



September 7-15, 2012

Vendor Handbook

Celebrating 60 Years of an American Tradition

Dear Vendor,

We appreciate your interest in becoming a vendor at the Award Winning Cabarrus County Fair! This handbook is intended to clarify policies affecting the successful operation of your booth/stand.

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

It is your responsibility to be knowledgeable of these rules and regulations, which are a part of your rental contract. It is also your duty to make sure all of your employees comply and are aware of these procedures.

If you have any questions, please do not hesitate to contact me directly and I'll be happy to assist you. I look forward to working with you!

Best regards,

Kate Parker
Fair & Events Director
704-786-7221

FACTS ABOUT THE CABARRUS COUNTY FAIR
ALL VENDORS

PHYSICAL ADDRESS:

Cabarrus Arena & Events Center, 4759 Highway 49 North, Concord, NC 28025

SHIPPING ADDRESS:

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

MAILING ADDRESS:

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

MAIN FAIR PHONE LINE: 704-786-7221

FAIR FAX: 704-795-1517

FAIR MANAGEMENT:

Kate Parker
Fair and Events Director
KMParker@cabarruscounty.us

Angela Blatt
Fair and Events Coordinator
ARBlatt@cabarruscounty.us

FAIR DATES: Friday, September 7th through Saturday, September 15, 2012

FAIR WEBSITE: www.cabarruscountyfair.com

FAIR FACEBOOK SITE: www.facebook.com/cabarruscountyfair

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

ADVERTISING AND SPONSORSHIP INFORMATION:

In addition to being a vendor at our Fair, consider advertising your business or sponsoring one of our many family friendly events. We have various marketing resources available and have some unique ways to reach new customers. Contact our Fair Manager who can tailor a package that fits your business needs.

GATE ADMISSIONS:

Adult Tickets (12–64 Years)	\$7.00
Seniors (65 and Over)	\$5.00
Military (with valid Military ID)	\$5.00
Child (6-11 Years)	\$3.00
Children (5 & Under)	FREE

DAILY GATE HOURS:

Fri., Sept. 7th	Open 4:00pm — Close 11:00pm
Sat., Sept. 8th	Open 1:00pm — Close 11:00pm
Sun., Sept. 9th	Open 1:00pm — Close 10:00pm
Mon., Sept. 10th	Open 4:00pm — Close 11:00pm
Tues., Sept. 11th	Open 4:00pm — Close 11:00pm
Wed., Sept. 12th	Open 4:00pm — Close 11:00pm
Thurs., Sept. 13th	Open 4:00pm — Close 11:00pm
Fri., Sept. 14th	Open 4:00pm — Close 11:00pm
Sat., Sept. 15th	Open 1:00pm — Close 11:00pm

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

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

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

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

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

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

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

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

CAMPING: These facilities are available at \$20.00 per night per unit. The camping fee starts when the camper is placed on the space, which can be no earlier than Tuesday, September 4, 2012. Camping facilities on the fairgrounds are extremely limited and are operated on a first-come, first-served basis. Camping fee includes water and 30 AMP electric service. All campers must be placed by Cabarrus Arena Operations Manager or Cabarrus County General Services Department. Hook-ups will occur between 9:00am-5:00pm on Tuesday, September 4, 2012 through Thursday, September 6, 2012. No campers or motor homes will be permitted in areas that are not designated by the Cabarrus County Fair. No campers or motor homes will be permitted on the grounds until authorized by Fair Management. No tent camping will be permitted. Compliance with these regulations will be strictly enforced. Campers must provide an approved cord for hookup.

