All proposed menu items and applicable prices **must be submitted to the Commercial & Concessions office by no later than April 19, 2024 for review and approval.** To maintain variety and balance, the OC Fair will notify Concessionaires of approved menu items. When determining pricing, OC Fair menus must indicate inclusion or exclusion of current Orange County Sales Tax (7.75%). **Accordingly, menu boards must read either "tax included" or "tax not included."**

Any changes to your menu must be justified and preapproved in writing by the Commercial & Concessions Department.

Merchandise

Official OC Fair merchandise is covered under the OC Fair Merchandise Concessions Agreement. Items prohibited from sale or distribution by other contractors include but are not limited to Official (OC Fair) Merchandise. Product line and artwork are required to be approved by the OC Fair. Final commission payment is subject to review and comparison of inventory sales (physical item unit depletion x selling price) versus cash register receipts. Cumulative cash register sales (per "Z" readings) minus approved adjustments should match inventory sales. Correct opening and closing inventory counts as well as in-Fair additions to inventory are required to perform accurate comparative review.

Microphones

Use of microphones/amplification devices is a privilege, not a right, and will be monitored closely. Refer to Sound Devices under *Booth Design and Presentation* for more information.

Motorized Vehicles

Any motorized vehicle that is part of your display must be approved by the OC Fair in advance and remain in place during the entire OC Fair. If you are exhibiting vehicles powered by internal combustion gasoline engines inside buildings, guidelines apply as follows:

- Gasoline must be drained from the tank allowing only enough fuel to enable the vehicle to drive in and out of the building (no more than ¼ tank of gasoline).
- To deter removal, the gas cap must be taped in place.
- The battery or batteries must be disconnected and terminals must be taped with electrical tape.

- Vehicles must be inspected by OC Fair Management.
- Vehicles must be available for inspection by the State Fire Marshal.

N

Novelty Items

Novelty items are covered under the OC Fair Novelty Concessions Agreement. Items prohibited from sale or distribution by other contractors includes but is not limited to *balloons (helium or air), patches, trinkets, buttons, inflatable toys, glow-in-the-dark items and stickers.*

O

Offensive Items

The OC Fair is a family-oriented venue. As such, we reserve the right to prohibit the sale, rental or display of any item reasonably deemed objectionable from the standpoint of taste, quality or compatibility with the OC Fair. Items that will not be considered for sale, giveaway or rental include but are not limited to stun guns, switch blades, brass-knuckles, lasers, high-powered water guns, rubber band guns, toy guns, stickers, confederate flags and pomographic and drug-related items.

P

Parking

Vehicles are not allowed inside buildings at any time, for any reason.

- Parking lots and roadways will be under the exclusive and absolute control of the OC Fair.
- Streets must be kept open for emergency vehicle access and OC Fair maintenance.

Exhibitor & Concessionaire Parking

Commercial & Concessions personnel are provided designated offsite parking in Lot E at Orange Coast College (OCC) on a first come, first served basis. Onsite lots at the OC Fair are for OC Fair patrons. **The OCC-Adams Lot is no longer available for OC Fair use.** Additional offsite parking availability is currently being pursued.

Preferred vendor parking is available for an additional fee. Spaces are limited. Location to be determined.

Liability Limitations of Parking

The OC Fair hereby declares it is not responsible for fire, theft, damage to or loss of vehicles or articles left therein. Any person visiting the OC Fair & Event Center premises, who parks in any non-designated area, does so at their own risk, and is subject to towing and storage fees.

Overnight Parking

Overnight parking is a convenience offered to contractors who must leave a vehicle overnight. **This is not intended for additional stock vehicle parking.**

It is necessary to obtain an **“OVERNIGHT PARKING PERMIT”** from the Courtesy Desk for any vehicle left overnight. Permits are issued at the OC Fair’s discretion. **Vehicles parked overnight *without* an Overnight Parking Permit are subject to towing.**

Stock Trucks

Stock truck parking space may be purchased and is assigned on a first come, first served basis. Stock trucks are NOT permitted in the campgrounds.

Postal Service

Incoming and outgoing mail may be picked up and dropped off on property at the Business Center/Courtesy Desk. U.S. Post Office locations are at 2230 Fairview Road (at W. Wilson Street behind the 7-11), at 3101 W. Sunflower & S. Susan Street, and at 1590 Adams Avenue on the opposite side of street from Vons Shopping Center.

