

An illustration of a fairground landscape. In the foreground, there are silhouettes of evergreen trees and a tent. In the middle ground, a Ferris wheel stands prominently. To the right, there are palm trees. The background consists of stylized, layered mountains in shades of orange, red, and yellow, suggesting a sunset or sunrise. A blue horizontal line represents the ground or a body of water.

GET OUT THERE
2023 San Diego County Fair

**LICENSEE'S
HANDBOOK**

EXHIBIT A
RULES & REGULATIONS FOR
Food Concessionaires

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FOOD CONCESSIONAIRES CONCESSIONAIRES HANDBOOK • RULES & REGULATIONS • EXHIBIT A

SAN DIEGO COUNTY FAIR

Wednesday, June 7 through Tuesday, July 4
(closed Mondays & Tuesdays in June)

Fair Operating Hours*:

Wednesdays, Thursdays, & Sundays & Tuesday, July 4: 11:00 am–10:00 pm
Fridays, Saturdays & Monday, July 3: 11:00 am–11:00 pm

Food Concessionaires Operating Hours*:

*Closing times are approximate based on attendance; all hours are subject to change.

	SUN	MON	TUE	WED	THU	FRI	SAT
	JUNE 11	JUNE 12	JUNE 13	JUNE 7 JUNE 14	JUNE 8 JUNE 15	JUNE 9 JUNE 16	JUNE 10 JUNE 17
AVENUE, CONCOURSE & SKYWAY	10:30 AM– 11:00 PM	CLOSED	CLOSED	10:30 AM– 11:00 PM	10:30 AM– 11:00 PM	10:30 AM– midnight	10:30 AM– midnight
ALL OTHER AREAS	11:00 AM– 10:00 PM			11:00 AM– 10:00 PM	11:00 AM– 10:00 PM	11:00 AM– 11:00 PM	11:00 AM– 11:00 PM
	JUNE 18	JUNE 19	JUNE 20	JUNE 2	JUNE 22	JUNE 23	JUNE 24
AVENUE, CONCOURSE & SKYWAY	10:30 AM– 11:00 PM	CLOSED	CLOSED	10:30 AM– 11:00 PM	10:30 AM– 11:00 PM	10:30 AM– midnight	10:30 AM– midnight
ALL OTHER AREAS	11:00 AM– 10:00 PM			11:00 AM– 10:00 PM	11:00 AM– 10:00 PM	11:00 AM– 11:00 PM	11:00 AM– 11:00 PM
	JUNE 25	JUNE 26	JUNE 27	JUNE 28	JUNE 29	June 30	JULY 1
AVENUE, CONCOURSE & SKYWAY	10:30 AM– 11:00 PM	CLOSED	CLOSED	10:30 AM– 11:00 PM	10:30 AM– 11:00 PM	10:30 AM– midnight	10:30 AM– midnight
ALL OTHER AREAS	11:00 AM– 10:00 PM			11:00 AM– 10:00 PM	11:00 AM– 10:00 PM	11:00 AM– 10:00 PM	11:00 AM– 11:00 PM
	JULY 2	JULY 3	JULY 4				
AVENUE, CONCOURSE & SKYWAY	10:30 AM– 11:00 PM	10:30 AM– midnight	10:30 AM– 11:00 PM				
ALL OTHER AREAS	11:00 AM– 10:00 PM	11:00 AM– 10:00 PM	11:00 AM– 10:00 PM				

It is the responsibility of the Licensee to familiarize yourself and your employees with the following Rules & Regulations. Failure to comply may result in termination of contract and may affect future participation with the San Diego County Fair.

For Further Information Contact:

CONCESSIONS OFFICE

Del Mar Fairgrounds
2260 Jimmy Durante Blvd.
Del Mar, CA 92014
Direct Line (858) 792-4218

PURPOSE, MISSION, VISION & VALUES

22ND DISTRICT AGRICULTURAL ASSOCIATION

DEL MAR FAIRGROUNDS

The 22nd DAA board and staff have been actively engaged in a strategic planning process that has elaborated on its purpose, mission, vision, and organizational values in pursuit of ensuring a quality experience to guests and patrons of the Del Mar Fairgrounds.

PURPOSE

We are a timeless community treasure where all can flourish, connect, and interact through year-round exceptional experiences.

MISSION

We connect our community through shared interests, diverse experiences, and service to one another in an inclusive, accessible, and safe place with an emphasis on entertainment, recreation, agriculture, and education.

VISION

We will be the community's iconic place for social interaction and cultural expression, honoring traditions, embracing innovation, celebrating excellence, and having fun.

VALUES

- Fun!** We believe in celebrating the ordinary and the extraordinary in unique ways.
- A+ Quality** We believe in creating exceptional and memorable experiences.
- Integrity** We believe in being responsible to our community, the environment and to one another.
- Respect** We believe in providing an inclusive and interactive place where all people can connect.
- Service** We believe in purposeful and inspiring engagement.

These values are emphasized when evaluating partnerships and programs, including commercial exhibitors and concessionaires. The 22nd DAA continues to strive toward providing safe, quality experiences for the enjoyment of our patrons, resulting in an overall positive economic impact.

YOUR APPLICATION

GENERAL POLICIES AND SPACE RENTAL

The San Diego County Fair management reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incident to the San Diego County Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may determine necessary.

FOOD STAND APPLICATION

- A. Anyone requesting information on obtaining space will be sent an application form. The application must be returned by the specified date.
- B. The application is in no way a commitment by management or the applicant.
- C. Consideration will be given to each applicant who submits a completed application on time, and notification of acceptance or refusal will be made by the Concessions Office.
- D. If no space is available, the applicant's name may be placed on a waiting list. The selection criteria, outlined below, will be used to draw applicants from the waiting list. (Deposit required with wait list).

SELECTION CRITERIA

Each application for space rental during the fair is considered by management on the basis of:

- Appearance of stand
- Experience
- Product balance on the fairgrounds
- Space availability
- Financial responsibility
- Returning applicants in good standing
- Values of organization: Fun, A+ Quality, Integrity, Respect and Service

The sole decision for selection rests with management.

BOOTH OPERATION

Failure of Licensee to be fully moved-in and open for business on opening day of the Fair including failure to pass Health Inspections, continuous late opening and/or early closing of Concessionaires space daily during the Fair, closing Concessionaires space during normal operating hours of the Fair or closing Concessionaires space early on closing night of the Fair—for any reason whatsoever and at the sole discretion of the Concessions Supervisor—are grounds for removal of Concessionaires product, cancellation of Concessionaires agreement and/or forfeiture of all rents and moneys paid to the Fair.

SOLICITATION

No roving vendor or solicitor, acting for a profit-making, non-profit, religious, or other organization or on its behalf shall be permitted on the Fairgrounds. All solicitations for either contributions or sale must be made from within the confines of the booth.

