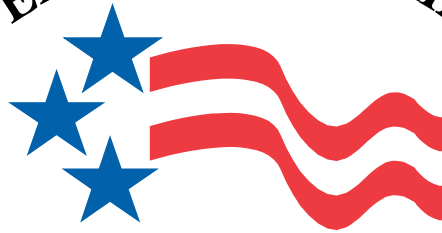


ERIE COUNTY FAIR



August 11-22, 2010

OUTDOOR PARTICIPANTS MANUAL FOR 2010

This manual lists all the rules, requirements, procedures and general information for Concessionaires/Exhibitors contracted with the Erie County Agricultural Society, host of the Erie County Fair.

Failure to comply with the policies and procedures in this manual may result in a financial penalty in the form of a fine or failure to renew any future licensing agreements.

FAIR GATE HOURS

Wednesday, August 11 2pm - 11pm

Thursday, August 12 thru Sunday, August 22 9am - 11pm

Weekday Early Morning Admission Special

An early morning discount will be offered at the 2010 Fair. Between the hours of 9am and 11am, admission will be just \$5.00. This will be in effect on weekdays only!

INTRODUCTION

This manual has been prepared for you, Erie County Fair exhibitors and concessionaires, as a guide to help you in your efforts to serve our valued fairgoer. Many questions asked by exhibitors and concessionaires are answered here. Please take a moment to look through the guide, it can save you both time and money along with averting common problems. It is your responsibility to be aware of the rules and regulations which are part of your space rental contract. The management of the Erie County Fair reserves the final and absolute right to interpret these rules and regulations, settle all matters, answer questions and differences incident to the fair and/or the management control and protection on the Erie County Fair.

If you have any questions, call the Concessions Department of the Erie County Fair at (716) 649-3900 ext. 402, 419, 398

CONCESSIONS OFFICE LOCATION

North entrance, lower west grandstand

CONCESSIONS OFFICE HOURS

Off Season	Monday thru Friday	8am - 4:30pm
Fair Hours	July 26 - August 8	8am - 4:30pm
	August 9	8am - 2pm
	August 10	8am - 2pm
	August 11 - August 21	8am - 7pm
	August 22	8am - 9:30pm
Post Fair	August 23	9am - 1pm
	Monday thru Friday	8am - 4:30pm

MANDATORY CONCESSIONS MEETING

Location: Family Entertainment Complex on 42nd Street

Date: Tuesday, August 10

Time: Food Concessionaires 5:30pm
Commercial Vendors 7:30m

CONCESSIONS DEPARTMENT PERSONNEL

Concessions Manager	Jeff Horbowicz
Office Manager	Jackie Cammarano
Staff	Emily Wightman

ERIE COUNTY AGRICULTURAL SOCIETY BOARD OF DIRECTORS AND OFFICERS

Fair Manager/CEO Dennis R. Lang, CFE

Officers

Chairman of the Board	Kevin N. O’Gorman, M.D.
1st Vice Chairman	William J. Hopkins
Secretary	John H. Leamer
Treasurer	Richard L. Campbell

Directors

Frank E. Newton
Joseph M. Solomon
Robert W. Dygert, D.V.M.
Kenneth Wilk

Ronald A. Geitter
Harry J. Lockwood
Kay L. Leitzan
Wesley C. Dust

MISSION STATEMENT

of the Erie County Agricultural Society

The basic purpose of the Erie County Agricultural Society, Host of the Erie County Fair, is to preserve and enhance, by educational endeavors, the agricultural and historical legacy of New York State. The Fair strives to fulfill appropriate aspects of the agricultural, educational, entertainment and recreational needs of all that visit the Fair.

SPACE RENTAL EVALUATIONS STANDARDS

The Erie County Fair Staff will complete a 20 point evaluation of all exhibitors, concessions and attractions to ensure that space rental standards are met. In addition, a photograph will be taken of your exhibit, stand or attraction to keep with your file. Each failure of a line item standard is equal to one point demerit. The criteria for the evaluations are as follows:

3 points	passing	minimal improvements are needed
6 points	satisfactory	improvements are needed
8 points	failure	application to return will not be accepted

1. Contracts, payments and insurance certificates received on time
2. Fresh food/products served/available during hours of operation
3. Purchasing products from the Fair provided purveyors
4. Appropriate services and/or condiments being provided
5. Compliance with prize giveaway rules
6. Concession cards posted and visible at all times
7. Well maintained, clean, bright and attractive booth
8. Visible, legible, professional signage
9. Stock and equipment out of customer's view
10. Business conducted within the confines of the booth
11. Clean and tidy stock, work and service areas
12. Staff is presentable, in clean uniforms, conducting business professionally
13. Booth is fully staffed during hours of operation
14. Serving only specified food/products on signed contract at each location(s)
15. Attend the scheduled mandatory concessions meeting
16. Backroom area not visible to patrons-hoses, drains, holding tanks, etc. in order.
17. Fire, Safety and health codes are adhered to properly
18. Required contractors reporting gross percentage sales by specified hours
19. Overall total sales from the duration of the fair dates
20. Set up and tear down requirements

RULES & REGULATIONS

Adhesive Stickers

The giveaway of any type of adhesive sticker, promotional or otherwise, is strictly prohibited. If you are found to have done this, you will be warned of this infraction in writing and it will jeopardize your location for the present or following year.