Power Conservation

If you are not from California, please understand that we are serious about “flexing our power” to conserve energy. Conservation is mandatory, and OC Fair staff will be monitoring everyone for compliance. Violators will have their power cords disconnected, so please adhere to all guidelines as follows:

- All lights and other non-essential equipment must be turned off when the OC Fair closes each day.
- Exterior light usage should be kept to a minimum during daylight hours.
- **Only one hot tub or spa will be allowed to heat water with land power.**
- Any device not used as part of an exhibit/concession (such as a coffee pot, microwave, refrigerator, toaster oven or any electrical appliance) is not allowed. The OC Fair reserves the right to have these appliances removed from the premises.

Products, Services and Merchandise

Only approved items listed on your Rental Agreement may be offered for sale.

You are not allowed to sell, give away or display any items not specified in your Agreement. It is the goal of OC Fair Management to maintain a diverse and equitable market mix of products at the OC Fair.

Propane

The OC Fair does not provide propane service. If you require propane, you will need to make your own arrangements.

Propane lines and piping must be approved by the OC Fair. All gas lines/pipes must have a valve at the entry to the concession stand and you must turn off the gas supply at closing time each night. All compressed gas cylinders, full or empty, must be securely chained to prevent tipping or falling over.

Purveyors/Suppliers

Purveyors not approved prior to the opening of the OC Fair will not have access to the grounds to make deliveries. Each purveyor must have an application and insurance information on file with the Commercial & Concessions Office. If your supplier is not on the approved list, please have them contact the Commercial & Concessions Office at (714) 708-1573.

R

Rain

In case of rain, all outside stands and booths may be covered to protect merchandise. Once the rain stops, you will need to immediately remove the covers and reopen your operation for the remainder of the day. This event is rain or shine.

Recycling / SB 1335 & 1383

SB 1335 is a California statute commonly known as the Sustainable Packaging for the State of California Act of 2018. The statute requires State-owned facilities to serve customers with packaging that is either reusable, recyclable or compostable. SB 1335 specifies that food service packaging be compatible with the State’s recycling and composting systems per criteria developed by CalRecycle, for purpose of protecting public health and wildlife, establishing more takeback and reusable options at State facilities, and reducing contamination of recycling and composting streams. It is extremely important that only CalRecycle approved food service packaging products be used on OC Fair & Event Center property. In order to reduce packaging trash pollution, the OCFEC team is integrally involved in ensuring these standards are met by all onsite operators.

SB 1383 is a California statute commonly known as the Short-Lived Climate Pollutants: Organic Waste Reductions Law. The statute requires food generator entities including, but not limited to, large venues, large events, county fairgrounds and state agencies to recycle their organic waste including, but not limited to, food and green material waste, paper products, biosolids and digestate and in some cases, to donate edible food. SB 1383 recovery requirements include a 75% reduction in landfilled organic waste and a 20% increase in recovery of currently disposed edible food by 2025. The OC Fair & Event Center is already actively engaged and fully committed to meeting SB 1383 guidelines by way of in-house recycling initiatives and measures, but is also critically dependent upon compliance of all Commercial & Concessions partners while on property during the OC Fair. It is of utmost importance that all operators adhere to direction provided by OC Fair staff.

Refunds

Rental space fees are non-refundable except for reasons as follows:

1. If the OC Fair deems it necessary to relocate a space and contractor is not in agreement, the contract will be terminated. A credit of monies paid, less any applicable fees, will be refunded.
2. If the OC Fair is notified in advance of a no-show, an attempt will be made to resell the space. If space is resold, a refund will be provided, less a 10% administrative fee, with the exception as follows:
 - If space is resold for less than the original fee - ***NO REFUND***.

Returned Checks

If a check is returned for any reason, your personal and business checks will no longer be accepted. Additionally, an administrative fee of \$25.00 will be charged for each returned check.

RV Accommodations

No tent camping will be permitted in the RV Park or anywhere on OC Fair property. Camping fees are effective beginning on designated move in day.

Additional camping days prior to move in or after move out will be charged at the daily individual camping rate.

RV space may be purchased for the OC Fair. Spaces are limited and assigned on a first come, first served basis. **The entire fee must be submitted as specified on Rental Agreement.**

The RV Park is offered as a convenience. This area is not set up for full service. Alternative arrangements are recommended if complete and unlimited utilities and services are desired.

