

2023

DUTCHESS COUNTY FAIR

AUGUST 22-27, 2023

VENDOR HANDBOOK

WELCOME TO THE DUTCHESS COUNTY FAIR

If you are joining us for the first time, welcome! If you are returning, welcome back.

Please take a minute to read this handbook. It is a useful guide to all operational protocol during the Fair. You will be expected to know, understand and abide by it.

Thank you for being with us and best wishes for a Terrific Fair!

Mailing Address

PO Box 389, Rhinebeck, NY 12572

845-876-4000

845-876-4003 Fax

Shipping address

6636 Route 9, Rhinebeck, NY 12572

www.dutchessfair.com

daschmann@dutchessfair.com – Vendor Manager

MARCH 15 – CONTRACT & INITIAL PAYMENT DUE (+1/2 CONTRACT AMOUNT)

JULY 1 – INSURANCE CERTIFICATES ARE DUE (*Certificates not naming Dutchess County Agricultural Society, Inc as an additional insured will not be accepted. Please see Page 3 of the Handbook for clarification.*)

JULY 15 – FINAL PAYMENT DUE

**AUGUST 18 – VENDOR CHECK IN OPENS
VENDOR CAMPING OPEN**

AUGUST 22 - 10:00 AM DUTCHESS COUNTY FAIR OPENS

AUGUST 27- 8:00 PM DUTCHESS COUNTY FAIR CLOSES

CONTRACTS, APPLICATIONS & FEES

APPLYING TO THE FAIR

Applications for Vendor licenses can be found at <https://www.dutchessfair.com/participate/vendors-concessions/>. Applications are \$20 for the year and are accepted starting December 1 through the middle of August.

Candidates are selected from our vendor application file and selection is based on location of opening and product mix of current vendors. (We simply will not over-book any product family.) If you are selected, you will be contacted, typically by phone. You are welcome to email daschmann@dutchessfair.com after April 1 for your application status.

FAIR CONTRACTS

Contracts to existing vendors are sent out in January and February and are due by the 15th of March.

Season food vendors - We book in January for the year. New food vendors will be contacted by February for a season booking.

New Fair vendors - We start booking April 1 into locations not under contract.

FEES

INSIDE SPACE -

\$65/front foot, 10 ft depth; A limited number of 15x15 booth are available.

Corners \$85/ front foot, 10 ft depth

- Includes one 30/110 amp receptacle, 8' back drape and 3' side drape, free parking, 12 Vendor admission passes

OUTSIDE SPACE –

\$45/ front foot, 15 Ft depth;

Over 15' depth at \$15/foot

- Includes one 30/110 amp duplex receptacle, free parking, 12 Vendor admission passes

Tent rentals are available. Please call for pricing. Rented tents come with sides and are ready at setup. An electrical outlet is included with each tent. Lighting is the responsibility of the vendor. NYS Sales tax of 8.125% will be charged on tent rentals.

NOT FOR PROFIT BOOTHS –

A limited number of Not for Profit booths are available at no charge for the booth. To be eligible, a 501c3 certificate must be submitted with the application. Applicants should use the Vendor License Application, available on the website. The awarded booths include base electricity, pipe & drape for indoor booths and free parking. All entry passes, tent fees, etc are the responsibility of the Not for Profit. Booths are expected to be open and manned during all Fair hours.

FOOD CONCESSIONS

- 18% of Gross Receipts, after sales tax plus amenities fees for non-DCAS owned- facilities.

ELECTRIC SERVICE

All non-food booths are provided with one 30amp/110volt plug outlet. Vendors need to supply wire to the electric service.

Additional and Food Concessions electric prices are:

Amps/Volts	Fee
Additional 30/110	\$100
30/220	\$150
50/220	\$200
100/220	\$350

Special electrical requests will be billed accordingly. All construction time and material will be charged in addition by the electrical contractor.

