

# 2024 Concessions & Vendor Handbook



The SARATOGA  
COUNTY FAIR

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[SaratogaCountyFair.org](http://SaratogaCountyFair.org)

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**Saratoga County Agricultural Society**  
162 Prospect Street, Ballston Spa, NY 12020  
518-885-9701 (fax) 518-885-5320  
[www.saratogacountyfair.org](http://www.saratogacountyfair.org)

## Introduction:

For the purpose of this document the term **Fair** will mean the Saratoga County Fair and/ or the Saratoga County Agricultural Society, and the term **concession/concessionaire/ vendor** shall mean the person or company to whom the contract or privilege is granted. The contract and/or privilege are granted for one Fair event only, the date(s) as specified on the contract.

**NOTE:** It is the responsibility of the person signing the contract to read, comply with, and inform all personnel associated with their rental of the Fair's rules, regulations and policies as set forth here.

# 2024 Saratoga County Fair Vendor Pricing

## Non Food Vendor Space: Inside (Smith Building)

This is a “trade show” format setting, with pipe & drape booths. Space is sold by the frontage foot, at \$45 per. A single 20A electric outlet is included in the price. Additional electrical is available at an additional charge.

## Non Food Vendor Space: Outside

The outside vendor space is sold by the frontage foot, at \$35 per. We can provide a tent if necessary at an additional fee. A single 20A electric outlet is included in the price. Additional electrical is available at an additional charge.

## Food Vendor Space \*\*\*The use/distribution of styrofoam containers is prohibited\*\*\*

- Basic space is (up to 30’ of frontage) \$1265.
- Additional frontage is \$90/5 ft increments
- Holding tank & pump out \$225
- Just pump out service \$175
- Stock truck (electrical hookup) \$100

## Electrical

Service	Rate
20A/120V 1 outlet	Included
30A/120V	\$100
30A/240V	\$100
50-90A 240V	\$175
100A & above 240V	\$250 minimum
100A & above 208 or 3 phase	\$350
Stock Truck Single Phase	\$100
Stock Truck 208 or 3 Phase	To be determined

## Tents

Size	Rate
15X15 Frame	\$300
20X20 Frame	\$350
20X30 Frame	\$350
30X30 Pole	\$490
30X30 Frame	\$700
30X45 Pole	\$660
40X60 Pole	\$1,170
40X80 Pole	\$1,500



### **Mailing Address**

Saratoga County Fair  
162 Prospect Street  
Ballston Spa, NY 12020

Phone 518-885-9701  
Fax 518-885-5320

### **Location**

Accessible from Routes 50 and 67 and  
Middleline Road in Ballston Spa, NY  
Located on Prospect St., and Fairground  
Ave.

### **Web Site**

[www.saratogacountyfair.org](http://www.saratogacountyfair.org)

### **Email Address**

[info@saratogacountyfair.org](mailto:info@saratogacountyfair.org)

### **Executive Director**

Jennifer Flinton

### **2024 Fair Dates and Hours**

July 23-28, 2024

Tuesday – Saturday: 10am to 11pm

Sunday: 10am to 8pm

Setup days are Saturday, Sunday, and  
Monday prior to the Fair's opening.

Additional setup times by appointment  
only.

### **Commercial Exhibits Committee**

Lauren Delaney-Chair

Kerith Sherwin

William Schwerd

Joan Rowland, Ad Hoc

Dick Rowland, Ad Hoc

Chuck Curtiss, Ad Hoc

Kevin Veitch, Ad Hoc

Rob Delaney, Ad Hoc

### **Fair Office Hours Week before Fair**

Monday-Friday 9:00am-3:00pm

Saturday-Sunday

9:00am-1:00pm and 1:30pm-5:00pm

### **Fair week**

Monday (day before Fair)

9:00am-1:00pm and 1:30pm-7:00pm

Tuesday-Saturday 10:00am-6:00pm

Sunday 10:00am - 6:00pm

### **Day immediately following Fair**

Monday 9:00am-3:00pm

# Insurance Liability

**The Saratoga County Fair no longer offers Liability Insurance.**

Anyone conducting business on Saratoga County Agricultural Society property **must** provide proof of liability coverage, in the form of an ACORD certificate, delivered to us as an original, from the insurance company. **This certificate will name the Saratoga County Agricultural Society as a certificate holder and additionally insured, on a primary, non-contributory basis.** This includes tenants of the Fairgrounds and any contractually bound vendor to the tenant who will be on the property.

## Insurance Requirements

1) It is your responsibility to carry sufficient insurance to protect your business from Liability Claims. The Fair requires at least the following minimum with regards to liability insurance:

* Each Occurrence	\$1,000,000
* Damage to Rented Premises	\$ 100,000
* Medical Expenses (any one person)	\$ 5,000
* Personal & Advertising Injury	\$1,000,000
* General Aggregate	\$1,000,000
* Products-Completed Operations Aggregate	\$1,000,000

**2) Proof of Liability, General Liability and Auto Liability Insurance certificates (ACORD) must designate the Saratoga County Agricultural Society DBA/Saratoga County Fair (162 Prospect Street, Ballston Spa, NY 12020) as Certificate Holder and Additionally Insured on a Primary and Non-contributory basis. Certificates must be dated to cover all time insured has equipment on Fairgrounds**

3) The dates of coverage on the certificate must include the entire period the vendor is on the Fairgrounds. In any case the certificate must show at least the dates of July 22 through July 28, 2024.