RV spaces are designed to accommodate one camping vehicle (and one personal vehicle if space allows). All additional vehicles must be parked off site in a to-be-determined designated area. Paid permit will be required. Offsite dry stock truck parking availability is currently being pursued. **The OCC-Adams Lot is no longer available for OC Fair use.**

Confirmed RV passes are included in the credential packet. The RV Park access pass does not allow for parking personal or tow vehicles in parking lots on fairgrounds property.

You must provide your own heavy-duty extension cord to connect to the electrical box. Be prepared to use at least a fifty-foot (50') cord. See **Electrical** section on page 14 for proper cord requirements.

Water lines with faucets are placed at approximately forty-foot (40') intervals. It is each camper's responsibility to have enough hose and a "y" fitting for the water connection.

It is prohibited to allow waste or grey water to drain on the ground. Anyone dumping waste or grey water on the ground will be asked to leave the RV Park immediately without a refund.

CAMPERS ARE REQUIRED TO CAP ALL SEWER HOSES. ANYONE NOT IN COMPLIANCE WILL BE TOWED FROM THE FAIRGROUNDS AT THE OWNER'S EXPENSE.

The overnight vehicle permit allows a vehicle to remain in the specified parking lot overnight. Any vehicle without a permit that remains on grounds overnight will be towed.

To make the RV Park experience as pleasant as possible, RV Park Staff is available to assist with locating RV spaces and address RV camping concerns. Comments or suggestions are welcomed.

All persons staying in the RV Park must have a photo ID and sticker.

All vehicles must vacate the RV Park by no later than 5:00 PM on the Wednesday after the 2023 OC Fair concludes. Vehicles left on grounds after this time will be towed at the owner's expense.

Animals in the RV Park

- All dogs/animals are required to be fenced or caged within the RV space. The fence must be securely in place at all times.
- Animals must be kept on a leash at all times when out of the secured RV space.
- Anyone bringing a dog/animal into the RV Park must clean up after it. Disposable bags to assist with this requirement are provided for convenience. These bags are located in a dispenser attached to the fence by the RV Park entrance. Non-compliance with this requirement will result in loss of pet privileges.
- Unless used in a display or exhibit, animals are not allowed within the Fair Zone. Assistance Dogs are the only exception to this policy.

S

Safety

Forklift Operations

- Operator must wear hard hat ANSI class A and seat belt.
- No carrying of passengers.
- Driver's area will remain unobstructed to maintain safe and proper operation of equipment (no storage of stock, objects, etc).
- Operator must have proper passenger carriage when lifting a person.
- No standing/persons on forks while operating.
- Check oil and propane.

Roller Skates/Blades, Skate/Hover Boards, Razor Scooters, Segways, Bikes, Drones and Other Flying Machines

OC Fair & Event Center Policy prohibits the riding, operation or use of roller skates/blades, skateboards, hover boards, razor scooters, segways and bikes within the OC Fair event footprint. Mobility devices such as motorized wheelchairs, manually driven wheelchairs, mobility scooters and wheeled walking assistance devices operated by person(s) with disability are exempt from this rule. Operation or use of drones, unmanned aircraft/flying systems, and remotely-controlled or radio-controlled flying machines (whether or not motorized) of all types, shapes and sized are strictly prohibited.

Security

Please do not leave your booth or concession stand unattended at any time during operating hours. You should also secure/conceal all valuable items when leaving the building after closing.

Roving Security will be on duty from closing until buildings open to the public the following day. Valuable items that are easily portable such as televisions and DVD players should be removed from outdoor booths each night at closing or properly secured and concealed.

Please note that the OC Fair is not responsible for lost, damaged or stolen merchandise. The OC Fair & Event Center strongly recommends that all vendors and concessionaires obtain and carry temporary insurance coverage throughout the run of the OC Fair for business property and personal belongings. Losses or damage should be reported immediately upon detection to Security at (714) 708-1588.

Sewer Connections

All drain and sewer connections will be subject to OC Fair approval. All sewer lines have been cleaned and prepared for your connection in advance of your arrival. All concessionaires must have a grease trap installed between the unit and point of connection to the sewer. A grease trap cleaning process and schedule must also be adhered to without fail. Any problems should be reported immediately to the Courtesy Desk.

