



# Concessionaires Manual

## 2017

Dear Concessionaires,

Thank you for coming to the Altamont Fair! We hope this manual is helpful to you and your staff and answer many questions that you have. Please read this over carefully before the fair starts, so you are aware of our policies. If you have any other questions that are not in this manual, please do not hesitate to ask us.

Sincerely,

The Concessions Team

Altamont Fair  
P.O. Box 506  
129 Grand Street  
Altamont, NY 12009

Phone (518)861-6671

Fax (518)861-7251

Email: [concessions@altamontfair.com](mailto:concessions@altamontfair.com)

(The fair office is located between Gate 1 and 2 across from the cattle barn.)

**On site for vendor business:**

Saturday, August 12 <sup>th</sup> - Sunday, August 13 <sup>th</sup>	9:00 am-2:00 pm
Monday, August 14 <sup>th</sup> - Monday, August 21 <sup>st</sup>	9:00 am-8:00 pm

**Payment Policy and Schedule:**

Due to the limited number of spaces available, definite reservations must be made with a signed contract. A deposit of 50% must be made by April 1<sup>st</sup> to ensure preferred space. Your final payment must be made by July 1<sup>st</sup> and all forms sent in, or your location may be at risk. Checks returned due to insufficient funds will be charged a \$50.00 fee. No checks are accepted after July 1<sup>st</sup>.

The fair is held rain or shine. No refunds.

**Set up/Tear down:**

No concession can move onto location without checking in at the fair office first. The only exception is if you received your vendor packet in the mail with location verified. Vehicles are allowed on the fairgrounds with an unloading pass until 9:30 am and after 11:00 pm each day. Tear down may begin after 8:00 pm Sunday, August 21<sup>st</sup>. However, vehicles are not allowed on the fairgrounds until 10:00 pm. If you start taking down before 8:00 pm, you risk having your contract not be renewed. **Our fair operates in all kinds of weather and you need to be prepared for rain and wind.** You may hook up your electricity and stock truck 2 days before the fair begins. If you hook up before then, you will be charged extra.

**During the fair:**

**Banned Articles/Services:**

The following items are not allowed: knives, poppers, cap guns, smoke bombs, fireworks, stretch bottles, explosives, drug paraphernalia, laser pointers, silly string, and all types of blowguns, live companion animals by permit only.

**Camping Spots:** If you need a spot, you can fill out the form that was with your contract or get one from the Fair Office. Pricing information is found on this form. Camping spots are limited, so please do it as soon as possible. You cannot set up until payment is made in full. It will be \$35.00 for pump out services. Please call John VanWormer to schedule (518)522-9373. All vehicles, campers and trailers must be removed by Monday, August 22<sup>nd</sup>, by 11:00 am. No open fires or generators. No grills are allowed. Permitted animals are allowed on the campgrounds only if they have a proper certificate of rabies vaccination. You must have a 5-foot distance (stagger) between you and the next camper or awning.

**Conduct:** All concessionaires, employees and volunteers of the concession must conduct all business from within the space allotted. No person or persons shall solicit business; distribute free samples or literature in the aisles, walkways or roads in the fair. Displays must not expand into the roads or walkways. No exhibit shall be sublet.

**Electricity:**

All electricity must be paid before the fair begins and indicated on your contract. Your electricity will be turned off until you pay. Food vendors must have 100 feet of heavy duty cord to reach outlet and must be hooked up by Fair Electrician only. Stock trucks are an additional fee. You may hook up 2 days before the fair begins. If you hook up before then, you will be charged extra.

120 volt circuit: 20 amps \$64.00	30 amps \$92.00	
240 volt circuit: 30 amps \$121.00	50 amps \$184.00	100 amps \$259.00

Stock Truck (if applicable):

120 volt circuit: 30 amps \$98.00		
240 volt circuit: 30 amps \$121.00	50 amps \$184.00	100 amps \$345.00

**Emergency Information:**

In case of an emergency, please contact security at the nearest gate or call 911.

**Fines Issued After Warnings:**

The Altamont Fair expects all concessionaires to adhere to rules/regulations in order to have a professional appearance at all times.

\$50 Concession not open on time (per day)

Not asked back- Lack of cleanliness and neat appearance of employees, or closing early on Sunday

\$50 Not cleaning up your concession area after closing (per day)

\$500 Cooking grease not dumped in grease barrels (per occurrence)

\$500 Selling unauthorized menu items per day/per menu item

\$25 Water leaks

\$500 Gray water contamination

\$50 Vehicles left on infield/removal of vehicle by 9:30 am/unsafe operation of vehicle- will be towed

Revocation of golf cart privileges- Driving golf cart in undesignated areas (Midway, 1<sup>st</sup> Avenue) or infield during business hours

**Fire Extinguishers:**

Fire extinguishers are required in all Food Concessions and by vendors using electricity other than lights.

**Garbage:**

All concessionaires are charged for refuse removal on contracts. Please breakdown all cardboard for easy pick up.