CAMPING REGULATIONS:

1. Camping hang tags must be displayed on both camper and auto/truck.
2. You may not flag or hold camping spaces for other campers.
3. Camping will only be allowed in assigned spaces. You may park one camper and auto or truck. Any additional units are subject to additional camping fees.
4. Do not park on other camping spaces; do not block access to other campers; do not block roads or fire lanes; **BE CONSIDERATE OF YOUR NEIGHBORS.**
5. No open campfires, only contained cooking grills are permitted.
6. All trash must be placed in proper containers, and placed in the dumpster. **TRASH LEFT ON THE GROUND WILL RESULT IN FINE.**
7. All animals must be kept on a leash. All pet waste must be picked up and removed by the pet owner.
8. Do not damage any trees or vegetation.
9. Campers will be placed on location and hooked up between 9:00 am and 5:00 pm, Tuesday, September 4, Wednesday, September 5, and Thursday, September 6, 2012. **NO CAMPERS WILL BE ALLOWED TO PARK AND HOOKUP OTHERWISE. ALL ELECTRIC, WATER & SEWER HOOKUPS MUST BE DONE BY CABARRUS COUNTY GENERAL SERVICES DEPARTMENT. ANYONE NOT COMPLYING WITH THESE RULES WILL BE FINED \$500 AND BE ASKED TO LEAVE.**

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

DEFAULT: In the event that any vendor fails to occupy leased space, by 2:00 pm on Friday, September 7, 2012, their contract may be terminated by Fair Management. No refund will be made in such a case and the Fair is authorized to resell space to another vendor.

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

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

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

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

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

FIRE EXTINGUISHERS/HEALTH INSPECTIONS: Food vendors cooking in deep fat fryers or ordinary fryers must have a rated fire extinguisher Type K. The Fire Marshall will check your stand for these and the Cabarrus Health Alliance will inspect your stand prior to the Fair opening on Thursday, September 6th between 12:00pm-2:00pm.

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

INSURANCE REQUIREMENTS: Each vendor participating in the Cabarrus County Fair shall, at the vendor's expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendor's time and activities at the Fair. A Certificate of Liability Insurance with a company licensed to do business in North Carolina must be on file in the Fair Office along with the vendor's contract prior to August 1, 2012. The Certificate of Liability Insurance MUST list Cabarrus County as an additional named insured, not just as certificate holder. It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of the coverage without first giving the County Risk Manager 30 days written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendor's own workers and vendor's property.

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

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

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

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

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

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

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

SELECTION OF VENDORS: First consideration will be given to returning vendors in good standing with the Fair. However, no spaces or contracts are guaranteed. Returning vendors will have until March 31, 2012 to submit their applications and photos, pay their deposits, and complete their contracts. After March 31, 2012 Fair Management will review all new vendor applications to determine who we can accommodate. We select new vendors based on the following criteria: 1) Does the vendor have a well-rounded presentation and sell unique products? 2) Are their products family friendly? 3) Can they fit within our space requirements? 4) Does the photograph of their booth/stand submitted with the vendor application present a quality overall appearance? The Cabarrus County Fair reserves the right to accept or reject any application it receives for vendor space based on the selection process criteria. Any vendor who has been suspended, expelled from, or otherwise penalized for violation of contract terms or rules of any Fair holding membership in the International Association of Fairs and Exhibitions shall be denied space at the Cabarrus County Fair.

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

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

STOCK TRUCK PARKING: NO STOCK TRUCKS, STORAGE TRAILERS OR PERSONAL VEHICLES ARE ALLOWED TO PARK ON THE MIDWAY OR BEHIND A STAND. Outside Vendor stock trucks will be required to park in the designated stock truck parking lot only. If your stock truck requires electric, there will be a charge of \$75.00 for stock truck parking with electric hookup. There will be a \$150.00 fee for stock truck with sleeping. UNDER NO CIRCUMSTANCES WILL ANY STOCK TRUCKS BE ALLOWED TO PARK IN THE CABARRUS ARENA & EVENTS CENTER'S CUSTOMER PARKING LOTS.

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

TEAR DOWN: Vendors may not tear down anything until after 11pm on Saturday, September 15th. Any vendor leaving prior to this time is subject to loss of space for next year and will be charged a \$100 non-performance fee on their credit card for violation of the contract. Gold Hall will remain open until 11:59pm on Saturday, September 15th. The building will close and open again on Sunday, September 16th from 12:00 pm to 5:00 pm. Gold Hall Vendors can teardown once the building has closed AND fair management has giving permission for teardown to begin but Gold Hall Vendors are not to begin taking items out of the Hall until after 11pm. All Vendors, equipment, vehicles and merchandise must be off the property by Sunday, September 16th, by 5:00 pm. Any merchandise or equipment left in the buildings or on the grounds after 5:00pm on Sunday, September 16th will be disposed of by the Cabarrus Arena Staff.

