

2024

DUTCHESS COUNTY FAIR

AUGUST 20-25, 2024

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 as there are changes throughout. 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 fantastic 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

vendormanager@dutchessfair.com – Jenny Lang

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 16 – VENDOR CHECK IN OPENS
VENDOR CAMPING OPEN**

AUGUST 20 - 10:00 AM DUTCHESS COUNTY FAIR OPENS

AUGUST 25- 8:00 PM DUTCHESS COUNTY FAIR CLOSSES

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 to August 15.

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 vendormanager@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 booths 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 Fairgrounds. Please make a note on your contract if you would like 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

All vendors must pay a flat fee of \$85 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.

A valid Certificate of Insurance must name **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. Certificates not naming Dutchess County Agricultural Society, Inc. as an additional insured will not be accepted.** Dutchess County Agricultural Society, Inc. must be named as the certificate holder. COI can be faxed to 845-876-4003 or emailed to vendormanager@dutchessfair.com.

Refund checks will not be issued for the overpayment of insurance coverage. Please make a note in your bookkeeping practice to back out the \$85 insurance charge from your contract payment if you are 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 Administrative 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. *During events all food service operators/vendors must have a current food service permit with Dutchess County. Applicable food service permits include Catering, Mobile, and Temporary. All Temporary food permits must be obtained online at <https://www.dutchessny.gov/Health-Permits>.*

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
- Shelf Stable foods, prepared foods made and portioned in a regulated facility
- Any alcoholic beverage tastings in disposable cup or consumer's cup
- Raw agricultural commodities that do not require temperature control

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 iced 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.

INTERNET-New changes this year

Inside Vendors: You may purchase Wi-Fi directly from the Administration Office upon check in at the Fair.

Outside Vendors: Please contact Frontier to order a temporary DSL line. Order requests must be placed by August 4th.

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 Administrative Office prior to the commencement of setup. Please see the schedule on page 9 for daily check-in and set up times.

Upon arriving, vendors should check in at the Administrative Office 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 for the 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 the 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.

ELECTRIC Cont'd

After setting up, concessionaires come to the Administrative Office to request an electrician. Your patience is appreciated while waiting for electrical hookup as our electricians are faced with the 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 the 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 concessions 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 underground water lines, do not drive any stakes into the ground without prior approval of Fairgrounds Management.

FORK LIFT SERVICE

There is limited availability for forklift services for off-loading products. If forklift services are required, please sign up at the Administrative 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 Fairgrounds between 9:00 AM and midnight 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. ***Failure to properly staff your space may lead to expulsion from the Fair and/or jeopardize your return to future Fairgrounds events.***

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 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 injuries at the space.

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

Subletting, assignment, and booth-sharing are prohibited.

No alcohol or smoking (of any type) is permitted inside vendor booths at any time. We are a smoke-free facility.

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 unethical. If you do not need a portion of your setup, please place it 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 the 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 Administrative 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, services, and sales prices must be clearly marked or posted.

The tacking or posting of *any* advertising cards or signs on the outside of buildings is prohibited. All signs must be inside the 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 (except 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 booths 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 arrange 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 iced 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 the cost of the cleanup plus \$1000 and is in jeopardy of 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 20lb sleeves. If you are using one of Sinon's ice freezers for storage, you may not store anything but Sinon Farms 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 the 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 Office.

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 the 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 50 AMPS.
- Water hookups are included in the 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.

Reminder: 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 Dutchess County Agricultural Society Inc. additional insured will not be accepted. Please see Page 2 of the Handbook for clarification.***

July 15

- Final Payment Due

Friday Aug 16

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

Saturday Aug 17

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

Sunday Aug 18

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

Monday Aug 19

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

Tuesday - Sunday Aug 20-25

- Food Deliveries 5:30 - 9:00 AM
- Restocking 6:30 – 9:00 AM - All vehicles must be 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 26

- 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

BREAD

Bernardinis – 413-478-5991

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

ICE, DAIRY & ICE CREAM

Mike Sinon – 845-518-9191

DECORATING SERVICES (TABLES, CHAIRS RENTALS)

Northeast Decorating – 315-471-9989

COMMUNICATIONS

Frontier

845-876-7469 to order line pre-Fair. You must have your booth location.

During the Fair 845-464-0197/845-283-3502

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
845-677-4003 www.dutchessny.gov/health or www.dutchessny.gov/DBCH

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

Staples-845-336-0386, Kingston, NY

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. December 2023.