4) The Certificate of Insurance must have a 15-day Notice of Cancellation and must be received at the Fair Office by June 1st of the Fair year.

5) If faxed, the Certificate of Insurance must be faxed from the insurance company/carrier/producer. The designator line on the fax must include the name of the originator, the "faxed from" number and the date. This faxed certificate must be followed by an original, mailed certificate as described in #6 below.

6) When mailed, the Certificate of Insurance must be mailed directly from the insurance company/carrier/producer.

7) Certificates of Insurance faxed or mailed from any other source other than listed in the two items above will not be accepted.

8) The validity of Certificates of Insurance will be checked by the Fair Office or its designee.

9) If a Certificate of Insurance is found to be invalid, this will be considered a violation of the Vendor Contract. The vendor will not be allowed to set up and/or conduct business during Fair week. Moneys already paid for the vendor privilege will be forfeited by the vendor, and future contracts may not be offered.

10) The Saratoga County Fair may impose additional insurance requirements for commercial auto and excess/umbrella coverage for vendors with high hazard operations.

### **Hold Harmless and Indemnification Agreement:**

To the fullest extent permitted by law, the entity signing the Vendor contract shall indemnify, hold harmless and defend the Saratoga County Agricultural Society dba Saratoga County Fair and its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorneys' fees arising out of or resulting from the performance of the agreement, provided any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any act or omission of the entity signing this contract or anyone directly or indirectly employed by either or anyone whose acts it may be liable pursuant to the performance of this agreement. In any and all claims against the entity signing this contract or any of its agents or employees, the indemnification obligation under this paragraph shall not be limited by any benefits payable under workers' compensation or other employee benefit acts.

# Insurance Workers Comp

All vendors are required to submit a copy of their valid Workers Compensation Certificate. This contract will be null and void unless the person to whom this contract is granted keeps all employees insured during the life of this contract. **NYSIF FORM U26.3**

## NYS Taxation & Finance

Vendors are required by law to display their **original** (not a copy) NYS Sales Tax Certificate during the run of the Fair.

**Any merchant doing business on Saratoga County Agricultural Society property must provide proof of NYS Taxation Department Certificate of Authority.**

### **Tax Bulletin ST-360:**

If you will be making sales in New York State that are subject to sales tax, you must register with the Tax Department and obtain a *Certificate of Authority*. The *Certificate of Authority* gives you the right to collect tax on your taxable sales and to issue and accept most New York State sales tax exemption certificates. Generally, the seller collects the tax from the purchaser and remits it to New York State. If you expect to make taxable sales in New York State, you must register with the Tax Department at least 20 days before you begin business. New York State will then send you a *Certificate of Authority* which must be displayed at your place of business at all times

## --Saratoga County Fair Gate Policy--

Each vendor will be given 24 day tickets for each vendor location. If you require more than 24 day passes, they may be purchased at the Fair Office before Wednesday, July 24, at a price of 6/\$40. The daily tickets which each vendor is given are for the exclusive use of the vendors and their employees for their admission to the Fair.

### Vendor tickets are not for resale.

If you are found selling your vendor tickets, you will be escorted off Fairgrounds property, prohibited from conducting business for the remainder of the Fair, refused renewal of your lease for subsequent years, and will be subject to legal action. Additionally, any monies paid for vendor privilege will be forfeited by the vendor. One ticket per person will be taken at the gate upon entry. If anyone needs to leave and return on the same day, she/he should get his/her hand stamped upon exiting the grounds. **If a vendor representative does not have an admission ticket, they must pay at the gate and ASK FOR A WRITTEN RECEIPT.** They can then come to the Fair Office at Gate 2 with the receipt and a day pass to seek a refund. Hangtags for vehicles are issued as necessary and are limited. Anyone found abusing on-grounds parking privileges or ticket privileges will lose those rights and may be subject to further action. If vendors need to leave tickets for their employees to enter the grounds, they must leave those tickets in appropriately-labeled envelopes at the Fair Office and must previously notify their employees of this arrangement.

## Concessions Policies

### Laws/Rules/Regulations

Any and all business conducted under the terms of the contract must be conducted in accordance with the laws of the State of New York and the rules and regulations established by the Society. In the case of any violation of said laws, rules or regulations, and in particular any provision of the Agriculture and Markets Law of the State of New York or in case the conduct of said business is prevented by the Division of State Police or any other duly constituted authority, the person to whom the contract is granted will forfeit all further rights without relief from any unpaid portion or the price or repayment of what has already been paid and upon such a violation agrees to immediately surrender the grounds or space occupied under the privilege and cease doing business therein.

Concessions/vendors who have rented space by payment or through public service must adhere to the rules provided with their contracts, in addition to the policies of the Agricultural Society.

The Commercial Exhibits Committee has the right to refuse offering contracts the following year.

### Completed Paperwork and Payment

Any vendor who submits to the Fair Office payment in full **and** all required paperwork by the close of business on May 1, 2024, will have the name of the business **and** the major product printed on the daily schedule.