TRAFFIC ON THE MIDWAY: Only the EMS and Sheriff's Department are allowed to drive golf carts on the midway when the gates are open. Personal and/or commercial motor vehicles must be removed from the midway 1 hour prior to the opening of the gate. Anyone caught violating this rule will have their vehicle towed at the owners expense.

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

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

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

VENDOR SEASON PASSES: All vendors must possess their Cabarrus County Fair Vendor Season Pass at all times while on the fairgrounds. These passes will be accepted for admission at any gate. If any of your representatives do not have a vendor season pass, they will be required to purchase a general admission ticket at the gate for that day. Please make sure all of your representatives are aware of this policy. Replacement or extra vendor season passes can be purchased for \$25.00 each from the Fair Management Office. No passes will be released until the Fair has received full payment and all paperwork, including a fully processed Certificate of Liability Insurance. Your business/group must designate one representative to pick up all of your passes during the designated registration periods. If for some reason these passes are lost, stolen or misplaced, it will be this representative's personal responsibility to purchase replacement passes for your organization. If anyone from your group disputes their claim that they are indeed your organization's representative, that person will need to contact your representative personally to resolve the matter.

OUTSIDE VENDORS

OUTSIDE VENDOR HOURS: Are the same as daily gate hours. **ALL OUTSIDE VENDORS must leave fairgrounds within one (1) hour after closing.**

ELECTRIC / WATER / SEWER: Electric hook-ups are not included in the space rental price. Electricity can be supplied to every space and the price is determined by the amount of amps needed. Vendors must provide a minimum of 100 feet of adequate sized cable to reach the Cabarrus County Fair electrical service panels.

A/C 110 Volts with 20 Amp connections (single phase)	\$50.00 per connection*
A/C 110 Volts with 30 Amp or 50 Amp (single phase):	\$75.00 per connection*
50 Amps	\$110.00 per connection*
70 Amps	\$155.00 per connection*
100 Amps	\$210.00 per connection*

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

* Vendors must supply adapters and supplies.

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

*ALTERING/SPLICING OF ELECTRIC WILL RESULT IN A FINE OF \$500 AND IMMEDIATE DISCONNECTION and possible closing of vendor operation.

Water and sewer connections are available at no charge to outside vendors for their concession trailers only. Outside vendors will need to request camping space if they require water and sewer for their RV's in the campground.

SPACE RENTALS:

CONCESSIONS: Concession vendor spaces are leased at \$55.00 per foot . The rental fee for a center unit will be determined by the full length of the longest side of the unit plus half of the shortest side. This includes all awnings, trailer hitches, tie-ons, over hangs, tent stakes and areas outside of your unit that you may be storing supplies. The minimum center unit rental fee for a concessionaire is \$825 for a 10'x10' space (15 total feet). The rental fee for a line up unit will be determined by the front serving side of the unit. The minimum line up fee for a concessionaire is \$825 for a 15' x 10' space (15 total front feet). Electrical, camping, additional passes, etc will also be added to the total fee.

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

SET-UP HOURS: Outside Vendors will set-up Tuesday, September 4th and Wednesday, September 5th between 9:00 am to 5:00 pm ONLY. You must check in at the Fair Management Office before entering the fairgrounds. The Fair Manager will escort you to your space. All electric, water and sewer hookups MUST BE DONE by Cabarrus County General Services Department, and will ONLY BE DONE between 9:00 am to 5:00 pm on these days only.