WASTE DISPOSAL

Food Concessions - \$65

STOCK TRAILERS

There are two types of stock trailer areas. There is no charge for stock trailer storage in the Trailer Lot, located behind Livestock Hill, outside the inner fence.

Limited stock trailer spaces are available within the grounds. Please make notation on your contract if you wish space and services. Stock trailer locations are first come first served. Fees for stock trailers will be charged 8.125% NYS sales Tax.

Fees within the Fair perimeter are:

Stock Trailer – Up to 12’ Including hitch	\$50.00+tax
Stock Trailer – Over 12’ Including hitch	\$75.00+tax
Electrical Hook Up (See electricity fees above)	
Water Hook Up	\$25.00

DECORATOR SERVICES

Fair booths come with electric and pipe & drape for indoors. If you wish to rent tables, chairs, displays, etc, please contact NorthEast Decorating, info on page 11.

BEFORE THE FAIR

INSURANCE – MUST BE SUBMITTED BY JULY 1

Certificates not naming Dutchess County Agricultural Society, Inc as an additional insured will not be accepted.

Non-food exhibitors must pay \$75/day per booth; food concessions & packaged food vendors must pay \$100/day per stand unless the concession provides a valid insurance certificate for a minimum of one million dollars (\$1,000,000) for the dates of set-up through breakdown.

Please have a Certificate of Insurance, **naming the Dutchess County Agricultural Society, Inc., PO Box 389, Rhinebeck, NY 12572 as an additional insured specifically stated as such under the Description of Operations on the front of the certificate for at least \$1 million.** COI can be faxed to 845-876-4003 or emailed to daschmann@dutchessfair.com.

Refund checks will not be issued for the overpayment of insurance coverage. Please make note in your bookkeeping practice to back out the \$75 or \$100 insurance charge from your contract payment if you will be submitting a properly executed Certificate of Insurance.

Any vehicle driving on the fairgrounds must have valid insurance coverage.

NYS SALES TAX

It is the responsibility of the concessionaire to obtain proper documentation from the NYS Sales Tax Office (https://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/how_to_register_for_nys_sales_tax.htm). Your Sales Tax Certificate should be on display at your booth location.

CONTRACTS

Contracts are due by March 15 with ½ the contract amount as a deposit. The remaining balance is due by July 15.

Current food safety certification is required to participate in the Fair. Please submit a copy of your certificate with your contract. Renewed certifications should be forwarded to the office.

DEPARTMENT OF HEALTH

Food permits can be obtained from the Dutchess County Department of Behavioral & Community Health, 131 County House Road, Millbrook, NY 12545; (845)677-4003

PRODUCT SAMPLING & FOOD PERMITS

Questions regarding permitting can be directed to the Dutchess County Health Department.

No permit required for basic sampling incidental to sale/promotion of products

- Jams spread on crackers
- Mustards/sauces with pretzels to dip
- Prepared foods made and portioned in a regulated facility
- Wine beverage tastings
- in disposable cup or consumer's cup
- Raw agricultural commodities

Some sampling may require a permit -Samples involving onsite preparation or holding TCS (Potentially Hazardous) food

- Small pieces of cooked meats
- Dips/soups prepared from spice mixes
- Food prepared during demonstrations and offered to audience

SUPPLIERS

The Fairgrounds has approved purveyors for all food products, bread, ice, soda and confections. All vendors are required to purchase any products during the Fair from our approved purveyors.

No carbonated bottled products are to be sold on the grounds. The only bottled products allowed are Coca Cola's ice tea, water, and sports drinks. There is a \$150 privilege fee for concessions with carbonated beverage fountain service.

Please see Purveyors listing in this handbook and have an account with at least one by July 1. Propriety food items require management approval and have proper safety documentation.

CHECK IN & SET UP

CHECK IN

Vendors are permitted to check in and set up starting Friday through Monday before the Fair unless arrangements are made with the Concession Office prior to the commencement of setup. Please see schedule on page 9 for daily check in and set up times.