No person shall be permitted to distribute advertising matter, handbills, fliers, tokens or other material at the San Diego County Fair, except from their leased vendor space. Tacking or posting of an advertisement, bill, sign, banner or printed matter other than within the contracted space is prohibited. No one shall be allowed to solicit, distribute materials in aisles or while roving on the grounds. Anyone violating this rule is subject to removal from the Fairgrounds.

SPACE RENTAL POLICIES

The following policies shall apply to all San Diego County Fair vendors and Concessionaires:

- It shall be the policy and practice of the Board of Directors of the 22nd District Agricultural Association (22nd DAA) to establish and revise from time to time, fees or rates to be charged to individuals or entities utilizing vendor space during the annual San Diego County Fair.
- Criteria to be applied in the establishment of fees or rates for specific areas or facilities shall be limited to the following:
 - Volume or demand for space within specifically defined area or facility or the fairgrounds generally.
 - Desirability of area or facility as indicated by potential traffic volume.
 - The nature of accommodation.
 - The degree to which services are rendered in the process of accommodating the licensee.

Rental rates shall reflect current market rates for comparable facilities as determined by periodic surveys.

- Employees or Officers of the 22nd DAA and their families may not have a financial interest in any vendor or concession on the grounds of the 22nd DAA.
- The misrepresentation of vendor or concessions ownership, operation or appearance on the application and photographs accompanying applications shall be grounds for immediate removal from the San Diego County Fair and the owner of such equipment waives all claims for damages against the 22nd DAA, its officers, agents and employees.
- The 22nd District Agricultural Association reserves the right to reject any application for space submitted by: (a) any person who has been convicted of a felony within the 5-year period immediately preceding the date of this application, (b) any person who, in the judgment of the 22nd District Agricultural Association poses a threat to the safety and security of its patrons, vendors, and/or employees.

Concessionaires will not offer or give any gift or gratuity to any employee or officer of the 22nd District Agricultural Association, as employees and officers are not permitted to accept them. Concessionaires solicited by District employees or officers for free gifts or services should immediately report such incidents to the Concessions Supervisor or the CEO.

SPACE ALLOCATION POLICY

- A. It is understood and agreed that Concessionaires from previous fairs do not automatically receive an invitation to return. There is no guarantee that a current space at the fair will insure an invitation to subsequent fairs.

Each Concessionaires agreement is reviewed and acted upon in the best interest of the fair on an annual basis.

- B. If invited to return, every effort will be made to allot the same space as in the prior year, but management has the right to move Concessionaires to another location in the best interest of the fair at any time. There is no guarantee that a returning Licensee will be assigned the same space.
- C. Locations are assigned by management. Returnees may request a different location. Requests are accepted in written form only. Every consideration will be given to such a request should space become available.

It is the policy of the 22nd DAA Board of Directors to allow concessionaires to have up to (3) locations.

CONTRACTING FEES & REQUIREMENTS

FEES & PAYMENTS

One payment of entire deposit is due and payable on date specified in the contract. **NO LATE PAYMENTS WILL BE ACCEPTED.** Payment must be made with credit card, company check, cashier's check or money order only, payable to the 22nd D.A.A.

General payment policy for all Concessionaires:

An administrative fee of \$35.00 will be charged for any check returned for ANY reason. Any contract not returned and not paid in full, including all fees and late charges, is subject to cancellation whenever fair management deems necessary.

An administrative fee of \$25.00 will be charged for any lost contracts that need to be replaced.

An administrative fee of \$25.00 will be charged for any contract to which alterations have been made by the Licensee (changes to the contract must be made by the Concessions Office only). If there are any questions regarding the contract, please contact the Concessions Office. Attach a separate note with any corrections or changes and return with contract to the Concessions Office.

CREDENTIALS • DAILY ADMISSION AND EMPLOYEE BADGING

The number of employee badges and/or admission credentials allotted to each licensee will be so noted on the contract. These credentials will be included in Concessionaires information packet, which will be distributed from the Concessions Office upon check-in. Credentials will be released only to licensee or authorized personnel listed on the Credential Release Form.

The sole purpose of these credentials is for use by employees of the Licensee who are actually engaged in the operation of the contracted space. The courtesy passes provided with each contract are a single day credential that is surrendered at the gate. A credential must be submitted by each individual to gain entry to grounds. Concessionaires and their employees can get their hand stamped at the gate when exiting for same day re-entry.

Concessionaires are expressly prohibited from selling, duplicating, giving away or reissuing admission credentials (passes). Violators will be removed from the fairgrounds and will be unable to operate at future District sponsored events.

You must come to the Concessions Office to fill out a badging form for each employee authorized to receive a badge-do not send your employees to the office as they are not authorized to sign for these credentials. Once the badging form has been filled out, the employee may take the form and payment to the badging location for photo I.D. If you wish to replace an employee who has been badged, you must present their badge along with a new badge form to the badging office in exchange for the new employee's badge.

If the staffing of your stand requires additional credentials than those allotted, a limited number of additional (reduced rate) credentials may be purchased at a discount price upon approval from the Concessions Office. Please be prepared to offer a written schedule of your employees to substantiate need, and submit with request to the Concessions Office. We encourage you to act on this early, as authorization cannot be guaranteed on the same day you apply. Please allow at least 24 hours for approval. Upon approval you will be able to purchase and pick up credentials in the Concessions Office. Payment must be in the form of a check only – no cash or credit cards will be accepted.

Please use the following formula to determine the number of credentials needed:

Number of employees per shift _____ x Number of shifts per day _____ = _____ Total
number of employees per day x 22 days

This number will be the Total number of tickets needed.

Western Fairs Association (WFA) cards will not be accepted as admission at any gate. WFA cards must be brought to the Concessions Office to be exchanged for single day credentials or a photo ID badge.

**Credential packets may be picked up beginning on:
MONDAY, MAY 22
In the Concessions Office**

INSURANCE - GENERAL LIABILITY

General Liability insurance coverage is mandatory for all Concessionaires. There are three options for complying with insurance regulations:

- A. Certificate of insurance sent directly to the Concessions Office from the Concessionaires agent (we will not accept certificates sent by the Licensee). Only originals with the original signature and without corrections are acceptable. Concessionaires name and the insured must be identical. These certificates will only be accepted up to May 23, 2022. After that date you will be required to purchase General Liability insurance. (Please see Exhibit B- Insurance requirements for required wording, etc. on the certificate.)
- B. CFSA Master List - if you have coverage through CFSA and are on their Master List, please provide your Master List number to the Concessions Office.
- C. Insurance coverage may be purchased from California Fairs Service Authority through the Concessions Office. Payment must be made in the form of a Cashier's Check or Money Order only, made payable to: C.F.S.A. (cash will not be accepted). Food Concessionaire rates are: \$185.00. This should be submitted when you return your contract.

INSURANCE – WORKER’S COMPENSATION

California State Law Requires:

All employers must carry Workman’s Compensation Insurance whether you have full, part-time or temporary employees. The policy must be current, valid and in force under the name of your legal entity which would be the same as your registration with the California State Board of Equalization, Employment Development Department and the Internal Revenue Service.