Smoke Abatement

In the interest of public health, the OC Fair requires that all concessionaires utilizing barbeques/grills when cooking must employ all reasonable efforts to minimize and manage the output of smoke associated with their food preparation process. Abatement measures must include, but are not limited to:

- Appropriate and ongoing education/training of owners and their staff.
- **Elimination of water/liquid spraying on grill surfaces for the purpose of exhibition cooking/presentation.**
- Smoke dispersal through use of fans if determined necessary by OC Fair Management; correct positioning and directional flow is vital.
- Overnight cooking where/when practicable and quality effective relative to served product.
- Full grill cleaning at closure times only, sanitation standards permitting, to lessen dispersal of visible emissions.
- Concessionaire responsibility to contact South Coast Air Quality Management District (AQMD) to determine if their foodservice operation requires permitting.

Concessionaires not adhering to above guidelines, or deemed to be producing smoke output beyond levels considered acceptable, may be directed to cease operations. Violations can result in counseling and other corrective measures up to and including notice of contractual default. If condition not mitigated within four (4) hour cure period, or if occurrence is a repeat violation, matter can be cause for loss of directly related concession space assignment and/or dismissal from the OC Fair as well as loss of consideration for future participation at the OC Fair.

Smoking Policy

By state law and in the interest of public health, smoking is not permitted at any time in or within 20 feet of any State of California building, including the Santa Ana Pavilion area, OC Promenade area, Centennial Farm, Pacific Amphitheatre seating area, and Arena grandstand and bleacher seating areas. Smoking is not permitted in the Livestock area as well. This policy includes the use of electronic cigarettes, vaporizers or “vapes” and oil/wax pens.

During OCFEC-produced events (i.e. OC Fair, Imaginology), smoking and the use of electronic cigarettes, vaporizers and oil/wax pens is prohibited.

Sound Compliance/Noise Mitigation

In the interest of public health and welfare for Fair guests as well as employees, the OC Fair requires that all concessionaires/merchants incorporating music/amplified sound as part of their operational presentation must adhere to EPA/OSHA sound limits. Excessive exposure for an 8-hour time-weighted period is considered hazardous. Sound levels must be maintained below such intensity to provide personal comfort and well-being as well as to support absence of mental anguish. Additionally, OSHA requires employers to “furnish to each of his employees a place of employment which is free from recognized hazards that are causing or are likely to cause physical harm to his employees.” Further, all concessionaires/merchants must always apply necessary care to ensure that noise levels shall not interfere with surrounding vendor activities.

Should an OC Fair representative request that the volume of music, sound or noise be lowered or turned off at any time, concessionaire/merchant must immediately comply with request. Furthermore, bull horns or similar devices are not allowed.

Concessionaires/merchants who do not adhere to above guidelines will receive counseling and prompt other corrective measures up to and including notice of contractual default. If condition is not remedied immediately, or if occurrence is a repeat violation, matter can be cause for loss of directly related rental space assignment and/or dismissal from the OC Fair as well as loss of consideration for future participation at the OC Fair.

Space Location

Locations are assigned on an annual basis, and returning Exhibitors and Concessionaires may submit a written request for a different location. Should space become available, we will be happy to consider your request. Space assignment is determined at the discretion of the OC Fair.

Sponsorship

Food & Beverage Concessionaires selling soft drinks, water and other non-alcoholic beverages are required to comply with any and all exclusive sponsorships.

State of California Sales Reporting

Please refer to CA Assembly Bill 1499 (AB 1499) and CA Department of Tax & Fee Administration (Formerly Board of Equalization) sections on page 10 for State sales reporting related requirements.

Storage

The OC Fair does not provide storage. All excess boxes, cartons, spa covers and/or merchandise must be maintained in an enclosed storage area within your assigned space and out of public view.

Dead storage area is available off site for equipment not used on property during the OC Fair. If you have any vehicles, trailers or hitches not needed during the OC Fair, they must be moved to Dead Storage. If this equipment is found parked at any other location on the Fairgrounds, it will be towed at the owner's expense. Though the area is fenced and locked, the OC Fair assumes no liability for stored equipment. For exact details, contact the Commercial & Concessions Office.

Subleasing

Your assigned space is for your exclusive use only.