**Golf Carts/ATVs:**

All golf carts or ATVs used on the grounds prior, during, or after the fair must be registered by filling out a Golf cart/ ATV form and provide a copy of insurance. We are now issuing permits to be displayed on your cart, so security can monitor this use. No golf carts are allowed on the Midway or 1<sup>st</sup> Avenue without prior permission. Golf carts may use the outer track any time and be in the infield before opening and after closing times. We are limiting the use of golf carts during business hours to ensure the safety of all. Please try to use them **before 11:00 am and after 10:00 pm each day**. If rules are not abided by, your cart privileges will be revoked.

**Health Permit:**

You will need a health permit if you are selling food. You no longer need one if you are only sampling food. Please see information under food vendors for more details.

**Hours of Vendor Operation:**

Tuesday, August 15 <sup>th</sup>	11:00 am-10:00 pm
Wednesday, August 16 <sup>th</sup>	11:00 am- 10:00 pm
Thursday, August 17 <sup>th</sup>	11:00 am-10:00 pm
Friday, August 18 <sup>th</sup>	11:00 am-10:00 pm
Saturday, August 19 <sup>th</sup>	11:00 am-10:00 pm
Sunday, August 20 <sup>th</sup>	11:00 am-10:00 pm (You may start tearing down at 8:00 pm, but vehicles are not permitted on the fairgrounds until 10:00 pm.)

All concessions, exhibits, must be open and manned during all posted hours, unless otherwise notified by the Altamont Fair. Any concessionaire failing to occupy contracted space by 11 am on August 15<sup>th</sup>, 2017 will not be relieved of the obligation of paying the full rental charge.

**Liability Insurance:**

Our insurance company requires all vendors to have general liability insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 General Aggregate, \$2,000,000 Products and Completed Operations

Aggregate. The Albany, Schenectady, Greene Co. Agricultural and Historical Societies, Inc. dba the Altamont Fair must be listed as an Additional Insured on a Primary & Non-Contributory basis and in the certificate holder box. It needs to be in the form of an ACORD certificate and faxed from the insurance company. The Altamont Fair is not responsible for any damage to or loss of the Concessionaire's merchandise or equipment. If you need the fair to cover liability, there will be an additional \$150.00 charge indicated on your contract.

**Lights:**

Lights are available to rent for your tent from the Fair, there is a minimum \$25 fee. Please indicate on contract. Your lights will not be installed until full payment is made. Lights will be put up by fair electrician only.

**Location:**

Vendor locations have been assigned for this year, and vendors may not move due to the many vendors and limited space. You can apply for a new location for next year's fair and indicate on your contract with payment where your requested space is.

**Local Amenities:**

*Altamont Country Values (Agway products)*

106 Prospect Terrace  
Altamont, NY 12009  
(51)861-8061

*Hannaford*

5239 Western Turnpike  
Altamont, NY 12009  
(518) 355-5814

*Post Office*

108 Park Street  
Altamont, NY 12009  
(518) 861-6953

*Price Chopper*

2080 Western Ave  
Guilderland, NY 12084  
(518) 456-5115

*Stewarts*

1001 Altamont Blvd.  
Altamont, NY 12009  
(518)861-5708

*Tractor Supply*

2327 Western Avenue  
Guilderland, NY 12084

(518)456-0404

Wal-mart in Crossgates Commons  
141 Washington Ave Extension  
Albany, NY 12205  
(518) 869-4694

**Occupancy:**

Any concessionaire failing to occupy contracted space by 11 am on August 15<sup>th</sup>, 2017 shall not be relieved of the obligation of paying the full rental charge.

**NYS Sales Tax:**

Most goods and services are taxable in New York State. If you will be making sales in New York State that are subject to sales tax, you must register with the NYS Tax Department and obtain a *Certificate of Authority*. All vendors, must display a certified certificate of authority. Vendors with more than one booth must request duplicate copies of the certificate and display one in each booth. Photocopies are not acceptable. The Taxation Dept. comes to the fair to check; and if you do not have it displayed, you will be fined by New York State.

If you are already registered for sales tax with the Tax Department but need a duplicate copy of your *Certificate of Authority* because the original was misplaced or destroyed, you can call the Taxation Dept. at (518) 485-2889.

If you are currently not registered, you must obtain a Certificate of Authority 20 days before the Altamont Fair begins. You can apply online at <http://www.tax.ny.gov/bus/ads/webdtf17.htm>

The tax rate for Albany County is 8%. Each vendor will be responsible for collecting, reporting and paying the appropriate sales tax.

**Packages/Deliveries:**

Packages can be delivered to 129 Grand Street Altamont, NY 12009. They will come to Gate 4. Please make sure all packages have your business name, contact name and address. This makes it easier for us to locate you and deliver your package.

**Raffles:** Raffle and donation containers are not permitted unless prior approval from Fair Manager. Tip containers are permitted.

**Security:** Security is provided starting at 10:00 pm on Monday, August 14<sup>th</sup>, through 8:00 am, Monday, August 21<sup>st</sup>. Any exceptions must be given by the Fair Manager or Head of Security.