Upon arriving, vendors should check in at the Administrative Building for their packet and any last-minute instructions before setting up. Vendor check-in packets include vendor tickets, parking permits and other pertinent event information. Restocking tags are available upon request. A member of Vendor Relations will show vendors to their locations.

ELECTRIC

Each special-order and Food Concession electrical line will have a tag in the Vendor packet. Except electric lines included in the rental fee, all lines must be tagged.

Additional and Food Concession electric service must be hooked up by a fair electrician. Electricians require the tag before installing service. No electrical box access is permitted by anyone other than a fair electrician. Violation of this is a serious offense and may result in termination of contract.

After setting up, concessionaires come to the Concession Check-in Office to request an electrician. Your patience is appreciated while waiting for electrical hookup as our electricians are faced with a daunting job of hooking everyone up in a short period of time.

STOCK TRAILERS

Stock Trailer tags are in the Check in Packet. These must be attached to the hitch or other obvious location throughout the Fair. A member of Vendor Relations will show vendors where they can place their trailers. All efforts are made to locate trailers close by the vendor booth, but there are no guarantees for such.

Trailer electrical line and water service paid for will also have a tag and should be attached to the trailer lines. Electricians require the tag before installing service. Trailers and tags are inspected throughout the Fair. Any trailer without a tag is a serious offense and may result in termination of contract and be towed at the owner's expense.

SHIPPING & RECEIVING

No shipments will be accepted by the Dutchess County Fairgrounds on behalf of vendors. There are no storage facilities on the grounds. A UPS Store is located across Route 9 from the Fairgrounds on for shipping/receiving.

TENTS

All outdoor concession must be covered. Easy up tents are acceptable and must be anchored. All tents must be weighted with a minimum of 25 pounds of weight per leg using sandbags, etc. or staked and able to withstand strong winds.

To prevent electrical shock or disruption of under-ground water lines, do not drive any stakes into the ground without prior approval of fairgrounds personnel.

FORK LIFT SERVICE

There is limited availability for forklift services for off-loading product. If forklift services are required, please sign up at the Concession check-in office. Rates are \$70/hour with a ½ hour minimum on a first come first served basis.

LOAD IN

Indoor vendors are allowed to drive up to the end of their building/tent to unload, depending on space availability.

All vendors are asked to quickly unload their vehicle and then move it to a general parking area. Please do not block an area for longer than needed.

We ask all to be polite and keep their product and packing materials from closing aisles and roadways and encroaching on other's booth spaces while setting up.

Vendors may use their golf carts on the fairgrounds when the Fair is not open to the public. All golf carts must be insured for at least \$1,000,000 and must be off the grounds by 9:00 AM and 12:00 AM Fair Days. Vendors using Golf Carts MUST supply DCAS with a certificate of Liability Insurance (please see page 3).

DURING THE FAIR

HOURS OF OPERATION

The Fair opens on Tuesday morning at 10:00 AM and closes at 8:00 PM on Sunday. Vendors are expected to be open for business every day from 10:00 AM to 10:00 pm and 8:00 pm on Sunday.

All vehicles must be removed from the grounds by 9:00 AM daily.

SHIPPING & RECEIVING

During the Fair, UPS and FedEx are on the grounds across from the Schoolhouse between 10:00 and 11:00 every morning for deliveries and shipments. An announcement over the loudspeaker is made when they arrive.

OPERATIONS

Cooking and food are not allowed in any building except Building D/Specialty Foods or outdoors. Anyone cooking in any type of booth **MUST** have a working fire extinguisher in the booth. The extinguisher must be present at all times. Vendor booths must be set up to allow customers to get out of the walkway.

Concessionaires are responsible for abiding by all Federal and State laws of employment and business operations.

Concessionaires assume full responsibility for the proper care, protection and operation of their space and will be held absolutely responsible for the conduct and acts of their employees or agents.

Appropriate dress is expected from vendors and their employees.