Approved Purveyors

We highly encourage all concessionaires to purchase their necessary supplies from a list of approved purveyors on page 11. Purchases from our purveyors will influence renewal for next year's Fair (excluding specialty items approved by the Concessions Manager).

Back Flow Valve

All food concessionaires are required to have vacuum breakers on all water connections.

Banners and posters

Any and all banners, posters and/or signage is strictly prohibited outside of your booth. Any and all sandwich boards outside of your exhibitor space are strictly prohibited.

Check In/Credentials Packet

All vendors must have proper credentials (admission tickets or multi-day event pass) to enter the grounds (**see Form A**). Accounts paid in full with complete paperwork on file may pick up their credentials/ticket packet, starting Monday, July 26. Please phone the Concessions Office to check the status of your account prior to arrival.

***Credentials will not be distributed unless all paperwork is completed and payment in full is received in the Concessions office. This includes liability insurance and when applicable NYS Sales Tax ID #'s.**

Contract Card

This will be provided to you at check in. Your color identified contract card(s) must be displayed in full view at all times.

Electric

Please see separate Electrical **Form C** (blue). These forms must be returned with your signed contract.

Fair logo

No products bearing the Erie County Fair logo will be permitted without the written permission from the Erie County Agricultural Society, host of the Erie County Fair.

Fencing

It is the responsibility of the concessionaire to provide all fencing.

Stockade fencing is required to conceal all areas between concessions and prep areas from public view.

Fire Extinguishers

All food concessions are required to have a minimum 10 lb. ABC Fire Extinguisher at each location. It is the responsibility of each concessionaire to train all employees on proper operation of the extinguishers.

Forklift

There will be a minimum charge of \$50.00 per hour rental fee. Forms available at the Concessions Office.

Grease Disposal

All grease must be disposed of properly. No grease of any kind is to be dumped in sanitary or storm drains. Failure to comply with these rules could result in a fine of \$1,250.00. Grease barrels can be picked up at the Maintenance Shop and will be replaced by the same when full. Arrangements for removal during the fair can be made by calling 716-649-3900 ext. 445.

Helium Mylar Balloons

Helium balloons are strictly prohibited on the grounds.

Propane Tanks And Utility Lines

All propane tanks must be chained in place. Propane tanks are not allowed in any buildings. All persons operating propane tanks must be 18 years or older. All propane tanks/propane are to be purchased through **Irish Propane**, the exclusive propane provider on the grounds.

License Agreement

Be sure to read the entire agreement. It is your responsibility to read all areas of this legal document. The License Agreement must be properly signed and returned with deposit by date noted on Agreement when it is issued. Failure to do so will result in voiding of Agreement at the discretion of the Concessions Manager. Be sure to read all pages of your Agreement for all rules and regulations. Again, the License Agreement is a legal document. Be sure to check that the entire document is completed; **it is your responsibility to make a copy for your records.** There will be a \$25 replacement fee. **This License Agreement does not guarantee the exclusive sale of your product.** The License Agreement must specify all of the products or merchandise you intend to sell at our Fair. If it is not listed you will not be allowed to sell those items at the Fair.

Marquees

All marquees should be professionally designed and illuminated. **NO** hand painted or lettered signs will be allowed.

Opening Day - opening time is now 2:00pm

All food concessionaires, commercial building vendors, outside vendors are to be set up by 11:00am on Opening Day, Wednesday, August 11, 2010.

Parking

Parking will be in the general parking lots. Concessionaires are allowed to pre-buy daily parking passes at a rate of \$5.00 per day, per car.

Payments

All financial obligations stated in your License Agreement must be paid in full by June 1, 2010. Failure to do so will result in a late fee of the balance due. This policy will be strictly enforced.

- plus an additional 8% **June 1**
- plus an additional 12% **July 1**
- plus an additional 15% **August 1**

Please make all checks payable to the Erie County Agricultural Society.

Be sure to note your contract number on payment. There will be a charge of \$35.00 for all returned checks.

Refund Policy

The Erie County Agricultural Society, host of the Erie County Fair, has established the following policy pertaining to refunds: There will be no refunds issued to any exhibitor, food concessionaire, commercial exhibitor, game operator or any other concessionaire/exhibitor participating in the Erie County Fair.

Insurance

NO tickets/credentials will be distributed WITHOUT an APPROVED 2010 INSURANCE CERTIFICATE ON FILE with the Concessions Office. While you may have sent a copy of your insurance to us, this does not necessarily mean it has been approved by the necessary channels. IT IS YOUR RESPONSIBILITY TO CONTACT OUR OFFICE regarding the status of your insurance prior to the fair. Lack of compliance may result in severe delays in set up of your booth and/or forfeiture in event participation.

SUBLETTING OF LEASED SPACE IS STRICTLY PROHIBITED.

Percentage contracts

All concessionaires operating under a percentage contract are required to supply total gross sales for each day (less NYS Sales Tax of 8.75%)*(**This percentage is subject to change**) to the Concessions Office. You will receive your reporting sheets from the Concessions Office when you check in. All percentage sheets should be turned in daily beginning Thursday, August 12, 2010. All reports are to be received in the Concessions Office no later than 11am the following day.

Non-compliance of this policy will result in a 5% penalty and could result in non-renewal of space for the 2011 Fair.