Employees include ANYONE who is not a legal owner or a legal partner of the business.

Child Labor: Employees under eighteen years old; must have current school work permits, whether residents of California or out of state. Out-of-state minors must secure their work permit from the school district they reside here in California.

The Fair is not able to assist Concessionaires with the purchase of the required Worker’s Compensation Insurance; however, the following number may be helpful:

State Compensation Insurance Fund
(877) 405-4545
www.scif.com

PRODUCT SALES/RESTRICTIONS

Only those items listed on the contract may be sold.

If a request to sell certain items on the application is not reflected on the contract, those items were not approved for sale. No substitutions can be made without prior approval of management.

Misrepresentation of product or business on the application will result in cancellation of contract.

PROHIBITED ITEMS

The following may not be sold, displayed, or given away on the fairgrounds:

- Stickers: A fine of \$200.00 per occurrence will be assessed to any Licensee whose stickers are found anywhere on the grounds. Any Licensee found to be giving away stickers will receive a violation notice, which may jeopardize future participation in the fair. Exceptions will be made to Concessionaires who sell prepackaged sheet stickers, however prior approval must be obtained from the Concessions Office.
- Flyers: A fine of \$500.00 per violation applies to the distribution of flyers outside your booth. Advertising by means of posters, handbills, flyers, etc., on buildings, trees, posts, parked vehicles or other places is not permitted, nor will anyone be permitted to distribute advertising material outside their assigned space. Placing of advertising material on or in automobiles on the fairgrounds is specifically prohibited.

- Polystyrene (Styrofoam) food containers: A daily fine of \$50.00 will be assessed until the situation is corrected with ecologically safe materials.
- Halogen lights: All lights for display, etc. must be LED

Management reserves the right to determine whether an item is considered offensive, dangerous or in poor taste, and to prohibit the sale/display of such an item.

SUBLEASING/BOOTH SHARING

Concessionaires are strictly prohibited from subleasing, assigning or apportioning the whole or any part of the contracted space allotted for exhibiting, or selling any goods not sold by the licensee in the regular course of business. No subleasing of space shall be allowed under any circumstances.

Subcontracting shall be allowed only to permit a manufacturer to sell its own product through a third party. No subcontracting or subleasing shall be allowed to a third party to sell, advertise, or exhibit anything but the assigned Concessionaires goods or services.

The contract of any licensee engaging in such prohibited actions shall be subject to immediate cancellation.

LICENSES, PERMITS & APPLICATIONS (INCLUDING FEDERAL, STATE & COUNTY LAWS AND ORDINANCES)

BUSINESS LICENSES AND PERMITS

All Concessionaires will be required to comply with all applicable licenses & permits.

HEALTH CODE REQUIREMENTS / SERVSAFE / SAFE FOOD HANDLING FEE

Each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety /ServSafe certification examination.

All food vendors must meet California Uniform Retail Food Facilities Law Requirements as administered by the San Diego County Department of Environmental Health. Non-compliance with health codes will be considered a breach of contract. Contact the Health Department directly with any questions at (619) 338-2222.

Concessionaires are responsible for obtaining their own health permits from the County. All Health Permit fees will be paid directly to the Health Department. Should the need arise for additional inspections; the owners are responsible for those costs.

- Stationary & mobile food units must comply with CA Health & Safety Code Requirements. If unit is not certified, you are required to call the Department of Environmental Health to make an appointment for certification.
- Only units with approved water & sewer connections will be permitted. Fresh water hoses are to be white (with blue stripe); no other color hoses are acceptable. Waste water hose for sewer connection may be any color except white. Black tape will not be accepted.
- Food processing stands inside buildings shall have smooth, non-skid floors, be in good repair, over concrete. Each stand is required to have a two-compartment stainless steel sink, a wall-mounted soap and towel dispenser, and hot water heater to provide hot water under pressure at the sink.
- Outside food preparation is not permitted. No steamers, cookers, flat grills or other preparation units may be located outside of mobile food unit or food processing areas inside buildings (exception: traditional BBQ).

No food will be permitted to be stored in the ice storage case. Refrigerators or freezers, separate from the ice case, shall be required for all foods.

NO FOOD STAND WILL BE PERMITTED TO OPERATE WITHOUT AN INSPECTION BY THE DEPARTMENT OF ENVIRONMENTAL HEALTH!

POSSESSORY INTEREST TAX

This rental may create a possessory interest subject to property taxation and the Licensee may be subject to the payment of property taxes levied on such interest. Information concerning the possessory interest tax that results from your contract with the 22nd DAA is available from the County Tax Assessor's Office at 9225 Clairemont Mesa Blvd. SD CA 92123, or by calling their office at (858) 505-6088 or email at arccpi.fgg@sdcounty.ca.gov. In brief, the law states:

"Under State law, a possessory interest is the taxable value for the private use of nontaxable public property. The taxable value of the possessory interest is determined by considering the length of the rental, the rental payments, and the permitted use of space."

The property tax bill for the use of the space at the San Diego County Fair during June/July 2023 will not be issued by the County of San Diego until September/ October 2024. Please remember that this is in addition to, and is not included in any other payments that were made to the 22nd DAA.

SALES TAX

The current local sales tax for San Diego County is 8.75% (subject to change). Sales tax must be declared as having been collected in the city of Del Mar.

SELLER'S PERMIT

Any Licensee who will be selling or taking leads for future business must obtain a California state sales permit number. All Concessionaires must file for this permit, even if only taking leads for future business while at the San Diego County Fair. A current, valid copy of your permit must be on file with the Concessions Office. Concessionaires without a valid seller's permit during the fair will be closed down. Please be sure your permit is valid for the entire run of the fair (June 7–July 4, 2023) and the name on the permit must match the contracted name.

The California Department of Tax and Fee Administration formerly known as State Board of Equalization wants to make doing business in California as easy as possible. You can register for a seller's permit or use tax account online using electronic registration. Your Seller's Permit must have Del Mar listed as your location of doing business. Their website is www.cdtfa.ca.gov or contact them for questions at 800-400-7115.

WORK PERMIT

Employees under eighteen years old must have current school work permits, whether residents of California or out of state. Out of state minors must secure their work permit from the school district they reside here in California.

IMPORTANT INFORMATION • FROM A-Z

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) makes it illegal to discriminate against anyone because of a physical or mental impairment. It is the responsibility of each licensee and their employees to adhere to the requirements of ADA. In simple terms, every effort should be made to allow guests with disabilities to participate in the purchase of food or merchandise, receive services, etc. The following specific examples will be of assistance in accomplishing compliance.

All Concessionaires at the San Diego County Fair must make a special effort to serve guests with disabilities, for example:

- If someone in a wheelchair needs assistance in ordering or receiving a product, extra effort should be made to assist this person, even if it requires sending an employee outside the concession to take their order, provide service, or deliver the product.
- Your staff should be prepared to read your menu to a visually impaired guest.
- Strive to meet all reasonable requests. For instance, providing a small beverage in a large cup is a reasonable request for someone with a disability to make; it should be met.
- Remove a stool from counters with seating to provide wheelchair access to the counter and designate the location with appropriate accessibility signage.