Vendors are responsible for all accidents or worker injury at the space.

All business must be conducted within the bounds of the concession booth. Roving sales are not permitted.

Subletting, assignment and booth-sharing are prohibited.

No alcohol or smoking (of any type) is permitted inside vendor booths at any time.

Plastic bags are not allowed per NYS DEC regulations. Styrofoam containers are not permitted in food service.

Microphones, amplifiers, talking machines, or any other noise making devices are not permitted in concession booths in any of the Exhibit Buildings. Outside booths having noise-making devices, must keep volume low enough so as not to interfere with vendor neighbors' ability to conduct business.

Stealing pipe & drape is wrong. If you do not need a portion of your setup, please place at the ends of the buildings for pick up. Anyone caught taking materials runs the risk of arrest for theft.

Removal of goods or dismantling any portion of exhibit or display will not be allowed during fair dates and hours. There are no storage facilities on premises.

PASSES

Everyone entering the Fairgrounds must have a gate pass. All non-food contracts automatically have 12 vendor passes included.

Additional passes may be purchased before and through the Fair at the Concessions office at \$6.00 per pass.

Vendor passes are to be used solely for staffing the booth. Violation of this is a serious offense and may result in termination of contract.

PRODUCTS & SIGNS

Only items listed on the contract will be allowed for display or sale.

All signs must be professionally generated or approved by management. All merchandise and services' sales price must be clearly marked or posted.

The tacking or posting of *any* advertising cards or signs on outside of buildings is prohibited. All signs must be inside vendor booth area.

SAFETY

Displays must stay within their leased space, keeping fire lanes clear. All tents, easy-ups, exhibits and display material must be flame-proof and pass the State Police and Fire Marshall inspection and approval.

No gasoline stoves for cooking or heating, or storage of any flammable liquids in booths or buildings. No open flame is allowed in any building.

LIGHTING

All lighting should be energy efficient lighting. Halogen and Quartz lighting are **not** allowed.

RAFFLES & DONATIONS COLLECTIONS

Donation collections, raffles and drawings, free or paid, are **not** allowed on the Fairgrounds' property.

BANNED ARTICLES

The following items are not allowed: guns, knives (excepting kitchen cutlery), poppers, cap guns, smoke bombs, fireworks, explosives, drug paraphernalia, stretch bottles, silly string, laser pointers, any type of blowgun and any other item deemed dangerous or controversial by Fair management.

Items bearing the image of the Confederate flag are banned per NYS law.

Drones are not permitted on the grounds.

Obscene and inappropriate materials are forbidden. The management reserves the right to make these judgments.

Products bearing the Fair logo or name are prohibited except from vendors with permission.

No balloons, stickers or adhesive materials can be distributed or applied to patrons or grounds. There will be a \$500 fine for distribution of such.

Any giveaways must be approved by Fair management.

RECYCLING & TRASH

Rake or sweep around your sales area during the Fair. If you use landscaping materials in your display, please rake the mulch into a pile at the edge of the road for pick up at the end of the event.

All vendors are expected to assist in recycling efforts. Cardboard must be broken down; plastics, glass and tin must be rinsed and placed in plastic bags outside in front of booth or at the end of Exhibit buildings at close of each Fair day.

PETS

Pets are not allowed inside the Fairgrounds at any time. (Exception: dogs in contracted shows, acts or performances and service dogs.)

Pets can be housed inside campers in the camping lot; they cannot be left chained and unattended outside. It is imperative that you clean up after your pet in the camping area. All pets must have valid & current rabies vaccinations. Proof of vaccination must be supplied.

FOOD CONCESSION BOOTHS

To abide by the HACCP regulations and keep our guests safe, it is now mandatory that all booths have someone present to receive and sign for their orders at the time of delivery each morning. The purveyors have a window for delivery every morning of the Fair from 6:00AM until 9:30AM. You **MUST** have someone there to accept and store food deliveries during that time. Please make arrangements for an "opener" for each morning you will receive a delivery. There will be no exceptions.