To qualify for this listing the following must be in the Fair Office by **May 1, 2024**:

- Payment in full (zero balance)
- Completed and signed contract; any lists as requested on the contract or in this handbook
- Copy of the NYS Sales Tax Certificate for the current year. (see page 4 of this publication)
- **Proof of Liability, General Liability and Auto Liability Insurance certificates (ACORD) are required from any carnival/ride vendors, any staging companies, all food vendors, and any other vendor identified by Saratoga County Fairgrounds, designating the Saratoga County Agricultural Society as Certificate Holder and Additionally Insured on a Primary and Non-contributory basis. Certificates must be dated to cover all time insured has equipment on Fairgrounds.** (see page 3 of this publication)
- Food vendors and vendors offering samples of edible products must submit a copy of their NYS Health Dept. Certificate. (see page 10 of this publication)

**Vendors who have not submitted all required paperwork and payment by May 1, 2024, are subject to a 15% surcharge and risk being moved to an alternate location.**

## **Contracted Privilege/Signage**

Concessions/vendors must not make any additions or changes to items on their contracts once approved by the Fair Office. **Food vendors must submit a menu and price list with your contract for review by the Committee.** All types of items that you wish to sell must be listed on your contract; some may not be allowed in order to prevent duplication or conflicts. Members of the Concessions Committee will be auditing items sold per contract. Vendors will conduct business only within the confines of their allotted vendor space unless prior written approval has been granted by the Commercial Exhibits Committee. Vendors may not conduct business in the walkways adjacent to their rented areas. No exhibit/booth/vendor shall block or impede the view of adjacent booths.

Prices on all items for sale in the concession booth must be posted. Vendor signage must match the product that is being sold or promoted. **No handwritten signs are permitted.**

## **Site**

The Commercial Exhibits Committee reserves the right to determine vendor locations. This committee will designate the place, location, and amount of space to be occupied under the terms of the agreement. The Fair will **NOT** provide tables, chairs, lead cords, hoses, ladders, or lights for booths.

All advertising for the Concession/Vendor must be in the space allotted in their contract unless approved by the Commercial Exhibits Committee in writing. No posting or distribution of signs, banners, coupons, etc., will be allowed around the grounds or on golf carts without express, written permission from the Fair.

Vendors are not permitted to alter the landscape of their areas by such means as, but not limited to, digging holes and trenches, without written permission from the Commercial Exhibits Committee.

## **Subletting**

Concessions/vendors may not assign, sublet or in any manner apportion any part of the space allotted in their contracts to anyone else at any time. Contracts may not be sold or sublet to anyone, not even a successive owner.

## **Carnival**

Vendors who have contracts with the midway through the carnival are not eligible to set up on the independent midway with a second concession without express, written permission of the Commercial Exhibits Committee.

## **Gambling/Immoral/Indecent Shows**

All gambling or immoral or indecent shows or exhibition are forbidden on the grounds of the Saratoga County Agricultural Society. Any contracted vendor who shall violate any of the provisions of this section may be arrested and summarily ejected from the grounds and forfeit any money which they have already paid.

## **Raffles**

There will be **no** selling of raffle tickets. Free giveaways, door prizes and drawings are allowed.

## **Food Samples**

Vendors are not permitted to distribute/dispense free food samples which are larger than one bite or two sips. Any vendor distributing/dispersing free food samples must have a valid, current New York State Health Department Permit. See page 10.

## **Alcoholic Beverages**

The only alcoholic beverages that may be consumed on the grounds are those which are purchased in the Live Music Pavilion (Except for samples with prior approval from the Concessions Committee). Until 7pm each day, these alcoholic beverages may be consumed anywhere on the fairgrounds EXCEPT Carnival, Kiddie Land, Grandstand, and the pit area. After 7pm these alcoholic beverages may be consumed **ONLY** in the Live Music Pavilion. Only those fairgoers who are wearing a Fair-issued wristband may consume these alcoholic beverages. The Fair reserves the right to change this policy at any time. If that should happen, signage will be posted in the Live Music Pavilion. Anyone violating the provisions of this section or of New York State laws regarding alcohol distribution and consumption is subject to arrest, fine, and/or removal from the grounds.

**Additionally, concessionaires/vendors are not permitted to consume alcohol in their vendor sites.**



## Locations per vendor

As of 2017, the number of food locations per vendor is now limited to three.

## Smoking/Vaping

Per New York State regulations, there is no smoking and no electronic cigarettes in any building, barn, pavilion, vendor booth or tent structure on the Fairgrounds.

## Staffing Hours

All vendors must staff their booths during the hours the Fair is open unless previous, written approval has been granted by the Commercial Exhibits Committee. It is expected that all outside booths will be staffed Tues-Sat from 11am to 11pm, Sun 11am to 8pm. Smith Building booths will be staffed Tues-Sat from 10am to 10pm, Sun 10am to 8pm.

## Behavior

Vendors will conduct themselves in a businesslike and professional manner so as not to infringe upon the rights of fairgoers and other vendors. Name-calling and derogatory remarks against others is unacceptable behavior and will not be tolerated.

## Concerns/Problems/Disputes

If a concern, problem or dispute arises, it should be reported to the Commercial Exhibits Committee Chairperson, the Fair Manager or the Fair Office immediately. All decisions on Commercial Exhibit matters will be by a majority of that committee in as timely a manner as is possible.

## Exclusives

There are no exclusive privileges granted under the terms of this contract unless specifically designated in writing; however, the space allotted to the person to whom this privilege is granted will be used only for the privilege designated here in writing.

## Trash/Clean-up

Vendors are responsible for the clean-up of the area around their booths. Vendors with rigs, tents or permanent structures are responsible for keeping the 10'-15' around their area free from trash, garbage, etc. Vendors must **NOT** use trash cans. Vendors must put trash in plastic bags or cardboard boxes not weighing more than 20 pounds and place them next to the trash barrels. The Clean Team will pick up the trash at regular intervals. Vendors are expected to leave their areas at the close of Fair in as clean a condition as they were upon their arrival. A violation of this clause subjects the vendor to a penalty fee.