Any questions, comments or complaints should be directed to Guest Services office, located on the east end of the Grandstand.

It is the position of the San Diego County Fair that all guests be treated in an equal and courteous manner so that they may participate in the fun and enjoyment the fair offers while insuring a safe and enjoyable experience for all.

AUDIT / VIOLATIONS

Concessionaires must comply with audit requirements and any adjustments that are required as a result of an audit/evaluation conducted by management of the 22nd DAA.

In the event that management determines a violation of audit policy has occurred, penalties will be assessed according to the following schedule:

First violation:	verbal warning
Second violation:	written warning
Third violation:	\$200.00 fine
Fourth violation:	immediate contract termination

All violations will be documented and become a permanent record on file. Violations do not have to be of the same nature for this step structure to apply. It is your responsibility to make your employees aware of the severity of audit violations. See also EVALUATIONS/VIOLATION SLIPS.

CASH REGISTER REQUIREMENTS

YOU MUST OPERATE USING A POS SYSTEM with an integrated credit card machine such as Clover System, Square POS for Retail or UAccept –traditional cash registers will not be permitted. All POS registers must be approved and registered with the 22nd D.A.A., with no exceptions. All POS systems must have the ability to report total daily sales for each day. The Clover system (using App Inspector and approved procedures) has been fully approved, and the uAccept (using approved procedures) has preliminary approval. Any other systems **MUST** be submitted for approval at least two full months before opening day and **MUST** meet our auditing requirements.

Every stand must have at least one POS register. Registers and their display must be clearly visible to customers when placing an order and making payment.

Maintenance of a POS register is the concessionaire's responsibility, and the 22nd D.A.A. and associated staff will not repair or contract for repair on any cash registers. Any POS register problems and/or associated downtime must be reported immediately to the Auditing Department, with no exceptions. The Auditing Department reserves the right to ask for documentation of repair (and associated absence of register sales due to repair) or permanently

disabled POS registers. In some cases, permanently disabled POS registers may be stored in the Auditing Office until the end of the fair.

If you have only one POS register approved and it requires downtime, an auditor must be present for any and all sales made during this downtime.

All sales must be rung up on a 22nd DAA-approved and registered POS register, including credit card sales. Cash drawers must be closed following each sale. A continuously open cash drawer or use of separate cash box is prohibited.

All POS registers must have a functional credit card method of payment key, in addition to a cash method of payment key; and must be easily discernable by auditing personnel on nightly reports.

A POS register receipt must be given out with each transaction.

Please keep "No Sales" to a minimum. Excessive use of the "No Sale" key will be considered an indication that unrecorded sales have occurred, and a factored amount will be added to daily sales by Auditing Department.

Over-rings: If a cashier makes an error after the sale has been finalized on the register, then it must be recorded on the over ring report and circled on the receipt. Over-ring receipts must be attached to the over-ring report. The correct sale amount must be re-rung into the cash register. If excessive over-rings occur, we will require you to program pre-set price keys that can be cancelled before hitting the total key. Voids are prohibited once a sale has been finalized – there should be no negative sales. Keep the receipt tapes from all over-rings and attach them to daily over-ring reports.

Under-rings: There should be no under-rings.

The Auditors have been instructed to report any repeated offenses to the Finance Director and Executive Team.

Daily sales figures as reported by the Auditing Department will be used as the basis for your final sales figures. For each approved and tagged POS, you will need to send a daily sales journal or a Z report after the close of each business day to the auditing team. Additional information will be provided when the auditing team comes to tag/register your POS. There is a way to automatically have the report sent via email after the end of the day, refer to your POS manual for instruction. All Z reports or daily sales journals must have a line item for the total dollar value of cash sales, and a separate line item for the total dollar amount of credit card sales. The auditors will review the information and record daily sales for rent calculation.

Every stand must have at least one approved and tagged/registered POS register. Each POS register must have the following demonstrated capabilities to be approved:

- Customer Display (must be visible to public),
- Continuous non-resetting grand total,
- Cumulative Z counter or daily sales journal reporting with time, date, and daily grand total,
- 30 day working battery back-up,
- Receipt function with date/time, transaction number, "San Diego County Fair", company/stand and return/refund policy printed on each receipt,
- Consecutive transaction numbers,
- Daily sales journal or equivalent with a time and date stamp (such as X and Z report readings),
- App Inspector installed (on Clover POS),
- All other Fair tags MUST BE removed.

District reserves the right to approve the type of cash register used.

We require preset register keys; this allows for better auditing and also eliminates those large over-rings resulting from mistakes in number entry (e.g. \$55,000 instead of \$5.50).

CONDIMENTS

Each stand must provide napkins, straws, and/or condiments (when applicable) to be available upon request. Condiment areas must be kept cleaned and fully stocked at all times.

COOKING OIL

All cooking oil must be Trans Fat Free.

CREDIT CARDS

All stands must have the capability to accept credit cards as a form of payment from the customer, and must take credit cards as a method of payment, unless otherwise determined by management. Please note that the state of California allows for posting of “\$10 minimum credit card purchase” signs. Any credit card machine problems and/or associated downtime must be reported immediately to the Auditing Department, with no exceptions.

You must provide us with copies of credit card machine batch reports daily, for each credit card machine you have. These daily batch reports must have the details of each transaction, including the date and time of each sale as well as the dollar amount, and must also have a credit card total \$ amount at the end of the report.

We will check daily to make sure that your batch report credit card sales totals match credit card sales reported by your cash registers in Z reports. In the event that these amounts do not match and your batch report exceeds register-reported credit card sales by \$50 or more, we will add the discrepant amount into your daily sales totals and use this adjusted amount for rent calculations. The Auditing Department reserves the option to complete a detailed audit to attempt to reconcile differences in lieu of adding the discrepant sales back into daily sales totals on the second time this occurs. Repeated discrepancies beyond a second time will result in violations in conjunction with a meeting between the concession owner/manager, the Finance Director, and the Auditing Supervisor, and the discrepant amount will be added into daily sales totals.

All Concessionaires will be required to comply with all Federal credit card law policies.

DAMAGE / LOSS LIABILITY RELEASE

The District is not responsible for any damage or loss to merchandise or booth under any circumstances.

ECO (ENVIRONMENTAL) GUIDELINES

The Fairgrounds is in a beautiful location right on wetlands, Steven’s creek, San Dieguito River and the Pacific Ocean. This reminds us every day that we are responsible for our treatment of the environment. Our expectation is that while you are here you will also treat these resources with the respect that they deserve by following our very simple Eco Guidelines. Our goal is “Zero Waste”. To help us get there, vendors are required to comply with the following requirements.