Cabarrus County Health Alliance and the Fire Marshall will start their inspections of food vendor stands at 12:00pm on Thursday, September 6th. PLEASE BE READY. ALL FOOD VENDOR INSPECTIONS MUST BE COMPLETED BY 2:00 PM ON THURSDAY, SEPTEMBER 6th. ALL VENDORS MUST BE SET-UP AND READY TO SERVE THE PUBLIC BY 3:00 PM, FRIDAY, SEPTEMBER 7, 2012.

TEAR DOWN: On Saturday, September 15, 2012 at 11:00pm, tear down will begin. This will be done in a professional manner. The Cabarrus County Fair and the Cabarrus Arena & Events Center security will permit vehicles to move into the facility using an orderly system. Cabarrus County General Services Department MUST MAKE ALL DISCONNECTS OF WATER, ELECTRIC AND SEWER. If vendors fail to cooperate they will be fined \$100 for non-performance of contract, and violators forfeit their privilege to renew their contract for the next year. IF ANY VENDOR DAMAGES ANY OF THE CENTER'S PROPERTY, FINES OF \$500 or the cost of repairs whichever is more, will be imposed, and violators may forfeit their privilege to renew their contract for the next year.

VENDOR SEASON PASSES: Outside Vendors may **receive a maximum of 6 (Six) Vendor Season Passes with their space rental per unit.** If additional passes are needed, they may purchase additional season passes for \$25.00 each or individual daily gate admission tickets at the advance ticket rate of \$5.00 each until 5:00pm on Thursday, September 8th. After that date any additional personnel will have to pay the full general gate admission.

INSIDE VENDORS

INSIDE VENDOR HOURS:

All buildings open each day when the gates open and close each night at 10:00 pm, except on Sunday, when buildings close at 9:00 pm.

ALL VENDORS must leave the building within 30 minutes of closing for security reasons.

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

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

BOOTH MATERIALS:

All booths are 8'x8'. They include 8' navy and silver back drape and 3' side drape plus one 8' skirted table and 2 chairs. If you are interested in renting more than one booth for a larger space, please note this on your application. **The vendor is responsible for providing any needed extension cords, banners, shelving, props, decorations, additional tables or chairs, etc.**

INTERNET SERVICE (HARD WIRE CONNECTION): Internet service is available for an additional charge of \$150 in designated booths only. Please refer to the layout of Gold Hall 2 for availability.

VENDOR BADGES: Each booth will **receive (2) vendor badges with their booth rental**. Replacement and/or extra vendor badges can be purchased for \$25.00 each from the Fair Management Office. If you need more people to staff your booth on specific days, you can simply purchase one-day general gate admission tickets within your contract at a discounted rate for \$5.00 each. These tickets are good for any one day of the Fair. Please note how many one-day general admission tickets you will need on your application.

SET-UP HOURS: Inside Vendors will set-up Thursday, September 6th between 9:00am and 5:00pm and Friday, September 7th between 9:00am and 2:00pm ONLY. **ALL VENDORS MUST BE SET-UP AND READY BY 3:00 PM, FRIDAY, SEPTEMBER 7, 2012.**

OPERATING HOURS: Personnel staffing booths may only enter the buildings 30 MINUTES before the general admission gates open. The buildings will be open to the public and **your booth must be staffed during the following operating hours:**

Friday (Sept. 7)	4:00pm to 10:00pm	Wednesday (Sept. 12)	4:00pm to 10:00pm
Saturday (Sept. 8)	1:00pm to 10:00pm	Thursday (Sept. 13)	4:00pm to 10:00pm
Sunday (Sept. 9)	1:00pm to 9:00pm	Friday (Sept. 14)	4:00pm to 10:00pm
Monday (Sept. 10)	4:00pm to 10:00pm	Saturday (Sept. 15)	1:00pm to 10:00pm
Tuesday (Sept. 11)	4:00pm to 10:00pm		

**2012 Cabarrus County Fair
SPACE RENTAL APPLICATION**

All information must be completed for consideration for space. (PLEASE PRINT OR TYPE)

Company Name: _____
Company Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Cell Phone (____) _____ Telephone: Business (____) _____
Email Address: _____ Fax: (____) _____
Website: _____
Type of Business: _____
I have been a Vendor in the past: No _____ Yes _____ If so, which year(s)? _____