Contractor is *prohibited from*:

- Subletting a whole or part of the space allotted for selling/exhibiting anything other than what is specified on the Rental Agreement.
- Distributing literature or any advertising materials promoting individuals, dealers, manufacturers or distributors.
- Allowing another person/company to display/sell from the assigned space.
- Obtaining mailing lists for use other than by their own Company.
- Consigning goods or services.

Business conducted at the OC Fair must be as specified on the application and Rental Agreement. *Contractors found violating this policy may be removed from the OC Fair immediately and denied privileges to any future OC Fair.*

T

Telephone Service ▪ Hard Line Internet

Telephone service and location-dependent hard line internet connectivity is available by calling:
AT&T Customer Services, Monday through Friday 8:00 AM - 5:00 PM (PST) @ (800) 750-2355

Installation orders must be placed **by no later than Saturday - June 1, 2024. You will need to provide your own phone, under your own name and address.** When placing an order, provide location information to AT&T as follows:

Location: OC Fair & Event Center, 88 Fair Drive, Costa Mesa, CA 92626

Building/Booth Space such as: *Costa Mesa Building, Booth #107 or Livestock Lane, Space 37*

Connect Date: Monday through Friday **only**
(Exhibitor need not be present)

Disconnect Date: Monday through Friday **only**
(Exhibitor need not be present)

Billing Information: Do not use "88 Fair Drive" as your billing address.

Please notify the Commercial & Concessions Office of all onsite telephone numbers.

Tips

"Tip" jars and towels are not allowed on food stand and bar countertops, nor is any signage that encourages tips. Though tips may be gratefully accepted, the solicitation of "tips" either visually or vocally is strictly prohibited. Tips that are accepted must be quietly placed in a receptacle under the counter/out of sight.

Trash

Trash containers are placed throughout the grounds for your convenience. Please break down boxes, and stack next to trash bins or dumpsters. Ensure proper separation of organic waste/recyclables into correct refuse bins.

Trussing/Structural Set Up and Trailer Washing

In the interest of public and worker safety, the OC Fair requires that all concessionaires and merchants incorporating trussing and other structural components such as signage, banner frames and flag poles into their concession stand or booth design must adhere to all manufacturer specifications and OSHA guidelines as well as any other applicable state and local regulation when setting up planned concession stand. Related safety practice requirements also apply to wash periods when personnel are required to climb onto and stand on trailer roofs to complete the process of washing a concession stand. Safety measures must include, but are not limited to:

- Required fall arrest system (harness and line use) by personnel exposed to fall hazard during installation period.
- Specified installation of base plates and anchoring systems.
- Specified blocking schemes and pinning devices.
- Properly directed wash water runoff/capture to prevent illicit discharge into municipal storm sewer system.

Concessionaires and merchants not adhering to above guidelines, or deemed to be operating in an otherwise unsafe manner, may be directed to cease operations. Violations can result in counseling and other corrective measures up to and including notice of contractual default. If condition is not corrected within a reasonable remedy period based upon severity of situation or immediately when absolutely necessary, or if occurrence is a repeat violation, matter can be cause for loss of directly related rental space assignment and/or dismissal from the OC Fair as well as loss of consideration for future participation at the OC Fair.

U

Uniforms

All concession employees are required to be in uniform. Please see guidelines in *Evaluation* section.

UPS Delivery ▪ FED EX ▪ DHL ▪ USPS

All daily express and ground carrier deliveries are accepted in the Maintenance Yard only. The OC Fair is **unable to accept any deliveries prior to July 8, 2024. Earlier shipments will be RETURNED TO SENDER.** Because there are no available warehouse facilities, deliveries during Fair must be picked up on day of receipt from the Maintenance Yard.

All prepaid shipments and mail should be addressed to:

**Your Company Name
Location and Rental Space Number
Attn: Contact Name
C/O OC Fair & Event Center
Commercial & Concessions Department
88 Fair Drive
Costa Mesa, CA 92626**

The OC Fair is not responsible for lost or damaged product or merchandise, even if signed for by OC Fair personnel.

V

Violation Notices

This Handbook is part of your signed Agreement. Noncompliance with any part of this handbook is considered a breach of Agreement and may be cause for termination.

Violations of Rules & Regulations in this Handbook may result in:

- **First Violation** - Written warning.
- **Second Violation** - \$50.00 fine payable prior to next day opening of exhibits/concession stand(s).
- **Third Violation** - Subject to review by OC Fair Management, you may be asked to vacate premises without refund. Consideration for future OC Fair participation may be jeopardized.