## Inspection

The officers and agents of the Agricultural Society reserve the right at any and all times to enter upon and examine the premises occupied by the person to whom the contract is granted, and said agents or officers are to be the sole judges as to the legality, morality, or compliance with the rules of the said games, property or exhibitions.

## Membrane Structures/Tent

All membrane structures (i.e., tents) are required by federal law to be certified fire retardant. A certifying label **must** be sewn into a seam of that structure. All tents need to be weighted down with 100-pound weights and staked to the ground. Stakes may not be driven into the ground without prior approval of the Concessions Committee or the Fair electrician. The tent must be lowered or closed at night.

**The deadline to rent a tent through the Fair Office is July 1. After that date, Vendor is responsible for securing their own tent.**

## Sound Equipment

Approved microphones, TVs, radios, loudspeakers, musical instruments or other sound equipment must be kept at a reasonable volume in order not to disturb normal business transactions in nearby exhibitor space or in adjacent public space. Use of wireless equipment must not cause interference with other electrical/electronic devices. Those causing such interference must cease operation of the offending equipment. Fair management reserves the right to revoke permission to use such equipment entirely if the provisions of this rule are not observed.

## Performance Bond

A performance bond may be assessed on a per client basis.

## Vendor Space Electric

Electricity will be provided based upon your requirements as you have indicated on your contract. It is included in your contract amount. The charge is based upon your amperage needs. Notify the Fair Office and the Fair electrician of any change in service requirements. Any increase in electrical usage may result in additional charges as determined by the Commercial Exhibits Committee. We cannot be responsible for overload of circuit breakers, in which case our electrician will determine appropriate action.

Any stock truck requiring plug-ins or any other extra vehicle plugging into electric will be charged a minimum fee of \$100, more for custom electrical connections. When you return your contract, you must include a list of all stock/tow vehicles and the license plate numbers of each unit regardless of whether or not they plug in.

**Put this information on a separate sheet of paper. Do not add this information to your contract.**

**\*\*\* A full description of Saratoga County Fairgrounds Electrical Code is on pages 14 and 15 of this publication\*\*\*  
You must sign and return the Electrical Requirements signature page (17) with your contract**

## Animals

Saratoga County Fair requires that all animals capable of receiving the rabies vaccine be immunized in sufficient time prior to Fair. A certificate of rabies vaccination signed by an accredited veterinarian will be required prior to any dogs, cats, etc. being allowed onto the fairgrounds. All animals belonging to concessions/vendors must be housed in the camper area only. Under **no** circumstances are these animals allowed to be in public areas at any time.

## Set-up/Restocking/Tear-Down

There will be no set-ups (concessions or house trailer) prior to Saturday before Fair week unless prior arrangements have been made with the Executive Director. The Fair Office hours are listed on page 2.

**Set-up times for vendors will be;**

Saturday & Sunday preceding Fair: 9:00am-1:00pm; 1:30pm-5:00pm

Monday preceding Fair: 9:00am-1:00pm; 1:30pm-7:00pm

Vendors may also request set-up for the Friday preceding Fair **by appointment only**.

All attempts will be made to honor requests when possible.

## **All vendors must go to Lot A before setting up on the Fairgrounds,**

where a Concessions Committee representative will determine if the vendor has completed all necessary paperwork. Those that have done so will be directed to Gate 1 where they will pick up their Vendor Packet and be escorted to their spot. Absolutely no vendors may enter the fairgrounds without staging in Lot A first.

**If you have NOT qualified for Express Check In, the following procedures apply:**

1. Report to Lot A and park in the back of the lot.
2. You must register with the Fair Office **before** setting up your booths/rigs on the fairgrounds
3. Do not set up without registering in the office first.
4. Once you are registered, a Saratoga County Fair staff member will show you where to set up.
5. Under no circumstances may any vendor set up on their site without a concessions committee escort.

If you arrive after 5pm on Friday, Saturday or Sunday, you must park your trailers, rigs, etc., at the rear of "Parking Lot A" across from the fairgrounds on Prospect Street. Please park at the back by the tree line.

**Please note: The Fair Office will close for lunch from 1-1:30pm on Saturday, Sunday and Monday prior to Fair.**

All concession set-ups must be completed and in place by 7pm on the Monday immediately before Fair. Anyone not in place by 7pm Monday may be allowed to set up with an assessed penalty fee. If late set-up is denied, all fees paid will be forfeited.

## Delivery of Goods

Delivery of merchandise, articles of food, soft drinks or services or the soliciting of business and orders from concessions/vendors on the fairground are prohibited until such delivery persons, solicitors, or firms they represent have made arrangements for such through the Fair Office.

UPS, FedEx or other package delivery service will be available at the Fair Office daily during weekdays. Vendors will be paged or called to the office if they have packages, and they are expected to pick up their merchandise in a timely manner. The office staff will not accept CODs, nor will packages be held or stored for any vendor. The address label must contain the name of the individual and the company name that appears on the contract; otherwise items will be returned to the shipper.

There may be requirements to use products provided by Sponsors of the Fair. If you have any previous perishable stock, you may use it up but then must replenish it with stock from our sponsors. It will be necessary to order enough stock on a daily basis to cover your needs. Please remember these sponsors are important to the Fair also, and we need to keep them as a part of the Fair experience to prevent uncontrollable rising costs.