- **Batteries:** AAA-DDD batteries (no auto batteries) must be collected and recycled separately from the blue recycling bins. Please take them directly to the staff at the Recycling Yard located in the Red Lot near the Fire Station and Warehouse.
- **BBQs:** Vendors are required to line BBQ pits to protect the asphalt from the continuous heat and the potential for grease spillage or splatter. Sand is an excellent barrier to assist with the heat protection.
- **Bottles & cans** (glass, aluminum, steel/tin & plastic) go in the BLUE wheeled containers.
- **Cardboard boxes** must be emptied, broken down and recycled. Flattened boxes are to be deposited into the designated BLUE 3-yard bins located behind buildings or in your designated area. There will be signs in the buildings with specific instructions on where you can leave your flattened boxes.
- **Food Scrap:** Vegetable & Fruit food waste is required to be deposited in the GREEN Food Scrap recycling bins. This includes all food prep and pre-consumer vegetable & fruit food scraps. Coffee grounds and tea leaves/bags are also acceptable. please NO raw meat, plastics or trash in these bins.
- **Grease & Used Cooking Oil** disposal containers are provided. Grease may only be disposed of in these designated containers. You must protect the ground/pavement from grease spillage/splatter in your area. Failure to use the proper containers for grease disposal will result in a \$250 fine and the possibility of not being allowed back to the fairgrounds the following year.

- **Hazardous Waste:** Paint, paint materials and all other hazardous wastes MUST be taken with you when you leave.
- **Hot Ash** may only be deposited into centrally located, clearly marked Hot Ash bins. Vendors are required to furnish their own containers to move the ash from your booth to the designated Hot Ash disposal bins.
- **Ice & Other Liquids:** Put all unwanted ice in the wash rack in the Maintenance Area. Please do NOT put ice or any other liquid in planters or on the ground. Storm drains are not to be used for disposal of anything. Please see Preventing Storm Water Pollution handout for specific rules and requirements.
- **Landscaping:** No licensee shall cut, trim, damage, or place anything in any of the Fair's landscaping. Dumping of waste water or other liquids into landscaping is prohibited. Violators will be charged time and material for repairs.
- **Packaging Peanuts:** Unwanted packaging peanuts MUST be bagged in CLEAR bags while you are inside a building (to help prevent the inevitable blowing of peanuts) and thrown into a trash bin. Do NOT put these in a recycle bin. If your packaging peanuts blow through the area, then you are responsible for chasing them down & keeping them from becoming litter.
- **Styrofoam/polystyrene** products and containers are prohibited. A daily fine of \$50.00 will be assessed until the situation is corrected with ecologically safe materials.
- **Trash:** Each vendor/concessionaire must keep their surrounding area free of trash. ALL trash must be bagged in CLEAR bags and deposited into trash dumpsters located all over the property. DO NOT leave bagged trash next to smaller trash cans in public areas- these are for the use of guests. After Fair closing all bagged trash can be left in the middle of the Avenue for fairgrounds staff to pick up.
- **Water Run-off:** ALL WATER RUN-OFF IS PROHIBITED! Any water run off that does not go directly into the sewer system is a violation of the Clean Water Act. Alternate plans for cleaning your stands before arriving on the grounds and maintaining them during the run of the Fair need to be made. Water use that includes any water runoff from your stand is strictly prohibited and is a violation of your contract and may result in fines/penalties.

Fairgrounds staff will be monitoring all areas for proper compliance with Eco Guidelines. Violations will be issued accordingly.

ELECTRIC OR GAS CARTS / SCOOTERS

All carts used on the fairgrounds must have a permit to be driven on the fairgrounds. Applications for Cart Permits are available on a limited basis from the Concessions Office. Cart maps will be provided when permits are issued. All drivers must follow designated cart paths.

A Certificate of Insurance for General Liability in the amount of \$1,000,000 as evidence of coverage is required before a permit can be purchased and will be kept on file in the Concessions Office. The certificate must state "Golf Cart Coverage" to be valid. Failure to do so will result in a \$200.00 fine, and jeopardize future participation at the fair.

Bikes are prohibited on the grounds other than those that are authorized by the District for Security and Medical personnel.

Carts are considered a safety hazard and Fair management shall have sole discretion to determine the use and limits of electric carts on the grounds (no carts permitted in buildings at any time). Please note: Current California State Laws are applicable to any moving vehicle (including carts) – including cell phone use must be hands free.

Skateboards or roller skates/blades/hover boards are prohibited on the fairgrounds at all times.

EMPLOYEE DISCOUNTS

Concessionaires are not expected to offer, nor are they obligated to extend, discounted merchandise or food to employees or officers of the 22nd DAA. You are encouraged to notify the Concessions Office if approached or solicited by any employee asking for free or discounted merchandise or food.

EMERGENCY PROCEDURES

If you encounter an emergency situation while on the fairgrounds, your prompt assistance can be critical in preventing further damage or personal injury.

- Name or identify someone in the immediate vicinity to place an emergency call for help. If you are making the call, state this to those around you. By designating someone to make the call, no one mistakenly assumes it is being done by someone else.
- From a vendor's booth telephone, you must dial 858-792-4271 which will connect you directly to the Fairground's Emergency Dispatch.
- From a house phone dial x4271
- Nature of emergency i.e. fire, slip and fall, electrical hazard, potential life-threatening situation, etc.
- Condition of any injured person(s) and probable cause of injury, etc.
- Exact location i.e. name of building, nearest landmark (stage, midway, Family Funville , etc.)
- Your name
- Return to the accident scene and assist in directing traffic flow and foot traffic---serve as a warning beacon. When help arrives, provide them with directions and/or details if you can.

In the event of an emergency of a larger scale, the Emergency Operations Center (EOC) will go into effect and any pertinent information will be disseminated as needed.

FIRE SAFETY REGULATIONS

Contracted concessionaires will receive detailed information from the State Fire Marshall that must be available and readily accessible in your booth at all times.

FORKLIFTS

Forklifts with operators for unloading heavy material may be available upon request through the Concessions Office. Arrangements must be made in advance and for a specific time. Please note that the 22nd DAA reserves the right of first priority for use of the forklift.

“FREE GIFTS W/PURCHASE”

Concessionaires are prohibited from giving away any items free with purchase. This does not include a “buy one, get one free” policy.

Please note: No knives of any kind may be given away free with purchase.

INCLEMENT WEATHER

In the event of inclement weather, all booths (outdoor locations included) are expected to continue operating as per normal fair hours. Concessionaires are expected to make any necessary provisions for protecting stock from sun, wind, inclement weather, flooding, sprinklers, etc. The District is not responsible for damage to booth / merchandise.

MAIL AND SHIPMENTS

Letter-sized Mail:

If you plan to receive letter sized mail on-site during the fair, incoming mail for Concessionaires should be addressed as follows:

Licensee Business Name
c/o Concessions Office
Location _____ Space # _____
Del Mar Fairgrounds
2260 Jimmy Durante Blvd.
Del Mar, CA 92014

There is a self-serve box located in the Concessions Office where incoming mail is filed alphabetically by business name. Any mail not picked up by the end of the fair is forwarded to your address on file, or returned to sender. Overnight and express mail is delivered to the Administrative Office each morning then routed to the Concessions Office.

