



Ottawa County Agricultural Society

7870 W. State Route 163, Oak Harbor, Ohio 43449
(419) 898-1971 • ocfair@amplex.net
www.ottawacountyfair.org

OTTAWA COUNTY FAIR VENDOR/CONCESSIONAIRE RULES

REQUIRED for all vendors: Please read these rules. A signed acknowledgement of these rules must be on file in the board office before accessing the grounds. Contact the Concession Committee with any questions/concerns. Thank you.

1. **CONCESSION HOURS:** You are required to have your booth open to the public Monday-Saturday from 10:30 AM – 9:30 PM or as late as the grandstand crowd is heavy and the grandstand event is still in progress, and Sunday from 10:00 AM – 4:00 PM. You are welcome to have your booth/stand open earlier and/or longer. Please keep in mind that midway traffic may slow during grandstand events but when those events end, our patrons will likely be looking for food before heading home.
2. **SET UP:** Set up may begin on the Saturday before the fair at 10:00 AM. Hours of set-up are Saturday from 10:00 AM until 7:00 PM and Sunday from 10:00 AM – 8:00 PM unless other arrangements are made. You may set up Monday morning as long as you can be ready to open to the public at 10:30 AM. Trailers and stock trucks must be in place prior to Monday morning as the fair will be open to the public at 8:00 AM. Once you are set up and ready, you may begin selling, regardless of the day. **No additional fee is charged for selling before the fair opens.** There are many people on the grounds Sunday during set up.
3. **TEAR DOWN:** Vendors must stay set up until 4:00 PM on Sunday. The Ottawa County Agricultural Society reserves the right to refuse a deposit from or refuse future display privileges to any concessionaire / vendor who tears down or pulls out prior to 4:00 PM on Sunday, the last day of the fair.
4. **PUBLIC ADDRESS SYSTEM:** PA systems are not permitted in your booth. Any music, announcements, noise, etc. in your booth shall not be heard outside your selling area.
5. **DRAWINGS / GIVEAWAYS:** Free drawings and giveaways are permitted. The name of the winner(s) of the drawings/giveaways must be registered with the fair office by the close of the fair on Sunday.
6. **DELIVERY VEHICLES:** Vehicles will be allowed to make deliveries to your booth / trailer before 10:00 AM and again after 10:00 PM. Vehicle must have the provided vendor vehicle pass displayed. Items must be dropped off and vehicles moved to appropriate parking areas before 10:00 AM. **NO VEHICLES WILL BE PERMITTED ONTO THE GROUNDS BETWEEN THE HOURS OF 10:00 AM and 10:00 PM.**
7. **INSURANCE:** All vendors are required to have a copy of their Certificate of Valid Insurance provided to the concession manager before set-up begins. You will not be permitted to set up unless this certificate is on file.
8. **LAWS:** All concessionaires/vendors must conform to all laws of the county, state and federal statute including worker laws.
9. **REFUNDS:** No refunds will be given after June 10th.
10. **LICENSE:** No person shall operate any space without the proper credentials and license provided in Section 1711.11 of the Ohio Revised Code.

11. **SOLICITATION:** Concessionaires/Vendors are prohibited from soliciting more than four (4) feet from their prospective assigned space. Literature or signage is prohibited from being placed anywhere on the grounds outside of their assigned space, including but not limited to car windshields, bathrooms, picnic areas, building entrances or siding, light poles, fences, etc.
12. **SALE RESTRICTIONS:** Each concessionaire/vendor is restricted to selling only items listed on the approved contract.
13. **PAYMENT:** All fees and payments must be made in full, **prior** to setting up your booth/trailer.
14. **CAMPING:** Anyone wishing to camp on the fairgrounds must register and pay the camping fee. This includes anyone staying in a vehicle anywhere on the fairgrounds property. The Ottawa County Agricultural Society assumes no responsibility for damage to or loss of parked vehicles or personal property contained within parked vehicles.
15. **ADDITIONAL RULES:** Additional rules on prohibited items and activities may be found in the office as well as in the Ohio Red Book. Copies of these publications will be provided upon request.
16. **EXCEPTIONS:** Any exception(s) to any rule must have prior written approval by the Concession Manager, Society President, and Society Secretary.

Please contact Zak Avers (419-559-5620), or Amy Risch/the Fair Office (419-898-1971 ocfair@amplex.net) with any question or concerns.

I agree to abide by the above rules of the Ottawa County Agricultural Society. I understand that any violation of the rules will be basis for expulsion from the fairgrounds and all future display privileges may be forfeited. I agree that the decisions of the Concession Committee and/or Ottawa County Agricultural Society are final.

Signature _____

Print Name _____

Date of Signature _____

Print Name of Concession _____