Names of all persons, distributors, or companies having an ownership/interest in this exhibit or concession:

ALL VENDORS

1. Would you like to link your website above from the Vendor Page on the Fair Website for \$25.00? Yes _____ No _____
 2. Would you like to offer the Sheriffs, EMS, Fire Department and county employees working the event an employee discount? Yes _____ No _____
- If so, please provide the discount information:

INSIDE SPACE REQUEST:

1. First choice space # _____ Second choice space # _____ Third choice space # _____
2. Electric Needed? No _____ Yes _____
3. Hard Wire Internet Service Needed? No _____ Yes for \$150 _____

OUTSIDE SPACE REQUEST: (Food Vendors please complete an application for each trailer).

1. Will you offer a \$5.00 Meal Deal option for county employees working the fair?: Yes _____ No _____
2. First choice space # _____ Second choice space # _____ Third choice space # _____
3. Temporary Food Establishment Permit needed for operation? No _____ Yes for \$75 _____
4. Is water required? No _____ Yes _____
5. Electricity Needed? No _____ 110V/20AMP _____ 110V/50AMP _____ 50AMP _____ 70AMP _____ 100AMP _____

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

6. Line Up Units (Serving from Only 1 Side):
Number of feet on the front serving side of the unit : _____ Number of feet on the non-serving side of the unit: _____
(Footage MUST include all awnings, tie-ons, overhangs, trailer hitches, tent stakes, etc.)

STOCK TRUCK INFORMATION (OUTSIDE VENDORS ONLY):

- Stock truck?** No _____ Yes _____
1. Length _____ Width _____
 2. Dry _____ w/ Electric for \$75 _____ w/sleeper for \$150 _____
 3. Where will you be placing your stock truck? Behind Concession Unit _____ Stock Truck Lot _____ Campgrounds _____

- Camping?** No _____ Yes _____
1. # of days _____ @ \$20/each day
 2. Arrival Time/Date: _____ Departure Time/Date: _____
 3. Unit Make/Model: _____ Unit License # _____
 4. Unit Length & Width: _____
 5. Other Vehicles Make/Model: _____ License # _____

**2012 Cabarrus County Fair
SPACE RENTAL APPLICATION (continued page 2)**

VENDOR BADGES

1. Number of vendor passes requested : _____
(Inside Vendors receive 2 badges with booth rental, Outside Vendors can receive up to a maximum of 6 passes with space)
2. Number of additional vendor badges to be purchased @ \$25 each: _____
3. Number of one-day general admission gate tickets to be purchased @ \$5 each: _____
- TOTAL: \$ _____**

PRODUCTS/DISPLAY

1. Please list all of the products which you will be displaying or selling during the Fair. Your contract space will be assigned on the basis of this list. Once a contract is signed, you may not display or sell any additional items. Violations may mean immediate cancellation or contract and all rental money paid will be forfeited to the Cabarrus County Fair. (If necessary use additional page and attach.)

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

3. **INCLUDE WITH APPLICATION:** Any literature pertaining to your product. Color photograph, sketch, plan or drawing of your proposed structure, area and/or display. This information must be returned with your application to be considered complete. **We cannot accept your application without photograph of your booth/stand.**

REFERENCES

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

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

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

Outside Vendor \$200 per unit _____ Total \$ _____

Inside Vendor \$100 per 8'x8' booth _____ Total \$ _____

Card Type: MasterCard _____ Visa _____ Card # _____

Exp. Date _____ Zip Code on Billing Statement _____

SIGNATURE/AUTHORIZATION

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

I have read and understand the Vendor Handbook in its entirety and will comply with all terms and conditions within. I will make the handbook available to all persons operating booth(s)/stand(s) and ensure their compliance as well. The individual executing below represents to Cabarrus County and the Cabarrus County Fair that such individual has the authority to represent any entity purported to be represented by such individual. By my signature below, I hereby agree to all terms and conditions set forth in the Cabarrus County Fair "2012 Vendor Handbook."