Outgoing mail may be sent from the Concessions Office provided it contains the proper postage. Stamps are not available on the fairgrounds.

Boxes & Oversized Mail:

All boxes and oversized mail should be sent to the Concessions Warehouse via a service such as Federal Express or UPS, addressed as follows:

Licensee Business Name
Phone Number
c/o Concessions WAREHOUSE
Location _____ Space # _____
Del Mar Fairgrounds
2260 Jimmy Durante Blvd
Del Mar, CA 92014-2216

Incoming shipments of merchandise/material for Concessionaires will not be accepted by the 22nd DAA prior to June 2, 2023. Shipments which arrive prior to this date will be returned to sender. Please, plan accordingly! Each package must be signed for prior to picking up.

C.O.D. shipments are never accepted! Concessions warehouse personnel are not permitted to handle money or checks, please do not ask them to do so on your behalf.

Shipments will not be delivered to vendor booths (unless time allows) they will be held at the warehouse. Items are to be picked up by the end of the business day (6pm). Any unclaimed shipments will be returned to sender the next business day. NO EXCEPTIONS!

MAINTENANCE & MATERIALS REQUESTS

If you require maintenance assistance for hookups of plumbing or electrical, please notify the Concessions Office. Assistance will be scheduled on a first come first serve basis

To report spills, debris, or other janitorial concerns, contact the Janitorial Department by telephone at 858-755-1161 x4214 and they will arrange for assistance to that area.

Lumber, tools, electrical fixtures, light bulbs, plastic trash liners, paper towels, etc. are not available on the fairgrounds. Such material must be obtained from local suppliers at Concessionaires expense.

MEDIA/PUBLICITY

It is important that all publicity information be coordinated through one office. ALL media inquiries pertaining to the Fair and Fairgrounds must be cleared through the Media Relations department for accuracy and timeliness before they are distributed. Please send such materials media@sdfair.com. You may also drop off information at their office..

News media are always looking for story ideas, and they contact our Media Relations Office to get them. By giving your information to this department, you will make your job easier as well as ours.

MENU/PRICE LIST

Menu boards at each stand must be easily readable and visible from the front of the stand. Menu board must reflect the price of item before tax and indicate that tax will be added. Sales tax is to be added on top of the menu price of items and not already included within. Menu boards must reflect that "prices do not include sales tax", "plus tax", or similar terminology. Once submitted and approved, menus cannot be changed without written approval from Concessions Office.

All signage must be of a professional nature. No handwritten signs will be allowed. In addition, menu boards made with 'interchangeable' peg-like lettering will not be allowed.

MICROPHONES & AMPLIFICATION

Any use of music and/or sound amplification (microphones, etc.) must have prior approval from the Concessions Department.

MICROWAVE NOTICE

If a microwave is used in food preparation, Concessionaires must post a notice visible to the public to that affect.

NAPKINS: No loose napkins are allowed. They must be dispensed individually (either handed to customer, on a roll, or single napkin dispenser). Please use only biodegradable products whenever possible; knives, forks, spoons, cups and unbleached napkins etc. to help our environment.

PARKING

Parking is at a premium on the grounds during the fair. Concessionaires are responsible for advising their employees of all parking regulations.

- Vehicles will not be permitted within the enclosure of the fair at any time fair management deems necessary - specifically between the hours of 11:00 a.m. and midnight.
- Only vehicles with delivery passes will be allowed access (specific times listed on pass).
- No cars, cars with trailers, pickups or trucks will be allowed inside any building, at any time, for any reason.
- Concessionaires are expressly prohibited from selling, duplicating, or reissuing parking credentials. Violators will be removed from the fairgrounds and will be unable to operate at future District sponsored events.
- DO NOT park behind an RV that is not your own or you will be towed!

Red Lot Parking

The Red Lot (located behind the Exhibit / Bing Crosby Halls) is a preferred parking lot and as such each vehicle will require a red lot pass. Vehicles with no pass or a fraudulent pass will be towed at owner's expense. Limited free vendor parking is available at another location. There is no overnight parking.

To obtain a Red Lot parking space you will need to complete an application. A Red Lot Application will be emailed to you. If granted, you will receive an invoice for payment.

Duplication of a red lot pass will result in forfeiture of original pass and may affect future participation. Unauthorized use of a red lot pass will result in a \$200 fine.

Towing cars is necessary to maintain order in our parking lots and we will not hesitate to do so. In the event your vehicle has been towed please go directly to the Guest Services office located at the east end of the Grandstand where you will receive instructions on recovering your vehicle. Do not go to the Concessions Office, as we will be unable to help you.

Parking in Public Lots

Public parking fees are \$15.00/vehicle (preferred parking \$30.00). Credentials are not accepted in any public lot. For information on off-site lots and shuttle services, visit the fair's website at sdfair.com.

Parking Liability Limitation

The 22nd DAA is not responsible for fire, theft, damage to, or loss of vehicles; or articles left therein, on the premises. Any person parking in non-designated areas does so at their own risk, and is subject to towing and storage fees.

PETS

Pets may not be brought onto the fairgrounds without a permit unless they are entered in competitive events or other exhibitions. At no time will any pet be allowed in the buildings, commercial spaces, midway areas, or any area accessible by the public. Animals are required to stay in your camper. Licensee is responsible for cleaning up after animal. Assistance dogs need to have proper identification.

PROHIBITED FOOD CONTAINERS: The use of all polystyrene (styrofoam) containers is prohibited. Violators will be assessed a daily fine of \$50 until the situation is corrected.

PRIZE DRAWINGS

Raffles and Prize Drawings are not permitted. Special circumstances will be evaluated on a case by case basis.

RADIOS

Due to increased radio usage, it may become necessary for District staff to approve the frequencies used to avoid interference.

RECREATIONAL VEHICLE FACILITIES / RV SPACE PERMITS

A limited number of camping spaces with full and partial hook ups are available for Concessionaires on the fairgrounds. Information regarding housing will be sent to you via e-mail. All required forms (or electronic submission) must be filled out as requested, regardless of previous participation. Backstretch guests must have back stretch badges. All curfew hours as stated in guidelines must be observed.

Please note: The 22nd DAA, officers, agents, and employees are not responsible for damage that may occur in the process of pumping recreational units.

QUEUING LINES

When necessary, concessionaires are required to provide queuing lines in order to avoid blockage of main avenue or walkways.

SALES SLIPS / RECEIPTS

Sales slips, with contracted business name, address and telephone number must be furnished with each item sold to a patron. This is for the Concessionaires protection as well as that of management. Failure to do so will result in a violation that can affect future participation. Bartering of products and/or services is not allowed.

The company name printed on the sales slip must match the name on the contract exactly. A copy of the receipt must be submitted with your signed contract.