Restocking may occur during Fair Week as needed. However, vendor vehicles may drive on the fairgrounds **only** between 12:30am and 10:00am. Outside of these times those vehicles must be removed and parked in designated parking lots. There will be **no** vehicle deliveries to stands between 10:00am and 12:30 am.

**No one is permitted to tear down before 8pm on Sunday.**  
**Your goods and/or equipment may be held if you violate the rules and regulations.**

All vendors will be disconnected from power and water by as close to noon as possible on the Monday immediately following Fair.

All vendor property (products, trailers, booth, etc.) must be off the Fairgrounds by 5pm Monday immediately following the close of Fair. Vendors may by special arrangement park trailers and/or equipment in Lot D to aid in a timely removal of equipment from the Fairgrounds. Any vendor leaving their property on the Fairgrounds after Monday will be charged an extra fee of \$300 per day per item unless prior arrangement is made with the General Manager. Any exhibits/vendor equipment left on any Fair owned property after 10 days following the close of Fair becomes the property of the Agricultural Society.

## Vendor Hours

**It is expected that all outdoor booths will be staffed Tues-Sat from 11am to 11pm, Sun 11am to 8pm.** Takedown will not be permitted until after 8pm on Sunday. Any vendor not complying with these regulations may not be invited back, and the vendor's products, displays, etc. may be held by the Fair.

## The Smith Building

The small door of the Smith Building will be open for vendor stocking/restocking every day of Fair, from 8am until 10am. However, all delivery/services vehicles must be off the walkways by 9am. The Smith Building will be open to the fairgoers Tues-Sat from 10:00am until 10:00pm, Sun from 10:00am until 8:00pm. The Smith Building will be open **ONLY** 9am to 3pm on Monday after Fair.

*On Sunday (July 28), takedown of booths in Smith Building may begin at 8:00pm, at which time vendors may remove their property from the fairgrounds by hand or with a hand truck. Vehicles will not be permitted on the grounds until fairgoers have left. This is usually around 8:30pm; an announcement will be made. The Smith Building will be locked on closing night no later than 10:00pm, earlier if vendors are finished moving out.*

## Vendor Awards

We will again have "Best of Fair" Vendor Awards. As in 2023, we will award a Best New "Food" and "Non-Food" Vendor. The criteria established for Vendor Awards this year are:

- Quality, workmanship and neatness of booth, rig or tent.
- Courtesy, neatness, appearance and manner of personnel.
- Arrangement and effective promotion of product.
- Signage, use of color, and theme.

## **Food Vendors**

(Items 1-12 below)

# NYS Department of Health

**All food and or beverage vendors conducting business on Saratoga County Agricultural Society property must provide proof of possession of a NYS DOH Permit to Operate a Food Business, in accordance with section 14-2.2 of NYS DOH regulations. This ruling also pertains to vendors who offer samples of edible products.**

### **1. Health requirements**

It is your responsibility to contact the Health Department and secure your permit prior to Fair. The address is: NYS Health Dept., 77 Mohican Street, Glens Falls, NY 12801. The phone number is 518-793-3893. The privilege granted herein is also subject to compliance with all provisions of the Public Health Law of the State of New York and all the Rules and Regulations adopted by the local Boards of Health, Dept. of Agriculture and Markets, and Sanitary Code of the State of New York. You are required to give the Fair a copy of your NYS Health Department certificate. Please note – if you are using the **Glens Falls Office** – please allow extra time for processing.

### **2. Insurance**

All vendors must carry and submit proof of liability insurance and Worker's Compensation insurance as described in an earlier section. **\*\*\*See Page 3\*\*\***

### **3. Beverages**

Only non-carbonated beverages may be sold/dispensed in plastic bottles.  
No glass bottles or cans are allowed.  
All carbonated beverages must be sold/dispensed in cups.

### **4. Prices**

Prices for food items sold must be posted in each booth, easily visible to fairgoers.

### **5. Menus**

A list of menu items with prices must be submitted to the Fair Office with the contract.

### **6. Grey water septic holding tanks**

A grey water tank rental and full week dumping fee is added to each food vendor's contract. There will be **no** grey water disposal into anything other than a holding tank. All tank connections are to be made at the top bung. If a vendor already has a holding tank, only the full week dumping fee will be included in the contract. If a vendor wishes to share a rented or a privately-owned holding tank with a neighboring vendor, one or more of the vendors may delete and subtract the tank fee. One vendor will be the responsible party. If tank sharing is done, each vendor must note on the contract the name of the responsible vendor. The responsible vendor must note on their contract the name of the vendor that will share the tank. Each food vendor is required to cooperate with the contracted septic company for all required pump-outs.

Any damage to rented tanks must be reported to the Fair Office immediately. Failure to do so may result in fees or fines or both.

**Anyone found to be discharging their grey water or holding tanks onto the fairgrounds may be removed from the fairgrounds and will be subject to a \$250 fine per offense.**

### **7. Cooking oil**

A dedicated oil collection container will be on site for you to dispose of your used oil.

## 8. Eating areas

If vendors provide eating areas adjacent to their food booths, these eating areas must be open to all fairgoers, not just to the customers of that particular vendor.

## 9. Stock trucks

Vendors must submit with their contract a list of all stock/tow vehicles with license plate numbers, regardless of whether or not they plug into power.