Checkout will be on Sunday, August 22 from 4 - 9:30pm and Monday, August 23 from 8 - 11am.

Please note: The Erie County Agricultural Society, host of the Erie County Fair, reserves the right to 'audit' any concessionaire during the Fair. Vendors are randomly selected for 'audit' on a daily basis. No prior notice is required.

Pricing

Pricing of all food items and merchandise sold is to be visibly posted. All pricing must include New York State Sales Tax (8.75%)****(This is subject to change.)** If you are 'up charging' larger size clothing items, these must be clearly posted as well. Tip jars are discouraged. The Concessions Office reserves the right to require vendors to remove tip jars.

Reimbursement Policy

In the interest of public relations, the management of the Concessions Office reserves the right to, at its discretion, require any concessionaire/exhibitor/vendor to reimburse the full amount of any customer's purchase.

Rental and Decorating Service

Hale Northeastern is the decorating rental service on the grounds during the Fair. You can call them at (800) 333-4253 or download the exhibitor manual from www.haleexpo.com after June 1, 2010. Log in at the bottom left of the page, username is ecfair and password is expo4 (case sensitive).

Signage

The Erie County Agricultural Society, host of the Erie County Fair, continues to stay rated one of the top fairs in the country and we need your help to accomplish this. Please do not display hand made signs in your stands, tents or trailers. **No sandwich or a-frame type boards.** Take pride in what you have to offer our guests. We are all professionals and we ask that you have professionally made signage within your stand. On the Mark Signs is available at (716) 823-3373 and is also on the grounds during set-up and the first few days of the fair.

Smoking

Smoking is not permitted in any building on the Fairgrounds. This rule will be strictly enforced.

Soft Drink Cups

Vendors shall only sell cups provided by the soft drink purveyor and approved by Fair management.

Souvenir Mugs

All food concessionaires are required to honor refills on all Erie County Fair and America's Fair Souvenir Mugs from any given year. Please charge in accordance with current pricing structure. Souvenir refill signage is available at the Concessions Office.

Storage and Storage Permits; Form E (gold)

All storage units are required to have a storage permit. All storage permits are \$50 per unit outside inner fence and \$100 per unit inside inner fence. Permits are issued by the Concessions Office and must be paid by Friday, August 13. Any storage vehicles without a permit by Saturday, August 14 will be towed at the owner's expense.

Approval is not automatic for inside inner fence storage. Storage inside the inner fence line of the Fair (excluding Strates' area) includes any motor vehicle, trailer (open or closed) , regardless of whether it is used as a tow vehicle or for transportation.

Storage outside the inner fence line in the trailer park or general parking lots include any cube van, truck or trailer (open or closed), capable of storing product and/or merchandise, regardless of whether it is used as a tow vehicle or for transportation.

All storage permits must be displayed on unit in plain sight at all times while on the grounds.

Telephone Hook-ups; Form B (yellow)

All private lines must be ordered through Verizon ahead of time.

Call Exhibitor Services at (877) 243-6200. Be sure to order your phone line to include activation one week before the fair begins and the disconnect date should be Monday, August 23. Keep a copy of verification # for work order.

Tent Information

Every tent that is erected on the fairgrounds must be from a tent supplier that has an approved certificate of insurance provided to the Concessions Office from the tent owner. The Erie County Agricultural Society needs to be listed as additionally insured on the certificate. All tents must be flame retardant, anchored and acceptable to Fair standards. **All stakes must be capped.** All tent rentals must be through a supplier authorized by the Erie County Agricultural Society. **There will be a \$15 per tent service fee to fill in the tent stake holes.**

Trailer Skirting

All trailers, regardless of their venue, are required to have skirting (canvas preferred). Skirting must be in good condition.

Transport Vehicles (ie. Golf Carts & Bicycles)

Bicycles - Form M (gold) There will be a \$10 fee for permit. For move-in purposes only, bicycles with proper permits will be permitted on the Fairgrounds. Failure to operate a bicycle in a safe manner will result in the loss of this privilege.

Golf Carts - Form D (Gold) \$50 fee for permit

Permits and insurance are required for all transport vehicles operated on The Fairgrounds. Your insurance certificate must state you have golf cart coverage. Golf Cart rules and maps will be distributed at check-in. Failure to comply with the golf cart rules and regulations will result in the loss of any golf cart privileges. Any golf cart used during night time operation must be equipped with headlights. If you are in need of a golf cart, you can order them through Battery Post at (716) 896-0404. There will be no two wheel scooters, three or four wheel ATV's allowed anywhere on The Fairgrounds.

REQUIRED DOCUMENTS

The following documents are required to operate a concession stand/booth at The Erie County Fair. These must be submitted to the Concessions Office with your signed contract. Upon receipt of **all** required forms, we will issue your credentials.

- Approved Certificate of Insurance **page 17 Form H (orange)**
- New York State Sales Tax Permit **page 19**
- Erie County Health Permit **Forms I (white); Pages 14, 15 & 16**

All government agencies must supply a letter verifying proof of coverage.

Proof of Insurance

Be sure to read page 17 for requirements and return the Insurance Certificate. If you need to purchase insurance, fill out and return **Form H (orange)**. Have your insurance certificate sent to the Jacob Hauck Agency for approval by June 1, 2010.