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

Signature of Applicant _____ Date: _____

Print Name: _____

PLEASE RETURN THE FOLLOWING:

1. Application with Deposit
- 2.. Photograph of booth/stand
3. (Outside Vendors) Temporary Food Permit, If Necessary

To: Kate Parker, Fair & Events Director
Cabarrus County Fair P.O. Box 707
Concord, NC 28026-0707
FAX: 704-795-1517
KMParker@cabarruscounty.us

VENDOR CHECKLIST (For Your Personal Use Only)

You MUST complete ALL of the following steps in order to become a vendor at the 2012 Cabarrus County Fair.

1. Complete the vendor application and the acknowledgement form stating that you have read and understand the rules and regulations of the 2012 Cabarrus County Fair.
2. Email, Fax or Mail all of the following to the Fair Office:
- Vendor Application with form of payment for deposit if the application is accepted
 - Photo of your booth/stand set up
 - Temporary Food Establishment Permit Application for Food Vendors, if needed
 - List of employees or positions
3. IF and only IF your application is approved by Fair Management will you receive a contract. Once you receive a contract, you will have one month to return your signed contract with your full payment to the Fair Office. If your contract and full payment is not received by the due date, your contract will become null and your space will be released and offered to the next vendor on our waiting list. Once you have made your payment there are **NO REFUNDS. NO EXCEPTIONS.**
4. After your contract is executed and your payment is received, you will have until August 1, 2012 to send a copy of your proof of liability insurance to the Fair. Each vendor participating in the Cabarrus County Fair shall, at the vendor's expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendor's time and activities at the Fair. A Certificate of Liability Insurance with a company licensed to do business in North Carolina must be on file in the Fair Office along with the vendor's contract prior to August 1, 2012. The Certificate of Liability Insurance MUST list Cabarrus County as an additional named insured, not just as certificate holder. It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of the coverage without first giving the County Risk Manager 30 days written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendor's own workers and vendor's property. There will also be **NO REFUNDS. NO EXCEPTIONS.**

Helpful Tips:

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

1. \$1,000,000 General Liability, also showing coverage for personal injury and property damage
2. \$2,000,000 General Aggregate
3. Cabarrus County PO Box 707 Concord, NC 28026 MUST be listed as the Certificate Holder AND also listed as Additionally Insured (Do not list Cabarrus County Fair).
4. When listing the dates of the Fair on the certificate it should read Cabarrus County Fair September 4-16, 2012. The start date should reflect the earliest day you may be arriving to set up.

**If you would like a more detailed Insurance Tips sheet to ensure accuracy please contact the Fair Office.*

FOR FOOD VENDORS NEEDING PERMITS ONLY

<p>Cabarrus Environmental Health Application for a Temporary Food Establishment Permit <u>RETURN THIS COMPLETED FORM TO:</u> THE CABARRUS COUNTY FAIR OFFICE BY AUGUST 1, 2012</p>	
<p>APPLICATION MUST BE SUBMITTED 7 DAYS IN ADVANCE</p>	
<p>Name of Event 2012 Cabarrus County Fair</p>	
<p>Date(s) of Event September 7-15, 2012</p>	<p>Time(s) of Event Weekdays 4pm-11pm Saturdays 1pm-11pm Sunday 1pm-10pm</p>
<p>Name of Concession</p>	
<p>Owner of Concession</p>	<p>Owner Phone</p>
<p>Contact Person at Site</p>	<p>Contact Phone at Site</p>
<p>Mailing Address (Include Street or PO Box, City, State, and Zip)</p>	
<p>Enclosure Type: <input type="checkbox"/> Trailer <input type="checkbox"/> Booth / Kiosk <input type="checkbox"/> Tent</p>	
<p>Complete List of Menu Items (use back of this sheet if needed)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Statement:</p>	
<p>I hereby certify that the above information is correct, and I fully understand that there is a \$75.00 fee for each permit that is issued and that a permit is valid for a maximum of 15 days per event.</p>	
<p>Signature _____</p>	<p>Date _____</p>
<p><i>Submission of this application to the Cabarrus Health Alliance Environmental Health Section does <u>not</u> indicate compliance with the fire code or any other law or regulation that may be required. Furthermore, it does not constitute acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with state laws governing food service establishments.</i></p>	