W

Water Hoses

Water hoses must be approved for potable water and clearly be identified in a different color or marking than the wastewater hose. Potable water hoses are not allowed to be used for any other purpose and must be protected from contamination. Garden hoses are not permitted to be used as a source for potable water.

Wi-Fi

Wi-Fi can be ordered at internet@ocfair.com by June 14, 2024.

Wi-Fi rentals are intended for the general purposes of light surfing and can also be used to support credit card machines that can utilize Wi-Fi. Wi-Fi (and “Hard Line”) internet availability is dependent on the booth’s location on grounds and is subject to verification by the OC Fair & Event Center Technology Department. For credit card machines that require dedicated phone lines, please refer to the Telephone Service section of this handbook and contact AT&T directly.

Work Permits

If you employ youths under the age of eighteen (18), you are required by law to ensure that each one holds a valid work permit. You are also required to strictly adhere to all applicable child labor laws.

Workers’ Compensation Insurance

It is your responsibility as an employer to comply with State law and obtain Workers’ Compensation Insurance. For claim and liability details, see the Employee Guidelines section of this handbook.

Workplace Harassment Policy

The OC Fair & Event Center is committed to providing a workplace that is respectful to all. Offensive or harassing behavior towards any employee will not be tolerated. This policy also applies to vendors, concessionaires, event guests, entertainers, volunteers and other business partners who enter our workplace.

Offensive conduct or harassment of a sexual nature, or based upon race, color, religion, age, gender, sexual orientation, national origin, disability, veteran status or any protected status is strictly prohibited. This may include but is not limited to offensive or inappropriate matters including but not limited to:

- Physical actions or requests for sexual favors.
- Written words, graphics or pictures.
- Verbal statements including jokes or slurs.

Complaints should be made to the Human Resources Department or a member of the OC Fair & Event Center Management Staff, and will be immediately investigated. Workplace harassment by an OC Fair & Event Center business partner, including vendors and concessionaires, is a violation of this policy and could lead to dismissal from the OC Fair.

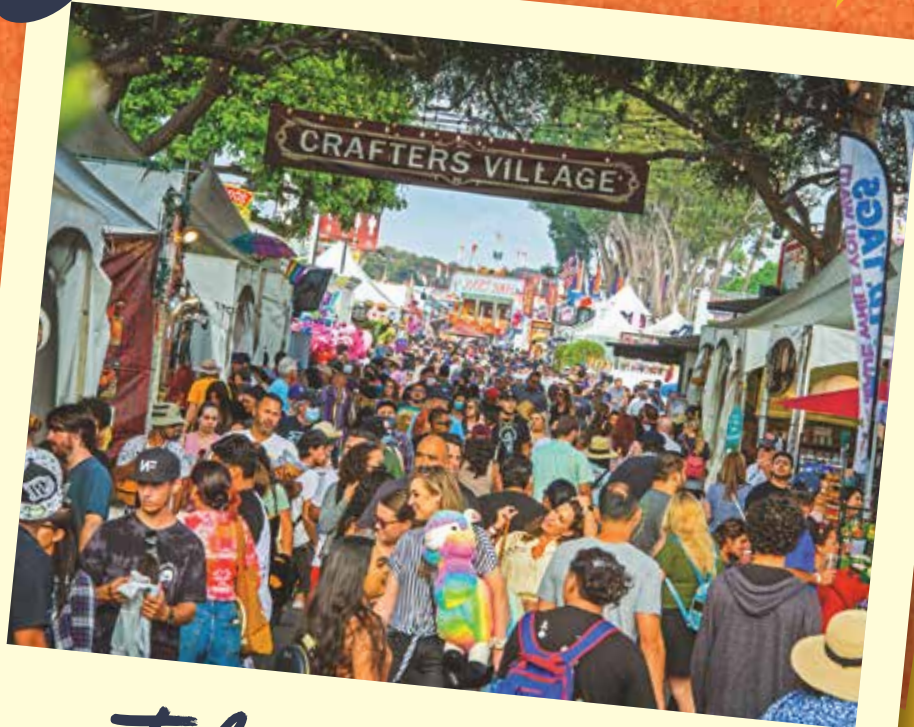
~NOTES~

 **OCFAIR**

**ALWAYS A
GOOD TIME**

YAY!

**LET'S
GO**



*July 19 - Aug 18
2024*