New York State Sales Tax Permit

The original of your New York State Sales Tax permit (issued by NYS, no photocopies) must be displayed in full view at all times. Send a copy of the certificate for our files prior to set-up.

Be sure to read page 19 for rules and regulations concerning the New York State Tax Department.

Erie County Health Permit

See pages 14, 15 & 16 and **Forms I (white)**, is the application for a Temporary Food Service Permit. There is a discount for early filing. Return this form to the Erie County Health Department, not the Concessions Office. The telephone number for the Erie County Health Department is (716) 858-7677. Department representatives will also be on site at the Fair.

The original of your Erie County Health Permit must be displayed in full view at all times.

ARRIVAL PROCEDURE

How, where and when to check in when you arrive...

**ALL CONCESSIONAIRES, VENDORS, EXHIBITORS
ARE TO CHECK IN AT THE CONCESSIONS OFFICE
PRIOR TO SET-UP.**

**ACCOUNTS MUST BE PAID IN FULL WITH
COMPLETED PAPERWORK ON FILE.**

OUTDOOR CONCESSIONS

Due to changes in normal business operations and the projected completion of construction areas, set-up dates or times may change. Prior to set-up, please call and check with the Concessions Office to get approval for set up day and time.

TENTATIVE DATES & HOURS

August 7-10; 8am - 7pm **NO EXCEPTIONS**

ALL VENDORS

All outside concessionaires are required to use the upper McKinley Parkway Delivery Gate B. Upon arrival at Delivery Gate B, please identify yourself, making available your location and contract number. At that time, you will either be escorted into the fairgrounds, allowed to proceed on your own or be asked to wait until we are ready to spot you. We ask for your patience at this time. Once you have been "spotted" at your location (please have patience as the staff can only spot one location at a time), you will then be connected to power and water. There will be an attendant to assist you if needed. **Hours for outside setup will begin at 8am and end at 7pm on the dates listed above. NO EXCEPTIONS**

In an effort to protect the well being of everyone associated with fair set-up and tear down, please abide by all safety regulations. Be careful while using ladders, use eye protection when necessary and drive your vehicle slowly while on the grounds.

**Set-up is to be completed by 11:00am on
Opening Day, Wednesday, August 11, 2010.**

HOURS OF OPERATION

All booths are to be staffed at all times - outdoor vendors that fail to comply will be given a written warning, 2nd offense a \$50.00 fine and finally non-renewal.

Outside Concessions/Vendors

All outside vendors (including food) must open daily beginning at 10:30am and operate until 10:30pm or until the midway closes. Deviation from these hours of operation will not be permitted and is strictly enforced.

ALL OUTSIDE VENDORS MUST BE REMOVED BY 4:00pm MONDAY, AUGUST 23, 2010.

We ask for your cooperation in adhering to these rules. Failure to follow these rules may result in non-renewal of your contract for the 2011 Erie County Fair.

IMPORTANT...

All concessionaires are responsible for the clean-up of their area after tear down. At the end of the term of use, the concessionaire must clean the premises so that the grounds are in the same condition as they were when you arrived. If the concessionaire fails to comply, they will be liable to the Erie County Agricultural Society for any and all expenses incurred in cleaning the premises and otherwise restoring the premises to such conditions.

Billing for these cleaning services will be sent separate at the conclusion of the Fair.

APPROVED PURVEYOR LIST

All concessionaires are required to use these approved purveyors only

Midstate Bakery

402 Babcock St
Buffalo, NY 14206
853-1119
Bread Pastries, Rolls

Bipperts Farms

Clinton & Blossom Rd
Elma, NY 14059
668-4328
Fresh fruits, vegetables

Arctic Glacier

900 Turk Hill Rd
Fairport, NY 14450
585-388-0080
Bags of ice

Will Poultry

1075 William Street
Buffalo, NY 14206
853-2016
Fresh chicken products-
Including cuts, boneless,
Thigh meat, gyro meat,
Wholes, wings, fryers &
Shells, Vegetables, pork
Egg rolls
NO CHICKEN FINGERS, OIL

Pepsi-Cola

2770 Walden Ave
Buffalo, NY 14225
684-4900
All Sport,AR Loganberry,
Bottles Water, cups,
Juices, lemonade, Pepsi
Products (pre/post mix)

Nick Charlaps Ice Cream

7264 Boston State Rd
Hamburg, NY 14075
312-0592
Hard Ice Cream

Upstate Milk

7115 West Main Street
Leroy, NY 14482
768-2247
Dairy & Milk Products

Try-It Distribution

651-3551
Amberbock,Bartles & Jaymes
Coolers, Bass, Bud, Bud Light,
Carlsberg, Doc Otis (Hard
Lemonade) Dos Equis,
Guinness,
Harp, Labatt Blue, Michelob
Light
Rolling Rock, Smirnoff Ice,
Tecate

Maple Leaf Foods

2200 Harlem Rd
Cheektowaga, NY 14225
892-2929/1-800-243-3919

Minich Distributing

3408 Bethford Dr
Blasdell, NY 14219
825-5274
Bread, rolls, sweet foods

Irish Propane

David Collins
70 Katherine St
Buffalo, NY 14210
827-2727 ext 229

Sanarak

456 Hinman Ave
Buffalo, NY 14218
874-5662
Morning Deliveries Only
Cotton candy, ice cream cones,
Topping supplies,sno-kone,
Candy apple supplies