<p align="center">Cabarrus Health Alliance – Environmental Health 1307 S. Cannon Blvd., Kannapolis, NC 28083 Office 704-920-1207 Fax 704-933-3379 <i>Use this guide as a checklist for plan review and for pre-opening inspections.</i> <i>Must meet ALL requirements to obtain permit.</i></p>		
	Complete	
FOODS		<ul style="list-style-type: none"> ◆ All foods must come from an approved source. No home canned foods or food prepared at home; only pre-pattied hamburgers. ◆ Chicken must be purchased pre-washed and cut up. ◆ No cream-filled pies or prepared salads (potato, chicken, ham salads, etc.)
TEMPERATURES		<ul style="list-style-type: none"> ◆ Potentially hazardous foods (PHF) must be 45° F and below or 140° F and above and reheated rapidly to 165° F.
HANDWASHING		<ul style="list-style-type: none"> ◆ TFS must provide hand-washing facilities that at a minimum consist of potable water under pressure, soap, paper towels, and a dish pan.
HEALTH		<ul style="list-style-type: none"> ◆ No person shall work in a food service establishment in any capacity in which there is a likelihood of contaminating food or food-contact surfaces with a communicable or infectious disease that can be transmitted by foods. This would include anyone who has a boil, infected wound, or a disease with a sudden onset and severe symptoms including cough or nasal discharge.
FOOD PREPARATION		<ul style="list-style-type: none"> ◆ Use of clean utensils, deli paper, spatulas, tongs, gloves, etc. to handle ready-to-eat (RTE) foods; Bare hand contact with any foods is discouraged. ◆ All cooking equipment must be under some type of cover. ◆ Hair restraints are required for anyone handling or preparing food.
DRY STORAGE		<ul style="list-style-type: none"> ◆ All storage of food, equipment, utensils, and single-service items must be 6" off the ground to provide protection from contamination. ◆ Must provide effective overhead protection.
COLD STORAGE		<ul style="list-style-type: none"> ◆ Must provide an effective, insulated, hard-sided, cleanable container with sufficient ice or other means to maintain cold foods 45° F and below. ◆ Do not store any unpackaged food in direct contact with undrained ice.
HOT STORAGE		<ul style="list-style-type: none"> ◆ All hot food storage units, electrical equipment, propane stoves, grills, etc. must maintain PHF 140° F or above.
THERMOMETERS		<ul style="list-style-type: none"> ◆ A metal 0-220° F stem thermometer, accurate to ± 2° F must be available to check the internal temperature of hot and cold PHF's.
FOOD DISPLAY		<ul style="list-style-type: none"> ◆ All foods must be protected from customer handling, coughing, sneezing, or other contamination by wrapping, the use of effective sneeze guards, or other approved barriers. ◆ Keep stored food covered.
UTENSIL STORAGE		<ul style="list-style-type: none"> ◆ All food utensils must be stored in the food with the handle above the top of the food, or on a clean portion of the food preparation table or cooking equipment.
WAREWASHING		<ul style="list-style-type: none"> ◆ Must provide at least a single vat sink (no buckets), large enough to wash cooking utensils, pots, pans, equipment, etc. ◆ Must provide a means of heating hot water. ◆ Must have at least one drainboard or counter top space on either side of the sink.
WATER		<ul style="list-style-type: none"> ◆ All water must come from an approved water supply. ◆ Provide an adequate supply of potable water onsite for cooking and drinking; cleaning equipment, utensils, etc. and hand washing. ◆ Hoses used to supply water to TFS's must be of food grade quality and approved for potable water and be provided with a backflow prevention device. (vacuum breaker).
WASTEWATER DISPOSAL		<ul style="list-style-type: none"> ◆ All wastewater must be disposed in an approved wastewater disposal system. ◆ Must be collected and dumped into a receptacle or drain designated for the disposal of wastewater or into a toilet into the sanitary sewer system.
GARBAGE & PEST CONTROL		<ul style="list-style-type: none"> ◆ Provide covered, rodent-proof, and non-absorbent garbage containers. ◆ Must dispose of grease properly, no dumping into the ground surface. ◆ Must provide protection from flies and other insects by the use of adequate screening or the effective use of fans.
TOILET FACILITIES		<ul style="list-style-type: none"> ◆ Toilet facilities should be located conveniently to the food preparation areas (within 500 feet). ◆ Toilets may consist of properly maintained portable toilets.
TOXIC MATERIALS		<ul style="list-style-type: none"> ◆ All poisonous or toxic materials must be properly stored away from food and food contact surfaces and labeled properly.