Vendors can make arrangements with purveyors to accept deliveries during the day at the Food Access area, located next to the Schoolhouse on the east side of the Track. Once the Fair is open, no motorized vehicles are allowed on site. Deliveries will require a hand truck.

CARBONATED BEVERAGES

No bottled carbonated products are to be sold on the grounds. The only bottled products allowed are Coca Cola's ice tea, water, and sports drinks. There is a \$150 privilege fee for concessions with carbonated beverage fountain service.

GREASE

Grease is picked up every morning. Please leave it in an enclosed container outside your booth. Anyone caught dumping grease into the drains will be fined for the cost of the cleanup plus \$1000 and is in jeopardy for not being considered for future Dutchess County Fairgrounds events.

ICE MACHINES

You may use your ice machine which is in your concession trailer; ice machines in stock trailers are not allowed.

Sinon Farms sells ice in 20# sleeves. If you are using one of Sinon's ice freezer for storage, you may not store anything but his ice in it.

PROPANE

Bottini Fuel is the fuel purveyor for the Fair. They rent tanks as needed and are on the grounds each morning to fill tanks.

REPORTING DAILY RECEIPTS

The initial report is in Food Vendors' check-in packet. The sheet should be filled out with the concessionaire's name and booth location and accurate sales numbers for each booth. Sales tax is the responsibility of the vendor and is backed out on the Reporting Sheet.

The Food Committee will pick up Sales Reporting sheets each morning between 10:00 am and noon. They will leave a new form for the following day. If you miss the pickup time, please bring the completed form to the Administration Building.

Reported sales totals must include all coupons and specials sales.

Sunday settlement can be made between 8:00 PM and 10:00 PM Sunday and 8:00 AM and 3:30 PM Monday. Final payment is expected by the Tuesday following the Fair.

CAMPING

Limited vendor camping sites are available on a first come, first-serve basis. Each 20' space is \$300 for the 10 day period of the Friday preceding the Fair through 3:00 PM Monday afternoon following the Fair.

- Camping permits must be placed PROMINENTLY in a front window.
- NO OPEN FLAMES of any kind are allowed.
- Dumping facilities are not available. Daily pumping is available for a fee.
- Open awnings are not permitted.
- Vacuum breakers must be left on water spigots.
- Electrical hookups are 30 AMPs.
- Water hookups are included in price.

FIRE EXTINGUISHERS

Every camper must have an appropriate fire extinguisher. The extinguisher must be present at all times. There will be a visual inspection at check-in.

EMERGENCY DURING THE FAIR

If an emergency happens during the Fair, vendors can call 845-876-6808, the on-site Command Post to report it and dispatch First Aid and Police services. Please know your building or area location and surrounding booths to identify the location to emergency personnel.

Please post the Emergency Information paper, which is included in your Vendor Packet at Check-in, prominently within your booth.

FAIR BREAK DOWN

Exhibits, displays, machinery, campers, stands and tents shall be removed from all buildings and Fairgrounds NO LATER THAN 3:00 PM MONDAY following the Fair. Any items remaining will incur a daily rental rate of \$100/day.

Sunday settlement for Food Concessions can be made between 8:00 PM and 10:00 PM Sunday and 8:00 AM and 3:30 PM Monday. Final payment is expected by the Tuesday following the Fair.

BUSINESS TRANSFER POLICY

The policy of the DCAS for the transition of business ownership to new owners is as follows:

- The prospective owner must fill out a DCAS Fair application, including references.
- After the references are checked and the prospect is approved, DCAS will offer the location to the new owner for 1 year, with the understanding that product quality remains at or above the existing standard and income produced from the booth also remains at or above the existing level.
- Any concession or vendor not abiding by this policy in transferring their business may lose their location(s).