SAMPLING OF PRODUCT

Sampling may be permitted on a limited basis only after obtaining prior approval from the Concessions Office and the Department of Health. The following guidelines are to be used by companies offering samples at the San Diego County Fair.

1. A food sampling application will be required to be submitted. (Note there is a sampling fee that will be collected)
2. A written list of items to be sampled must be submitted to and approved by the Concessions Department.
3. Beverage samples are limited to a 2 oz. serving, container or package.
4. Food samples limited to "bite size".
5. Food sampling must comply with all Health Department regulations. (See information attached to sampling application)

6. Food or beverage items cannot be used as “traffic promoters” (i.e. candy, popcorn, coffee, water, cookies) when not directly related to company’s purpose or business.
7. Product must be appropriate to a “family atmosphere”.
8. Product must be inherent to the space, company or organization offering it.
9. Samples may not congest aisle ways.
10. Persons giving samples need to be clean and appropriately attired.
11. Items dispersed are limited to products manufactured, processed or distributed by Licensee.
12. Must be Alcohol Free

SECURITY & THEFT PROTECTION

Booths should never be left unattended at any time during operating hours. Concessionaires should cover all valuable items when leaving the building or area after closing. Roving security guards will be on duty outside buildings after 10:00 p.m. Losses or infractions should be reported to the Security Office immediately upon detection.

Valuable items in outdoor booths such as televisions, , or any other portable item should be properly secured, concealed, or taken with you at closing. It is suggested that Concessionaires obtain a temporary insurance policy to cover their displays for the fair period, as an added protection against possible losses. Fair management will not be responsible for lost, damaged or stolen merchandise.

Should your operation require additional security, please keep in mind that the District has an exclusive contract with Elite Show Services Inc. This requires you to use only this company when acquiring additional security.

SETTLEMENT

There will be a preliminary settlement during the fair (date to be determined). Dates and times will be posted in Auditing and communicated to you by Auditing staff.

Final settlement will occur on closing night, after the fair has closed, and on the following day. Projected settlement hours are from closing until midnight on closing night and from 9:00am until 2:00pm on the following day. Hours are subject to change, and will be posted in Auditing and communicated to you by the Auditing staff. Violations will be issued to those who fail to settle by 2:00pm on the last settlement day.

SEXUAL HARASSMENT POLICY

The 22nd District Agricultural Association is committed to providing a work environment which is free from sexual harassment. Sexual harassment refers to behavior which is not welcome, personally offensive and interferes with employees’ effectiveness and work environment. Sexual Harassment is unacceptable and will not be tolerated.

SIGNS / BANNERS

Any changes to your top of stand marquee sign, banners, or side wings must have prior approval from the Concessions Department. No hand-written signs will be allowed. All signs must be professional in appearance.

Sidewalk signage must also have prior approval from the Concessions Department and approval will be granted on a case by case basis only.

SMOKE FROM STANDS (I.E. BBQ GRILLS)

All smoke from your stands must be controlled in such a manner as to not be directly blown towards the public/customers or into building openings

SMOKING

The Del Mar Fairgrounds is a non-smoking/non-vaping facility.

SPONSORSHIPS / PROMOTIONS

Concessionaires will be required to participate in District sponsored promotions (i.e. - District beverage cups, exclusive beverages provided, etc.) Details regarding specifics will be provided at a later date.

STAND HOURS

Your stand is required to be open at designated hours as outlined. Your stand should never be left unattended!

STORAGE / WAREHOUSE SPACE

Information on warehouse storage will be distributed at a later date.

SUPPLIERS

A list of suppliers will be distributed at a later date.

TIPS

Visually or verbally soliciting for tips is strictly prohibited.

TRASH

It is the responsibility of each Concessionaire to keep the area surrounding their food stand, including tables, free of trash. All trash must be set out after the show closes at night, do not leave this until the morning as daytime pick-ups will not be made. Trash cans are for the use of the public. Do not pile trash next to the trashcans. A limited number of three-yard trash bins are available on a first come first serve basis. See ECO GUIDELINES for more information.

UTILITIES

A workman will be sent to the Concessionaires location on a first come, first served basis, at the discretion of the Facilities Director.

All plumbing and electrical work required (other than 110-115 Volt outlet furnished by the fairgrounds) must be installed at Concessionaires own expense under the supervision of fairgrounds management. All such installations shall conform to regulations established by the applicable city, state, and local governmental authorities.

Concessionaires are responsible for the proper installation and operation of their equipment. The fairgrounds will not be responsible for damage resulting from improperly wired or installed equipment.

All utility requirements must be marked on the Concessionaires application for booth space. No hard wiring is permitted. All other concession units must comply by adapting to fairgrounds connections.

Any changes to power requirements must be made known to management prior to set-up.

WATER

Each stand must provide water to any patron who requests it. Concessionaires are to provide water cups which can be obtained in the Concessions Warehouse.

WI-FI

Wi-Fi is available on the Fairgrounds. This is a shared and open internet source. Free WiFi has upload and download speeds average 1.2 mbps. **PLEASE NOTE:** Wi-Fi is geographically limited and we cannot guarantee that you will receive a strong signal. Please do not rely on fairgrounds wi-fi to meet your business needs. You must provide your own cellular solution such as a cellular modem or hot spot.

ARRIVAL & SET-UP

CHECKING IN

Credential Packets may be picked up starting May 22, 2023. Concessionaires arriving to set up are required to check in at the Concessions Office prior to setting up. Concessionaires will not be allowed to pick up any credentials or open for business until all preliminary requirements (such as insurance, payments, licenses & other requirements set forth in the agreement are on file with the Concessions Office). An agreement may be terminated if any one of the preliminary requirements is not properly fulfilled prior to move in and set up.

No food concessionaire shall set up unless their location has been spotted by Concessions management.

STAGING

If necessary, you may use the SW corner of the main parking lot for staging of your food stands beginning on May 16. There will be no food stand staging in the Green lot.

FAIR-TIME BOOTH OPERATION

BOOTH STAFFING & PERSONNEL

Your booth must be properly staffed at all times during fair operating hours. Your booth should never be left unattended!

Licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, orderly and polite in their conduct and speech at all times. Models dressed inappropriately (i.e. bathing suits of any kind, etc.) are prohibited. Staff may not wear tank tops, cut-offs or flip flops. Dress shorts, collared shirts, slacks and closed-toe shoes are recommended. **ALL PERSONNEL ARE REQUIRED TO WEAR A PROFESSIONALLY MADE (NO HANDWRITTEN) NAME TAG.**

Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene speech or conduct toward, or in hearing range of the public shall be sufficient grounds for termination of this contract at the sole discretion of Fair Management.

Each vendor/concessionaire owner and manager is ultimately responsible for any claims, liabilities and actions relating to the conduct and representation of their personnel.