**Sound Systems:**

Sound systems/radios need to be modulated to the extent as to not create an undue disturbance. Sound systems/radios found to be in violation of the spirit of this regulation will be removed at the discretion of the Fair Manager.

**Smoking:**

Smoking is prohibited in all buildings on the fairgrounds.

**Signs/Pricing:**

All concession booths must be clearly identified and look professional. No homemade signs are allowed. Prices shall be clearly displayed for all products/items. The size of the sign needs to be readable at a minimum of 15 feet. Do not display copyrighted logos or companies that you are not affiliated with. You must have documented permission from the company to do so.

**Tables/Chairs:**

The fair does not provide tables and chairs for vendor spots. If you need them, they can be rented through Big Top Tents.

**Tents:**

All tents need to be staked or weighted down! Properly weighted pop up tents are allowed but must be approved by the Fair Electrician due to overhead power lines. Tents need to be weighted down with 100 lb. weights and staked to the ground. Your tent also needs to be lowered or closed up at night.

If you need to rent a tent, you can call our tent supplier.

Big Top Tents  
(518)622-3353

**Tickets:**

You will be given 24 day tickets in your vendor packet when all paperwork is finalized. The tickets are for vendors and their employees only. They do not include rides. These will not be replaced if lost or stolen. If you need additional tickets, they can be purchased at the fair office for \$8 each or indicate on your contract.

**Vehicles:**

You may drive your vehicle on the grounds using **Gate 2** only until 9:30 am each morning and after 11:00 pm with your Concession Loading Pass and entry ticket. If your vehicle is found after 9:30 am inside the grounds, you will be asked to move it immediately; or it will be towed at owner's expense.

**Vendor Awards:**

We will award a "Best of the Altamont Fair" award to two vendors (food and non-food) this year on Sunday, August 21<sup>st</sup>. The vendor who adheres to the following criteria will be in the running:

1. Personnel are respectful to patrons, stay in allotted area and show courtesy in all aspects.
2. Effective use of visual aids and creative advertising of product or business.
3. Presentation of booth or tent is neat and shows quality workmanship in theme.
4. Demonstration of following all fair and state policies/regulations.

**Food Vendors:**

**Beverages:**

No glass bottles or stretch bottles are allowed. You can only sell beverages that have been approved on your contract.

**Food Distributor:**

They will be on the fairgrounds each morning taking orders and making deliveries between 7:30 am-10:00 am. Deliveries will be made the next day after you put in your order. Please let them know if they are allowed to drop off the delivery and not wait for you.

Ginsberg's Food Service Distributor  
PO Box 17 Route 66  
Hudson, NY 12534  
(518) 828-4004 or (800) 999-6006 ext.3231

**Grease:**

Grease needs to be placed in acceptable containers. There is a designated container behind the restrooms in the grove for disposal. Unauthorized disposal will result in heavy fines.

**Health Permit:**

A Health Permit application was sent with your contract. The health dept. fee is included in your total. The fair will send one check for all the food vendors to the health dept. Please complete the application with a copy of your menu, worker's comp. and disability insurance. If you have no employees, a copy of CE-200-Certificate of Attestation of Exemption form must be included. This form can be processed online at:

[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

Once there, select web-based exemption application. The agency requesting this certificate is:

Albany County  
Department of Health  
175 Green Street, Albany, NY  
12202

All applications must be received in the fair office by August 1<sup>st</sup> (no exceptions). The Altamont Fair will procure your Health Permit. These will be passed out the first day of the fair. Your health permit must be displayed in plain sight at all times. All food vendors must comply with NYS Sanitary Code Subpart 14-4.

**Ice:**

Ice will be sold on the grounds in the morning. The ice truck will go around and take orders starting at 10:00 am until 12:00 pm. When all orders are in, they will then deliver to each vendor. You will pay them directly. If you need ice after 12:00 pm, you can go to the beer halls and buy ice there. The cost is \$6/bag.

Ice that is consumed or that touches food is to be made from potable water from approved sources in a manner that protects it from contamination. Such ice is to be obtained only in chipped, crushed, or cubed form and in single use safe plastic or wet-strength paper bags filled and sealed at the point of manufacture. The ice is to be held in these bags until it is dispensed in a way that protects it from contamination.



**Propane Needs:****Our Exclusive Fair Provider**

Long Energy

170 Myrtle Ave

Albany, NY 12202

(518) 465-6647 or (888) 880-8966

**Stock Trucks:**

Stock trucks must be parked behind your vendor location. Stock trucks must have their own electricity and be paid in full before the fair begins. You can hook up 2 days before the fair begins. If you hook up before then, you will be charged.

**Water:**

All potable water tanks must be emptied before entering the fairgrounds. Portable water is available for your convenience. Supply lines are not provided. Please do not dump gray water on the ground! If caught, you will be subject to a fine. Each food vendor needs a gray water holding tank to dump into the designated tank. There are 6 designated holding tanks around the fairgrounds that gray water can be disposed of properly. The disposal fee for gray water is included in your contract.

All portable water tanks must have a backflow preventer installed on all water lines. No hose splitters are allowed; food grade hoses must be used.