## 10. Water and ice

The Saratoga County Fair is on the Village of Ballston Spa water system. Water testing will be done daily. We have had no cause for concern to date. NYS Dept. of Health requires that all water tanks must be emptied prior to arrival on the fairgrounds and water filter cartridges be replaced prior to connection to the fairground's water system. NYS Dept. of Health rules state: **ALL water hookups by a vendor must have a vacuum breaker/anti-siphon device in place at the SOURCE.** Vacuum breakers/anti-siphon devices on stands do not replace this requirement. All ice made or purchased prior to arrival on the fairgrounds must be disposed of. It may not be used on this fairground. There is one exception to this NYS Dept. of Health regulation: Ice purchased from an approved source **and** still in a **sealed** bag may be used on this fairground.

## 11. Vacuum Breakers/Anti-Siphon Devices

Vacuum Breakers/anti-siphon devices must be connected to all water **source** connections (including y's) per NYS DOH regulations. Vacuum breakers are available from the Fair office at \$12.00 each.

## 12. Styrofoam Containers

The use/distribution of styrofoam containers is prohibited.

## Non-food Vendors

(Items 1-4 below)

### 1. Prohibited products

Certain products are prohibited from being sold during the Fair. These include, but are not limited to, tobacco and tobacco-related or electronic cigarettes/vape products, poppers, fart bags, offensive writing/pictures/graphics on products, fake cigarettes, laser pointers and toy guns. The Commercial Exhibits Committee and the Fair will be the sole determiners of the appropriateness of product.

### 2. Novelties

Any vendor having "novelties" as a privilege on the contract must attach to the contract a list of all items to be sold in that category. The Concessions Committee is responsible to audit this list.

### 3. Insurance

All vendors must carry and submit proof of liability insurance and Worker's Compensation Insurance as described on page 3.

### 4. Pipe and Drape

No items may be hung from the pipe and drape in the commercial building(s). The pipe and drape must not be moved or modified in any way, without approval from the Concessions Committee.

## CAMPING

**\*\*\*\*\*Camping request form is on page 17 of this booklet\*\*\*\*\***

There are a limited number of 50-amp and 30 amp circuit sites available at the Saratoga County Fairgrounds.

**\*\*\*Please refer to page 17 of this publication to identify your electrical connection type.\*\*\***

Due to NYS Campground Regulations, all camping must be conducted in the campgrounds. **Payment in full is due upon placement of the camper.** Camper placement is available Wednesday, July 17 and Thursday, July 18, by appointment only; and on Friday, Saturday and Sunday (July 19, 20 & 21), 9AM to 5PM, and Monday, July 22 9AM to 7PM. Any other circumstances must be arranged by appointment. Campers must leave Fairgrounds by 5PM Monday July 29.

**\*\*\*\*PLEASE NOTE\*\*\*\* Campers having to arrive before Monday July 15 must pay an additional fee of \$45.00 per night and the cost equal to the Gate Security Guard bill for the additional stay. Camping fees from the Monday before Fair through the Sunday night end of Fair will be as indicated on the Camping Request form. No vendor is allowed to camp in or around his booth/site.**

Each trailer site is approximately 35 ft. long and 20 ft. wide. You are required to park within the site area only and not block access roads to the campgrounds. If your camping unit has multiple slide outs, you may be required to purchase an adjacent site in order to comply with NYS Health Department's spacing guidelines. See below. The Fair will provide electric and water to sites as long as it is feasible to do so. Once the system is full, we reserve the right to limit services provided.

**You must maintain a 5 foot distance between trailers, slide-outs or awnings, including any add-on structures or appurtenances attached to the camping unit. Anything closer is a violation of the New State Camping Regulations. If trailers are closer than 5 feet, more regulations apply and may require additional actions and/or costs/fees on your part.**

### Per NYS Sanitary Code Subpart 7-5:

(3) The minimum area per site may be less than the requirements specified in 7-5.8(a)(1) and (2) when:

(ii) a separation distance of at least 5 feet is maintained between camping units including any add-on structures or appurtenances attached to the camping units; and

- 1) Charcoal grills, gas grills, or other open flame cooking devices cannot be used within 10 feet of any camping unit.
- 2) Bonfires or recreational fires are prohibited on campsites. Such fires cannot be conducted within 25 feet of any camping unit.
- 3) Adequate fire extinguishers or other extinguishing equipment shall be readily available to all camping areas. Fire extinguishers, where used, shall be installed and maintained in accordance with the recommendations of the equipment manufacturer and generally accepted standards.
- 4) Fire apparatus access roads shall be provided within 300 feet of each camping unit and shall have an unobstructed width of no less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches.

**\*\*The Fair strictly prohibits any bonfires or any recreational fires on the fairgrounds\*\***

There are no sewer hook-ups or dump stations on the fairgrounds. Pump out arrangements are available at the Fair Office at cost to the SCAS. (2023 rate was \$35/Single tank, \$60/Double tank.) There are no free Pump outs with Campground reservations. Anyone found to be discharging their sewer (grey or black water) or holding tanks onto the fairgrounds or adjoining property may be removed from the fairgrounds and will be subject to fine herewith. Grey water discharge violations will be subject to a \$250 fine per incident per offense. Black Water discharge violations will be subject to a \$1000 fine per incident per offense.

**Parking: Parking on the Fairgrounds is limited to one motor vehicle per campsite. Hangtags MUST be displayed on your rear view mirror at all times. Any vehicle parked on the Fairgrounds without a hangtag or any vehicle with a hangtag, but parked in an unauthorized area will be considered parked illegally, and as such, will be subject to removal from the Fairgrounds by tow truck. The vehicle owner will be responsible for the towing bill and storage fees.**

Campers will receive a memo with additional rules upon arrival on site.