TENT SUPPLIERS

Advanced Tent Rental

91 Citation Drive Unit 11
Concord, ONT L4K 2Y8
Brad Wadsworth
1-800-263-7221
Cell 416-990-7222
Fax 905-660-7425

Blidy Canopy Rental

10323 Versailles Plank
North Collins, NY 14111
Peter or Lynn
716-337-2267
Fax 716-337-2267

Clines Tent Rental

549 A State Route 19 North
Belmont, NY 14813
Aaron Cline
1-800-947-8368
585-268-5930
585-973-3808
Fax 585-268-7777

G&R Tent Rental

1580 Williams Street
Buffalo, NY 14206
716-893-5996
Fax 716-896-7041

Sterling Tent

150 Pearl Street
Batavia, NY 14020
716-343-3726
716-343-4999

DELIVERIES/UPS/MAIL

Mail Service (USPS)

(At the time of printing) There will be no United States Postal Service on the grounds. Any mail that needs to be sent to the Fair, should be addressed with the concession/exhibitor name on the envelope as well as their location to insure the correct person receives the mail.

If you are expecting mail, please check with the receptionist in the Main Office (upstairs) or in the Concessions Office between 9am and 1pm. There is not enough staff on hand to be able to alert you when mail has arrived; be sure to check in the Main Office upstairs if you are expecting any. **The Erie County Agricultural Society, host of the Erie County Fair, will not be responsible for any lost deliveries. No C.O.D.s will be accepted**

Please be sure to have all mail addressed the following way...

Concessionaire's name with location clearly marked

Contract #, c/o Erie County Fair

5600 McKinley Parkway

Hamburg, NY 14075

The Erie County Agricultural Society, host of the Erie County Fair, assumes no responsibility for damaged, missing or lost mail.

DELIVERIES; prior to August 11 (Fed Ex, UPS, etc...)

The Erie County Agricultural Society, host of the Erie County Fair, will not accept any packages prior to August 11, 2010. If you need to have stock delivered to the Fair, the following must appear on all deliveries

Individual's name and or business address, 5600 McKinley Parkway, Hamburg, NY

14075, Contract # and location

NOTE: The Erie County Agricultural Society will not be responsible for any deliveries prior to August 11.

DELIVERIES; Fair week (Fed Ex, Airborne)

All deliveries other than UPS can be picked up between 9am-5pm at Delivery Gate B off McKinley Parkway. Packages can be delivered to either Gate B or the UPS Gate; package must specify.

UPS (United Parcel Service); Fair Week

All UPS Deliveries will be made Monday through Friday at the UPS Gate located near the Purveyor Lot entrance. The hours of operation for pickup will be at the discretion of UPS.

PLEASE NOTE: If you are expecting a delivery, be sure to have someone pick it up as described above, or you may have to wait for their return the next business day .

DAILY DELIVERIES; August 11-22

Only delivery vehicles with proper identification are permitted on the fairgrounds. **All outside concession deliveries are to be made between 6 and 9am daily.** Indoor Concession deliveries can be made between 8:30 and 9:30am daily. All delivery vehicles must be removed from the grounds by the specified time on their hang tag. This rule will be strictly enforced. Any vehicle found on the grounds after 9:30am will be subject to tow at the owner's expense. All deliveries must be hand carted in after 9:30am.

PROMOTIONS & FAIR GIVEAWAYS

All promotions and special appearances by local talent, celebrities, musical performers and/or giveaways that will be held during the Fair should be approved by the Concessions Manager prior to July 2010. These requests should be made in writing to the Concessions Office.

RAFFLES ARE STRICTLY PROHIBITED.

Under no circumstances will any raffles be allowed on the Fairgrounds.

MEAL TICKETS

Official Erie County Fair Meal tickets must be accepted by **all** food concessionaires. Only 2010 Meal Tickets will be accepted with all necessary information filled in: **Department Name of person using ticket exact amount of food purchase not exceeding stated value (\$5.00) authorized signature**

IMPORTANT: All Meal Tickets must be redeemed at the Concessions Office on Sunday, August 22, 2010 from 3-7:00pm and Monday, August 23 from 9-11am. Meal tickets received after this time will become null and void.

It is your responsibility to ensure that all meal tickets you accept are from 2010 and contain all required information. We will not redeem incomplete meal tickets.



COUNTY OF ERIE

CHRIS COLLINS

COUNTY EXECUTIVE

Dear Temporary Food Stand Operator:

To operate a temporary food stand you must obtain an Erie County Health Permit and conform to the requirements of the State Sanitary Code for Temporary Food Service Establishments Part 14-2.

Operation of a frozen dessert machine requires an additional permit and fee.

Enclosed is an information packet including a permit application and fee schedule. Please fill out the application and return it along with the proper fee at least five (5) days prior to the event, to the address indicated on the back of the application.

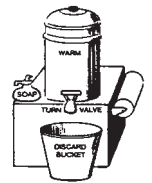
Your temporary stand is subject to inspection by the Department anytime during its operation to insure compliance with the State Sanitary Code.

If you require further information or have any questions regarding this matter, please contact the nearest District Office from the following list.