Dutchess County Fair Schedule

March 15

- Contract & Initial Payment (1/2 Contract amount)

July 1

Insurance Certificates are due - *Certificates not naming us additional insured will not be accepted. Please see Page 2 of the Handbook for clarification.*

July 15

- Final Payment Due

Friday Aug 18

- Vendor check in 9 AM-5 PM
- Vendor setup 9 AM-9 PM
- Vendor Camping Open

Saturday Aug 19

- Vendor check in 9 AM-5 PM
- Vendor setup 9 AM-9 PM

Sunday Aug 20

- Vendor check in 9 AM-5 PM
- Vendor setup 9 AM-9 PM

Monday Aug 21

- Vendor check in 7 AM-8 PM
- Vendor setup 7 AM-11 PM

Tuesday - Sunday Aug 22-27

- Food Deliveries 5:30 - 9:00 AM
- Restocking 6:30 – 9:00 AM - All vehicles must off the grounds by 9:00 AM
- Fair open 10:00 AM until 10:00 PM
- SUNDAY FAIR CLOSSES AT 8:00 PM

Monday Aug 29

- All vendors & materials removed by 3:00 PM

ON SITE PURVEYORS

SODA PRODUCT, WATER

Somerset Food & Concession/
848-229-5042
During the Fair - 848-229-5042
Somersetfoods.com

FOOD, PAPER PRODUCTS

Ginsbergs
518-828-4004 x282 or x277
During the Fair - 518-929-2413/518-821-4489/518-653-4464
ginsbergs.com

Giordano's Big G Inc
718- 892- 7798
During the Fair - 718- 892- 7798/914- 904- 6644
giordanosbigg.com

Somerset Food & Concession
848-229-5042
During the Fair - 848-229-5042
Somersetfoods.com

Sysco
845-245-5485
During the Fair – 845-245-5486/914-805-0235
Sysco.com

PROPANE

Bottini – 845 297 5580 x 1308
During the Fair – 845-297-5580
Bottinifuel.com

ICE

Mike Sinon – 845-518-9191
During the Fair - 845-876-6033

BREAD

Bernardinos – 413-478-5991
During the Fair - 413-478-5991 or 413-222-4860

DAIRY & ICE CREAM

Mike Sinon – 845-518-9191

DECORATING SERVICES (TABLES, CHAIRS RENTALS)

Northeast Decorating – 315-471-9989

LOCAL WEBSITES

Rhinebeck Chamber of Commerce
www.rhinebeckchamber.com

Dutchess County Tourism
www.dutchesstourism.com

GPS ADDRESS

6636 Springbrook Ave, Rhinebeck, NY 12572

OTHER NUMBERS

DUTCHESS COUNTY DEPARTMENT OF BEHAVIORAL & COMMUNITY HEALTH (HEALTH PERMIT)

131 County House Road
Millbrook, NY 12545
845-677-4001/www.dutchessny.gov

CAMPGROUNDS

Brook n Wood – 518-537-6896
Interlake Campground – 845-266-5387
Mirror Lake Retreat - 845-758-8764

DRUG STORE (RHINEBECK CENTER)

CVS – 845-876-1402

HOSPITAL (JUST SOUTH OF THE FAIRGROUNDS)

Northern Dutchess Hospital – 845-876-3001

LAUNDROMAT

Across from the Fairgrounds in Springbrook Plaza

OFFICE SUPPLIES

Stickles Variety – center of Rhinebeck

POST OFFICE (CENTER OF RHINEBECK)

Rhinebeck – 845-876-4256

PRINTING/COPIES/COLOR COPIES (ACROSS FROM THE FAIRGROUNDS)

The UPS Store – 845-876-3357

PROPANE TANK FILLING STATION (JUST NORTH OF THE FAIRGROUNDS)

Williams Lumber – 845-876-7011

SHIPPING/COPIES/FAX (ACROSS FROM THE FAIRGROUNDS)

The UPS Store – 845-876-3357

Management reserves the right to make changes and updates to the information included in this manual. January, 2023.