### **Terms:**

The Society herein reserves the right to postpone the Fair conducted on the premises from day to day during the time same has been authorized or to cancel it in its entirety for any reason; and there will be no repayment of any monies paid or deposited under the terms of this agreement.

The Saratoga County Agricultural Society Officers and Board of Directors reserve the right to interpret these rules and regulations and arbitrarily settle and determine matters, questions and differences that may arise in connection with the Fair and reserve the sole right to amend or add to these rules as they see fit.

## **ELECTRICAL REQUIREMENTS FOR SARATOGA COUNTY FAIRGROUNDS**

**No one may do electrical work on the Saratoga County Fairgrounds without written consent from the Saratoga County Agricultural Society. Anyone not following these rules and regulations will be told to correct any violations or leave the Fairgrounds.**

- 1) No one may drive anything into the ground over 12 inches in length anywhere on the Saratoga County Fairgrounds at any time without the permission of the **FAIR MANAGER or the FAIR ELECTRICIAN**. These are the only people that may give permission. ANYONE not abiding by this rule will be FINED \$500 plus the cost of repairs to any damaged wires, electrical cables, communications cables, and/or water lines. During Fair the fine will be assessed to the vendor. Non Fair events the fine will be assessed to the organizer.
- 2) All lead cords feeding campers and vendors must be no smaller than the original camper lead unless approved by The Saratoga County Fair electrician.
- 3) Article 525.20 of the National Electric Code (NEC) states portable cords shall be #12 or larger; they must be grounding type. The cord must be embossed or printed with a "W" in the printing showing that they are rated for outdoor use. 2-wire cords are not acceptable. Cables with a "J" in the print are not acceptable. All cords will be continuous with no splices or non-waterproof connections. Cords that are an original integral part of a UL listed piece of equipment are exempt.
- 4) No "daisy chain" of campers, trailers, etc. If a camper has more than one camper, trailer, or other apparatus requiring a power feed, they must rent 2 (two) sites for separate power. They cannot feed more than one vehicle from one receptacle.
- 5) Any outdoor connections must be approved water-tight connections or boxes. Standard lead ends are not acceptable outdoor connections.
- 6) All outdoor 120 volt leads shall be ground fault protected either from a GFCI outlet in the camper or an inline GFCI lead. Exception: If the camper or trailer is plugged into a GFCI receptacle on the Fairgrounds, then an additional GFCI is not required.
- 7) Leads can NOT be coiled. They must be spread out in a loop in an area where it is not a trip hazard for the electricians.
- 8) Leads on reels are prohibited. Any cords that are on reels must be unreeled and looped in an area where they are not a trip hazard for the electrician.
- 9) Any lead cord not approved by the Fair electrician must be removed immediately. NO EXCEPTIONS.
- 10) No ungrounded, frayed, spliced, or damaged leads may be used at any time.
- 11) The Fair electrician has the right to and may inspect any lead at any time. If he/she determines the lead is unsafe, he/she may remove the lead from service and turn it over to the Fair Office. The owner of the lead may retrieve his/her lead from the Fair Office the last day of Fair. If the electrician finds this lead was put back in service, the power to that campsite or vendor will be shut down.
- 12) There must be 3 feet of clearance in front of ALL electrical panels and a clear path for easy access for the electricians. This includes all campsites, vendors, buildings, pavilions, and any other electrical panels. NO EXCEPTIONS. If in the electrician's opinion someone is not conforming to this rule, he/she must immediately move whatever is in the way or leave the Fairgrounds.
- 13) No one may plug into a receptacle or box other than his/her assigned site without the permission of the Fair electrician.



- 14) No one is allowed in the panel boxes other than authorized Fair personnel.
- 15) All Saratoga County Fair panel boxes are locked. NO ONE shall enter these boxes other than authorized Saratoga County Fair personnel. NO ONE other than the Saratoga County Fair Electrician may do anything more than reset circuit breakers in these panel boxes.
- 16) Any time a panel box or any other electrical device, including locking devices, belonging to the Saratoga County Agricultural Society is damaged due to negligence or forcible entry, the entire panel box will be shut down until the responsible person is located. This person will be arrested and will be required to pay for a complete reconstruction of what is damaged. If a locking system is damaged on a panel box, that entire panel box will be replaced and all labor and materials will be the responsibility of the person or persons responsible for the damaged the panel box. Payment will be made in full to the Saratoga County Agricultural Society in a form acceptable to the Fair Manager.
- 17) The Saratoga County Fair has NO lead cords to loan.
- 18) All electrical equipment and leads shall be UL listed and labeled and used in accordance with their intended use.
- 19) Any panel boxes, distribution boxes, or any other electrical device that is outdoors must meet National Electric Code (NEC) specifications for outdoor use.
- 20) Any generator other than portable generators operated on the Saratoga County Fairgrounds will be set up by the Fair electrician.
- 21) Portable generators may be set up by others but must be approved by the Fair Electrician. All 120 volt receptacles must be ground fault protected either on the generator or by inline GFCI leads.
- 22) Any camper that overloads any circuit may, at the electrician's discretion, be removed from the Saratoga County Fair power. Any camper tripping a breaker more than three (3) times will be removed from the Saratoga County Fair power.

# ELECTRICAL REQUIREMENTS

## SIGNATURE PAGE

I have read the Electrical Requirements for the Saratoga County Fairgrounds and I agree to abide by all the provisions of the document.