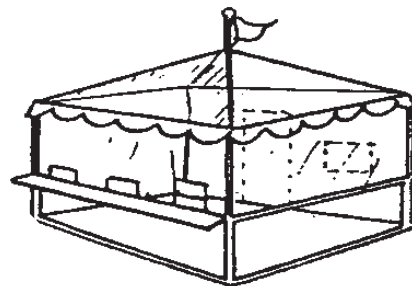
Erie County Buffalo District Office	(716) 961-6800
Erie County Hamburg District Office	(716) 858-8123
Erie County Lancaster District Office	(716) 858-7677

GUIDELINES FOR TEMPORARY FOOD STANDS

1. **All temporary food service stands must have a valid Health Permit to operate.**
2. The use of "home canned" or home prepared food is absolutely prohibited. All food items must be obtained from an approved source.
3. Cook poultry until internal temperature reaches 165 F. Cook pork until internal temperature reaches 150 F. Cook eggs until internal temperature reaches 145 F. Cook ground meat until internal temperature reaches 158 F. Cook all other foods to 140 F or higher. Hot foods must be maintained at 140 F or above. All cooked foods that are cooled must be reheated to 165 F if served hot.
4. Care must be observed in food storage - adequate refrigeration is important. Cold foods must be maintained at or below 45 F at all times.
5. Provide a metal stem thermometer (0 to 220 F) to measure the temperature of foods, both cold and hot.
6. Keep time between preparation and serving as short as possible.
7. The menu should be limited to avoid leftovers. Hazardous food items requiring extensive preparation must be prepared in a permitted food service establishment.
8. Ready-to-eat food must **not** be handled during preparation and service. Use plastic gloves, a ladle, tongs or deli-wrap. **KEEP HANDS CLEAN!**
9. **HAND WASHING FACILITIES** must be provided at each food stand. Facilities will consist of soap, paper towels and a container equipped with a tap or spigot to produce a stream of water. Waste water must be collected in a receptacle and disposed of in a sanitary manner. (hand washing signs must be posted).
10. Convenient and adequate toilet facilities must be available
11. All food handlers must be free from illness, boils, sores and cuts and use hygienic food preparation practices. **NO SMOKING IN FOOD STANDS.**
12. All single service products and food items, including ice, must be stored a minimum of 6" above the ground or floor surface.
13. Food handlers must wear clean clothing. Hats and/or hair restraints are required. Tank tops, sleeveless shirts and tops are not acceptable.
14. Condiments of self-service must be provided in approved closed dispensers or single service packages.
15. **CLEAN AND SANITIZE ALL FOOD CONTACT SURFACES AND EQUIPMENT** before, during and after use. Wiping cloths must be kept clean and stored in a container of sanitizing solution.
16. Food and eating utensils must be protected from customers. Easily cleanable counter protector devices (covers) are required to protect food when placed on display.
17. Single service disposable plates and flatware are required for service to the public. All beverages that are dispensed must be in single service cups.
18. For the washing of utensils, pots and pans; **the minimum requirement is a two compartment sink or two containers, one with detergent-sanitizer and one with sanitizer.**
19. Wet storage of packaged food and beverages is strictly prohibited. Canned beverages may be stored in containers of chopped ice with the drain open.



20. Only chipped, crushed or cubed ice, obtained in bags from approved sources, can be used in the manufacture of foods or be permitted to come in actual contact with food.
21. Cleaning compounds, sanitizers and toxic items must be properly labeled and stored away from food.
22. Keep foods covered to protect them from insects. Place garbage and paper wastes in a refuse container with a tight-fitting cover. Dispose of waste water in a sewer or public toilet. Waste cooking grease must be disposed of in an approved receptacle.
23. Design your booth with food safety in mind. All booths must have an overhead covering. The ideal booth will be entirely enclosed except for the serving windows and have only one door or flap entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers are permitted inside the food preparation area. All animals must be excluded from booths.
24. The public must be protected from hot grills, gas cylinders and other dangerous items. **A fire extinguisher is required at each stand.**



Call (716) 858-6089 with questions or comments.

Fill out and return Form G.

**Erie County Health Department
Environmental Health Services**

2010 ERIE COUNTY FAIR LIABILITY INSURANCE REQUIREMENTS

Please give this sheet to your insurance representative

It is **mandatory** that **all** Concessionaires/Exhibitors participating at the Erie County Fair provide evidence that the following insurance requirements are met...

- * Public Liability Limits must be for at least \$1,000,000 each occurrence, \$1,000,000 general aggregate, for bodily injury and property damage. **Coverage must also include products liability.**
- * The Erie County Agricultural Society, Inc., 5600 McKinley Parkway, Hamburg, NY 14075 **must be named as an additional insured and certificate holder.** We no longer require dates. If your insurance company does, use August 1 through August 27, 2010.
- * This certificate must provide for a **30 day** notice of cancellation or reduction in limits.

Have your insurance representative send a Certificate of Insurance to our insurance agent for approval to:
Jacob Hauck Agency
141 Buffalo Street
Hamburg Village Square
Hamburg, NY 14075
Attn: ECF

The **name** on your **Concession Contract** and **Certificate of Insurance must be the same.** If your insurance is under your Personal Name or another company, then the Certificate issued must show that you are DOING BUSINESS AS (company name), as shown on the Concessions Contract.

If you have any questions, please call Jacob Hauck Agency at (716) 649-4174 and ask for Bob Sauda (ext. 2422) or June Gustafson (ext. 7374). Fax is (716) 649-6772 or email is rsauda@walshins.com or jgustafson@walshins.com.