DIRECTIONS TO THE CABARRUS COUNTY FAIR

From Charlotte (via US 29/NC 49): Take North Tryon St. (29/49) north to NC 49. Bear right onto 49 - continue thru Harrisburg - cross under US 601 bridge and follow NC 49, 3.2 miles to Old Airport Road. Turn left on Old Airport Road and follow fair traffic into arena grounds on right.

From Charlotte, Kings Mountain & Gastonia (via I-85): Take I-85 north to Exit 48 (I-485). Turn right on I-485, travel to NC 49. Turn left on 49, continue east through Harrisburg - cross under US 601 and follow NC 49 3.2 miles to Old Airport Road. Turn left on Old Airport Road and follow fair traffic into arena grounds on right.

From Albemarle: Take NC 73 west through Mt. Pleasant. Turn right on NC 49 south ramp and travel 2.9 miles. Turn right on Old Airport Road and follow fair traffic into arena grounds on right.

From Asheboro: Travel NC 49 south, pass under NC 73 bridge and travel 2.9 miles. Turn right on Old Airport Road and follow fair traffic into arena grounds on right.

From Davidson, Cornelius, Huntersville: Take NC 73 to US 29/601. Turn right, travel 2.2 miles, US 29 will bear right - stay left and follow US 601 to NC 49. Turn left on NC 49 north ramp. Travel 3.2 miles; turn left on Old Airport Road and follow fair traffic into arena grounds on right.

From Monroe: Take NC 200/US 601 north to Hwy. 49, Turn north on NC 49, travel 3.2 miles and turn left on Old Airport Road and take the 2nd right into the Cabarrus Arena & Events Center. Or for less traffic...Take NC 200 or US 601 north to Cold Springs Road (secondary country road) turn right and travel until road dead ends (approx. 4.5 miles) into another Cold Springs Road at Cold Springs Church & cemetery, then turn left and go approximately 1/2 mile to Hwy. 49, turn left on Hwy 49, follow fair traffic into arena grounds on right.

From Mooresville: Take NC 3 to US 29/601 and turn right. In Concord, US 29 will bear right to Charlotte. Stay left and follow US 601 to NC 49. Turn left on NC 49 north ramp and travel 3.2 miles to Old Airport Road. Turn left on Old Airport Road and follow fair traffic into arena grounds on right.

From Matthews, Mint Hill, Pineville (Shortest Distance): Take NC 24/27 to Flowes Store Road/ Hwy. 601. Turn left onto Hwy 601 and travel approximately 1 mile and turn right on NC 49 north ramp. Travel NC 49 3.2 miles and turn left on Old Airport Road to Fair Entrance. Or take I-485 to Hwy 49, then Hwy. 49 approx. 14 miles to arena grounds.

From Salisbury: Travel I-85 south and take Exit 60 ramp. Turn left on Dale Earnhardt/Copperfield Blvd. and travel to NC Hwy 3. At NC 3 turn left, follow NC 3 5.4 miles to Old Airport Road. Turn left onto Old Airport Road and travel 3 miles to Arena on left. Or take Hwy. 52 East to Hwy. 49 turn right on Hwy. 49 travel approximately 12 miles to Arena and follow fair traffic into arena grounds on right.