---

Vendor Name:

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Signature of vendor

---

Date



# Request for Campsite Space

The Campground will be available for Vendors, Entertainers, Exhibitors and SCF personnel. There are a limited number of sites. \*\*\*Payment in full is due upon placement of the camper\*\*\*

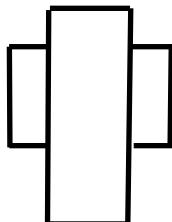
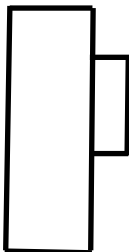
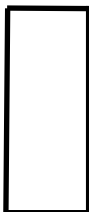
Complete form and return to office no later than June 15th

(1 form per site requested)

(NO free pump outs, they will be charged at SCF cost)

Slide out view

(Circle best representation)



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Vendor\_\_\_ Entertain\_\_\_ Exhibitor\_\_\_ Other\_\_\_

Type: Trailer\_\_\_ RV\_\_\_ Other\_\_\_

Length (include Hitch and Spare Tire): \_\_\_\_\_

Width (include slides): \_\_\_\_\_

# Slides: \_\_\_\_\_

20AMP\_\_\_ 30 AMP\_\_\_ 50 AMP\_\_\_

(We recommend bringing a 50AMP to 30 AMP adaptor)

Exhibitors(\$150)\_\_\_ 30AMP(\$225)\_\_\_ 50AMP(\$250)\_\_\_

Expected Arrival Date: \_\_\_\_\_

Expected Departure Date: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

You will be contacted no later than **July 1** confirming your reservation.



30 AMP Plug



50 AMP Plug

*SCF Office Use Only*

Date Received:

Date Paid:

Amount Paid:



Saratoga County Agricultural Society
162 Prospect Street, Ballston Spa, NY 12020
518-885-9701 ph. 518-885-5320 fax
www.saratogacountyfair.org

Motorized Vehicle Policy during the set-up, operation and tear-down of the Saratoga County Fair

Terms:

In this document "motorized vehicle" means golf cart or small multi-wheeled vehicle.

Purpose: To provide and maintain the safety of all persons on the grounds of the Saratoga County Fair.

- 1. All motorized vehicles (see exclusions below) that will be used on the fairgrounds must be registered with the Fair Office.
2. A Certificate of Liability Insurance must be provided covering each motorized vehicle. The Saratoga County Fair must be named additional insured, on a primary & non-contributory basis.
3. Only individuals with a currently valid driver's license that has been presented to the office and copied will be allowed to operate the permitted vehicle.
4. Cautious, slow driving must be maintained at all times.
5. At certain times of the day there will be no motorized vehicles used in certain areas.
6. The Saratoga County Fair reserves the right to: (1) restrict the number of vehicles on the grounds; (2) refuse a permit to any motorized vehicle; (3) revoke such privilege after given; (4) impound a motorized vehicle; (5) change restricted areas and times during the Fair, (6) revoke privilege of an operator.
7. Each registered vehicle will be issued a permit which must be displayed on the vehicle at all times.
8. Motorized vehicles must be parked in the campground area or behind the vendor/carnival designated site.
9. No motorized vehicle may be operated on the fairgrounds until it is registered in the Fair Office.
10. Exclusions: Small 3- and 4-wheel electric vehicles used by guests or vendors because of medical conditions are exempt from these rules.

I agree to abide by the provisions contained in this document.

Printed name

Company/vendor business name

Vehicle data:

Make

Model

Color

Plate No. (if road registered)

Signature

Date

Fair Office use only

Copy of driver's license

Permit No.

Date Issued

Office Personnel Signature



Saratoga County Agricultural Society  
162 Prospect Street, Ballston Spa, NY 12020  
518-885-9701 (fax) 518-885-5320  
www.saratoga countyfair.org

## FOR YOUR USE

### CHECK LIST – PAPERWORK TO SARATOGA COUNTY FAIR OFFICE

- \_\_\_\_\_ Signed Contract
- \_\_\_\_\_ Menu Items with pricing (Food Vendors)
- \_\_\_\_\_ Deposit / Full Payment (**By May 1, 2024 or we will add a 15% surcharge to your total contract**)
- \_\_\_\_\_ Insurance that meets SCAS requirements (see page 3)
- \_\_\_\_\_ Worker's Compensation Coverage (if applicable)
- \_\_\_\_\_ Copy of NYS DOH Food Permit (if applicable)
- \_\_\_\_\_ Copy of NYS Sales Tax Certificate (the original must be displayed in your booth)
- \_\_\_\_\_ Camping Request Form
- \_\_\_\_\_ Electrical Requirements Form
- \_\_\_\_\_ Motorized Vehicle Permit Request Form

Please use this list as a paperwork tracker, and do not hesitate to contact our office should you have any questions or concerns.

Thank you!  
Jessica Arnold  
jessica@saratogacountyfair.org



Saratoga County Agricultural Society  
162 Prospect Street, Ballston Spa, NY 12020  
518-885-9701 (fax) 518-885-5320  
www.SaratogaCountyFair.org

### Credit Card Authorization Form

**I authorize the Saratoga County Agricultural Society (Saratoga County Fair) to charge my credit card as follows and agree a processing fee of 3.99% will be added**

Mastercard       Visa       Discover

American Express

\$ \_\_\_\_\_ upon receipt of this form at the Fair office.

Card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security numbers (three digits on back of card) \_\_\_\_\_

Zip code associated with Credit Card: \_\_\_\_\_

Company name as noted on contract \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Authorized signature \_\_\_\_\_