THE DEADLINE FOR ALL CERTIFICATES IS JUNE 1, 2010.

.....

If you would like to purchase this insurance through our insurance agent, send your check for the appropriate amount payable to the Jacob Hauck Agency, along with the following **Form H (orange)**, prior to June 1, 2010

APPLICATION FOR THIS INSURANCE IS SUBJECT TO APPROVAL OF THE JACOB HAUCK AGENCY.

INSURANCE MUST BE APPROVED BY JACOB HAUCK AGENCY BEFORE YOU WILL RECEIVE ANY CREDENTIALS.



STATE OF NEW YORK
WORKERS COMPENSATION BOARD
CYCLORAMA BUILDING, 369 FRANKLIN ST.
BUFFALO, NY 14202

THIS AGENCY EMPLOYS AND SERVES
PEOPLE WITH DISABILITIES WITHOUT
DISCRIMINATION.

ROBERT E. BELOTEN
CHAIR

January 4, 2010

Dear Erie County Fair Vendor or Exhibitor:

We would like to again thank you for confirming your insurance coverage for Workers Compensation and Disability Benefits during the '09 Fair Season in New York. We ask you to review your current policy information, and report via enclosed C-125 form in advance of the 2010 Erie County Fair. Timely submission to this office reduces need for on-site visits by our staff to your location.

Those of you who have both Workers Compensation and NYS Disability Benefits Insurance policies, may complete the form with names of your carriers, policy numbers and effective dates. Please respond by mail.

1. Exempt from both requirements are SOME not-for-profit unincorporated associations and certain types of incorporated not-for-profit entities, along with business partnerships in which there are NO helpers whatsoever other than the legal partners themselves. If your organization is exempt, please indicate the reason on your form. Federal agencies are also exempt from both NYS coverage requirements. If you represent a U.S. governmental agency, please list your agency's name and Fair contract number; then simply sign and return form.

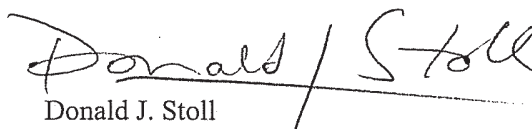
2. Certain employers do not need Disability Benefits coverage, but need to provide proof of Workers Compensation insurance. Those exempt for DB purposes include both out-of-state and in-state employers having fewer than 30 days of employment per year within NYS, agricultural operations employing no workers other than farm laborers, and State and Municipal agencies. If any DB exemption applies to your group, please provide your WC data, write "DB-Exempt" on the second line, and mail form to address indicated.

3. Out-of-State employers must have Workers Compensation coverage specifically endorsed for NYS.

4. Should you need to purchase either Workers Compensation or Disability Benefits Insurance, you may wish to get together with your insurance agent to have coverage written through any NYS-licensed commercial carrier(s) that your agent represents. Short-term WC coverage may be obtained from the State Insurance Fund, whom you may call in Buffalo at (716) 851-2070.

If you have questions about the need or availability of coverage for your group, please call me at the WCB's Buffalo Office, (716) 842-2057, or Investigator Mark Kisker, (716) 842-2055. Our staff will also be there to assist you weekdays during the Fair at the Fair Office from 10:30 a.m. to 1 p.m.

Sincerely,


Donald J. Stoll
Senior Investigator

CAMPGROUND/LIVING QUARTERS REGULATIONS

At the direction of the New York State Department of Health and in order to maintain our operating permit, the following regulations must be implemented and adhered to at all times.

1. A five (5) foot separation between each unit **MUST** be maintained on all sides. (This measured from the furthest extremity, slide out or other apparatus.)
2. **NO** awnings are allowed in the down position.
3. **NO** bonfires/campfires.
4. **NO** open flames of any type, including propane grills, charcoal, cook stoves, etc.
5. Outside cooking is permitted in designated areas only
AND must be a minimum of twenty five (25) feet from any structure or unit.
6. **ALL** units **MUST** have a fire extinguisher or method of fire protection available.
7. **DO NOT** block the roadways with personal vehicles.
8. Maintain **ALL FIRE LANES** at **ALL** times.
9. Speed limit is 5 mph.
10. **NO** gray water dumping (scavenger services are Available, contact the Park Manager in your area).

Failure to comply with regulations will result in loss of privileges and immediate removal of the unit.

Any questions should be directed to the designated Manager in the area.

Thank you for your cooperation!

Please be respectful of your neighbors!

GOLF CART RULES

The following rules are in effect for ALL cart operators during the 2010 Fair. See Golf Cart Application, **Form D (gold)**.