EVALUATIONS/VIOLATION SLIPS

Food space evaluation includes, but is not limited to: proper use of cash register procedures, posting of microwave sign, observation of hours of operation, compliance with recycling regulations, compliance with auditing procedures, cleanliness/appropriate attire of personnel, courtesy of personnel, proper clean-up and disposal of waste products, professional board posted with prices, and complies with proper food handling procedures.

It is your responsibility to make your employees aware of the impact these evaluations have on future participation at the fairgrounds. Response to written violations should be provided on the back of the violation slip and returned to the Concessions Office within 24 hours. Violations play an important role when deciding to invite a Licensee back to the San Diego County Fair.

Concessionaires are required to comply with any adjustments deemed necessary as a result of an evaluation conducted by the 22nd DAA.

UNAUTHORIZED USE OF ADDITIONAL SPACE

All booth material and merchandise must remain within the Concessionaires assigned space. All business transactions must be done within the perimeter of the leased space. Any vendor drawing a large crowd of people must insure that the crowd does not block or prevent the normal flow of foot traffic or adjoining booths. Unauthorized use of additional space will result in a violation and the Licensee will be billed at the prevailing rate.

FAIR CLOSING & TEAR DOWN

REMOVAL OF STANDS

Tear down may not begin until the fairgrounds is closed on July 4, 2023 and the security sweep is complete (not just your area). Unless otherwise authorized, all stands must be removed from the grounds within two days after the closing of the fair (Thursday, July 6).

ALL FOOD CONCESSIONAIRES (except Family Funville): Vehicles will not be permitted on the grounds until grounds have been cleared of patrons. Exit only through the Yellow Gate.

FAMILY FUNVILLE CONCESSIONAIRES:

Tear down may not begin until the Infield is closed. Exit will be via the north cross-over. There will be no access through the tunnel on July 4th. Beginning July 5, there will be access through both the tunnel and the equipment cross over to backstretch barn area.

Fair management is not responsible for any items left on the grounds.

Tear down instructions will be handed out prior to move-out.

FAIR OPERATIONS EVALUATION

The San Diego County Fair strives to provide an event whereby all parties can mutually benefit. How does the San Diego County Fair rate? A post-event survey will be provided. Please take a moment to fill it out and return it with your comments/suggestions after the fair.

FAIR INFORMATION & GUEST SERVICES

For the most up to date current information please visit our website at www.sdfair.com

ADMISSION PRICES

Weekdays (Wednesdays & Thursdays)

Adult (age 13+)	\$15.00
Senior (age 62+) • Child (age 12 and younger) • Military with ID	\$12.00
Children 5 and under	FREE

Weekends (Fridays, Saturdays & Sundays)

Adult (age 13+)	\$20.00
Senior (age 62+) • Child (age 12 and younger) • Military with ID	\$17.00
Children 5 and under	FREE

ATM AND REVERSE ATM MACHINES

ATM machines are located throughout the fairgrounds. Contactless transactions are encouraged; admission, parking and fair gift shops are all “cashless.” Reverse-ATMs will be located around the grounds where guests can insert cash in exchange for a Visa card valid both on and off grounds, anywhere where credit cards are accepted.

FIRST AID

Professional medical personnel are on the grounds during all operating hours of the fair. Please direct persons seeking assistance to the east end of the Grandstand, ground floor. NOTE: you are required to immediately report any accidents to Guest Services.

GIFT SHOPS

Gift items such as shirts, mugs, pins, and specialized products embossed with this year's San Diego County Fair logo are available at our gift shop locations. Hours are the same as fairground operating hours.

GUEST SERVICES

Guest Services is located in the east end of the Grandstand on the ground floor. Guests seeking information, assistance, or wishing to make suggestions/complaints should be directed to Guest Services. This office handles all lost/found items. In addition, there is a Sensory Room available for guests who have any sensitivity issues (e.g. Autism, PTSD). Sensory Bags are available that can be checked out for use while attending the Fair.

INFORMATION BOOTHS

Information booths provide directions, answer questions and offer general assistance to our patrons. The five booth locations are: O'Brien Gate, ArenaGate, Family Funville, West Gate and Mission Tower.

LOST AND FOUND, LOST CHILDREN & ADULTS

Guest Services is located in the east end of the Grandstand ground floor. This service handles lost and found items and reunites lost children and adults with their parties. All found items are kept until mid-September and then donated to local charities.

PROGRAMS/DAY SHEETS

Daily schedules listing events, activities and performances are available at all Information Booths.

SCOOTERS AND WHEELCHAIR RENTALS

Mobility devices such as scooters and wheelchairs are available for rent through Scootaround rentals, located at the O'Brien Gate, Arena Gate and West Gate entrances. Advanced reservations will be available through their website at scootaround.com or by calling (888) 441-7575.

WILL CALL

If you wish to leave tickets at the front gate for someone, please deliver them to the Will Call booth located at the O'Brien Gate.

LOCAL SERVICES

BANKS

Bank of America 405 S. Hwy 101 Solana Beach, CA 92075	858-793-4305
California Bank & Trust 2775 Via De La Valle Del Mar, CA 92014	858-792-4770
San Diego County Credit Union 665 San Rodolfo Drive #110 Solana Beach, CA 92075	877-732-2848
US Bank 2830 Via De La Valle Del Mar, CA 92014	858-755-1160
Union Bank 1435 Camino Del Mar Del Mar, CA 92014	858-755-9321
Wells Fargo Bank 2751 Via de la Valle Del Mar, CA 92014	858-509-3400

HOTELS

Best Western Premier 720 Camino Del Mar Del Mar, CA 92104 www.hoteldelmar.com	800-451-4515
Extended Stay America 9880 Pacific Heights Blvd. San Diego, CA 92121	800-EXT-STAY
Holiday Inn Express 621 S. Highway 101 Solana Beach, CA 92075 www.hinnexpress.com	858-350-0111 888-970-4361

2023 SAN DIEGO COUNTY FAIR

IMPORTANT PHONE NUMBERS

DEL MAR FAIRGROUNDS

Main Line • Switchboard

858-755-1161

All extensions below can be reached by first dialing 858-755-1161 and enter the four-digit extension at the prompt.

Security • Emergency Line	ext. 4271
Security Dispatch	ext. 2820
First Aid	ext. 2814
Guest Services • Lost Children	ext. 1124
Concessions Office	ext. 4218
Janitorial (Restroom Supplies & Spills)	ext. 4214
Warehouse	ext. 2612

**EXHIBIT A & EXHIBIT G
ACKNOWLEDGEMENT
22ND DISTRICT AGRICULTURAL ASSOCIATION
2023 SAN DIEGO COUNTY FAIR**

- I have read and will abide by the contents of the CONCESSIONAIRES HANDBOOK above which is named "EXHIBIT A" in my contract with the 22nd District Agricultural Association.

- I have read, acknowledged and will abide by the information in the STORM WATER POLICY which is named "EXHIBIT G" in my contract with the 22nd District Agricultural Association.

Company Name

Contract #

Owner/Licensee Signature

Date