- All operators must have a valid drivers license.
- All carts, including security carts, must be operated only on the cart routes so designated by the Fair.
- Proof of Insurance must be provided by the cart lessor or by cart owner.
- A map of The Fairgrounds and a copy of these rules must be on every cart.
- All carts must have an operating headlight for use during evening hours.
- Carts must have affixed a sign clearly identifying the owner/lessee and function of the cart.
- Any person driving a cart must sign that they have read all rules and regulations and have been informed of the consequences.
- The maximum number of persons on a golf cart must not exceed the seating capacity.
- Carts may be parked only in areas designated for parking.
- The area below Baker Park and the barns is designated as part of the cart route on the map.
- Carts may not be parked directly behind the Grandstand near the Fair Offices.
- NO Carts will be allowed on the Racetrack/Grandstand area once the doors have opened to the public.
- 2, 3, and 4 wheeled, ATV type vehicles, are not allowed on The Fairgrounds during normal business operational hours (9:00am-10:30pm).
- Carts and ATV type vehicles, other than those authorized by the Fair, may not display any signage for advertising purposes.
- All vendors/concessionaires and purveyors may use carts for essential purposes. Casual or recreational use of carts is prohibited. Deliveries only.
- Electronic (Gem) cars, Segways are not allowed on the grounds at any time.
- Carts are a privilege on the grounds and are not automatically given permission for usage on the grounds. Failure to comply with any of the above mentioned rules and regulations may result in the loss of this privilege.

LOCAL BUSINESSES & SERVICES

AUTO SERVICES

Fast Track Quick Lube
6000 South Park Ave.
Hamburg, NY 14075
716-646-4638

BANKS

Evans National Bank
5999 South Park Ave.
Hamburg, NY 14075
716-649-4900

Lakeshore Savings Bank
59 Main Street
Hamburg, NY 14075
716-646-9480

CAB SERVICES

A CAB Hamburg Taxi
32 Main Street
Hamburg, NY 14075
716-649-7300

CAR RENTAL

Enterprise Rent-A-Car
5160 Camp Road
Hamburg, NY 14075
716-646-0100

CHURCHES*

First Baptist Church
120 Main Street
Hamburg, NY 14075
716-649-3823

Hamburg Presbyterian
Church
177 Main Street
Hamburg, NY 14075
716-649-1970

Hamburg United Methodist
116 Union Street
Hamburg, NY 14075
716-649-8080

SS Peter & Paul RC Church
66 E Main Street
Hamburg, NY 14075
716-649-2765

Trinity Episcopal Church
261 E Main Street
Hamburg, NY 14075
716-649-4320

Wesleyan Church of Hamburg
S 4999 McKinley Parkway
Hamburg, NY 14075
716-649-6335

FLORAL

Nuwer Florist
198 Main Street
East Aurora, NY 14052
716-649-3355

GAS STATION

Sunoco
5673 McKinley Parkway
Hamburg, NY 14075

GROCERY

Tops Friendly Markets
6150 South Park Ave.
Hamburg, NY 14075
716-515-3300

Wilson Farms
3725 South Park Ave.
Hamburg, NY 14075
716-825-6930

HAIR SALON

Supercuts
6000 South Park Ave.
Hamburg, NY 14075
716-648-2153

HOSPITALS

Mercy Ambulatory Care Center
S3669 Southwestern Blvd.
Orchard Park, NY 14127
716-662-0500

HOTELS

McKinley's
3950 McKinley Parkway
Blasdell, NY 14219
716-648-5700

Comfort Suites Downtown
Buffalo
601 Main Street
Buffalo, NY 14203
716-854-5500

Econo Lodge South
4344 Milestrip Road
Blasdell, NY 14219
716-825-7530

Quality Inn
5440 Camp Road
Hamburg, NY 14075
716-649-0500

Millenium Airport Hotel
2040 Walden Ave.
Cheektowaga, NY 14225
716-681-2400

Tallyho-tel
S5245 Camp Road
Hamburg, NY 14075

*Please see the official Fair Guide for a listing of Sunday worship services taking place on the Fairgrounds

LOCAL BUSINESSES & SERVICES

MALL

McKinley Mall
3701 McKinley Parkway
Blasdell, NY 14219
(716) 824-3479

ON GROUND SERVICES

On the Go Towing
6882 Boston Cross Rd.
Boston, NY 14025
716-913-6337
On the Mark Signs
697 Ridge Road
Lackawanna, NY 14218
716-823-3373

PHARMACY

Rite Aid
5999 South Park Ave.
Hamburg, NY 14075
716-649-8089

POST OFFICE

United States Post Office (USPS)
5501 Camp Road
Hamburg, NY 14075

The UPS Store
5999 South Park Ave
Hamburg, NY 14075
(716) 649-2000

VETERINARIAN

Village Veterinary Clinic
113 Buffalo Street.
Hamburg, NY 14075
716-646-4023

DIRECTIONS TO THE FAIRGROUNDS

From Downtown Buffalo

Travel south over the skyway on Route 5 to Milestrip Rd. (Route 179) east. At the fourth light make a right turn on McKinley Pkwy.

From the Thruway East or West (I-90)

Coming from Amherst, Rochester, Syracuse, or Pennsylvania. Take exit 56 and turn left on Milestrip Rd (Rte. 179). At the second light, turn right onto McKinley Pkwy.

From the Airport

Take Genesee St. to the 33 Expressway (follow the signs for the NYS Thruway I-90). Take I-90 west to exit 56 (Blasdell/Milestrip). Make a left on Milestrip Rd (Rte. 179). At the second light make a right onto McKinley Pkwy.

A shortcut for you Southtowners...

It may help you to avoid traffic by taking Route 219 to Boston/Hamburg Exit (Rte 391), turn left. At McKinley Parkway, turn right, turn left on Clark Street just before The Fairgrounds. This will lead you towards Parking Lot #5 in the middle of Clark Street between McKinley Parkway and South Park Avenue. This parking lot has plenty of parking available.

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