



# 2020 INDOOR PARTICIPANTS MANUAL

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

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

## GATE HOURS ~ ERIE COUNTY FAIR

Wednesday, August 12 • 12:00pm - 11:00pm

Thursday, August 13 through Sunday, August 23 • 9:00am - 11:00pm

### **Weekday Early Bird Admission Special**

An early morning discount will still be offered at the 2020 Fair. Between the hours of 9:00am and 11:00am, admission will be just \$7.00. This will be in effect weekdays only (Mondays through Fridays).

**Please keep a copy of this manual in your booth so ALL employees are familiar with Fair policies.**

# INTRODUCTION

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

**If you have any questions, call the Concessions Department of the Erie County Fair at (716) 649-3900 ext 6402, 6419, or 6398.**

## CONCESSIONS OFFICE LOCATION

North Entrance, Lower West Grandstand

## CONCESSIONS OFFICE HOURS

Off Season	Monday thru Friday 8am-4:30pm
Fair Hours	August 8 (Saturday) 8am-2pm
	August 9 (Sunday) 8am-2pm
	August 10-22 8am-7pm
	August 23 8am-8pm
	August 24 8am-4:30pm
	Tuesday thru Friday 8am-4:30pm

## MANDATORY INFORMATIONAL VENDOR MEETING

**Location:** Family Entertainment Complex  
located on 42nd Street

**Date:** Tuesday, August 11th

**Time:** 5:30pm

## CONCESSIONS DEPARTMENT PERSONNEL

Concessions Manager - Jeff Horbowicz  
Office Coordinator - Patty Griffin

## ERIE COUNTY AGRICULTURAL SOCIETY BOARD OF DIRECTORS & OFFICERS

Fair Manager/CEO Jessica L. Underberg, CFE

### *Officers*

Chairman of the Board	Robert J. Brunner
Vice Chairman	Wesley C. Dust, PE
Secretary	John H. Leamer
Treasurer	Jeffrey M. Werdein

### *Directors*

Joseph M. Solomon  
Hon. Richard L. Campbell Esq., CPA  
Ronald A. Geitter  
Harry J. Lockwood  
Kay L. Leitzan  
Charles F. Kelkenberg  
Karen A. Schmitz  
Tama J. Gresco-Sauers

### *Directors Emeritus*

Lloyd L. Lamb  
O. Frederick Hofmann  
Kevin N. O'Gorman, MD

## ERIE COUNTY AGRICULTURAL SOCIETY MISSION STATEMENT

The basic purpose of the Erie County Agricultural Society, sponsor of the Erie County Fair, is to preserve and enhance, by educational endeavors, the agricultural and historical legacy of New York State.

# RULES & REGULATIONS

## Adhesive Stickers

The distribution of adhesive stickers and decals to patrons at either no charge or for a nominal fee (less than \$1.25 per sticker or decal) is prohibited.

## Alcohol

No alcohol is permitted on the grounds for personal consumption. Due to liquor liability laws, alcoholic beverages are not permitted to be brought inside the fairgrounds. Alcoholic beverages can be purchased and consumed on the fairgrounds only in designated areas.

## Banners and Posters

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

## Building Floors

All cords, mats and other possible tripping hazards must be secured to floors using gaff tape ONLY. Absolutely NO duct tape or other adhesives.

## Check In/Credentials Packet

All vendors must have proper credentials (admission ticket or multi-day event pass) to enter the grounds (*see Form A*). Accounts paid in full with complete paperwork on file may pick up their credentials/ticket packet starting Wednesday, July 15. Please phone the Concessions Office to check the status of your account prior to arrival. Admission tickets can be exchanged for Multi-day passes prior to pick up.

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

## Contract Card

This will be provided to you at check in. Your color identified contract card(s) must be displayed in full view at all times, along with your NYS Sales Tax Permit and applicable Health Permit.

## Electric

Please see separate Electrical *Form C* (blue). These forms must be returned with your signed contract. *All vendors using electric must return form with electrical requirements.* Exhibitors must supply their own extension cords. We suggest 50ft, 12/3 AWG for inside use.

## Fairgrounds Smartphone App

All licensees will be included in this application and will be charged a *required fee of \$25 per leased space*. The fee is applied to a promotional tool offering descriptions and locations of exhibits and concessions as a service to guests wishing to locate specific products or services within the grounds.

## Fair Logo

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

## Forklift

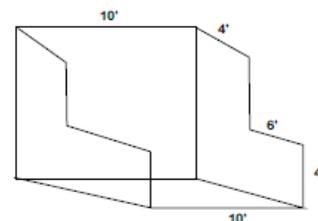
Forklift service is available through the Maintenance Department on a first come, first served basis. To request this service, please call 716-649-3900 ext 6446. There will be a minimum charge of \$50.00 per hour rental fee.

Forklifts may not be rented without a Fair operator.

The Fair cannot assume responsibility for damage or accidents involving the use of Fair forklifts and personnel. Vendors assume responsibility for securing their load(s), as well as proper positioning and placement of the load for forklift operation. To expedite forklift service please have your concessions license name, space number, site description or building available when calling for such service. Failure to call and cancel your reservation or failure to be present for your appointment may result in a charge to your account.

## Inside Booth Guidelines

Your booth should be set up in accordance with the diagram to the right. It is not permissible to block the view of your neighbors booth. Your booth should look professionally designed and display your corporate image and product. Each



booth, including equipment, is to be aesthetically pleasing and in good structural condition. All tables must be covered and skirted. All table skirting and coverings must be wrinkle free and of good quality. Any and all stored stock and equipment must be out of public view. It should be covered and stored under display. All products, materials and manpower related to the operation of the booth must be contained within its interior wall at all times. The Society is not responsible for any damage or loss of the concessionaire's merchandise, equipment and/or exhibit area. It is the individual concessionaire's responsibility to provide insurance on these items. All booth spaces are subject to change in either design or location by the Erie County Agricultural Society, host of the Erie County Fair. The Society reserves the right to videotape or otherwise record and maintain a visual record of any concession or exhibit area.

### **Helium Mylar Balloons**

Helium balloons are strictly prohibited on the grounds. There will be a charge for any balloons that need to be removed from inside the buildings.

### **Insurance**

NO tickets/credentials will be distributed WITHOUT an APPROVED 2020 INSURANCE CERTIFICATE ON FILE with the Concessions Office. While you may have sent a copy of your insurance to us, this does not necessarily mean it has been approved. IT IS YOUR RESPONSIBILITY TO CONTACT OUR OFFICE regarding the status of your insurance prior to the Fair. Lack of compliance may result in severe delays in set up of your booth and/or forfeiture in event participation.

### **SUBLETTING OF LEASED SPACE IS STRICTLY PROHIBITED.**

### **License Agreement**

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

### **Marquees**

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

### **Microphone Use**

The use of microphones to present your product is a privilege extended by the Fair. Sound cannot emanate from the confines of your exhibit space; infractions will result in loss of your privilege to use voice enhancement equipment.

### **Opening Day- opening time is 12:00pm**

All food concessionaires, commercial building vendors and outside vendors are to be set up by 10:00 am on Opening Day, Wednesday, August 12, 2020.

### **Parking**

Parking will be in the general parking lots. Concessionaires are allowed to pre-buy parking passes at a rate of \$5.00 per day, per car or a *Delivery/Parking Tag* which allows for delivery on the grounds before 10am and 12 days of parking at a rate of \$50.00. (Pre-purchased individual parking passes must be exchanged for parking hang tags at the Attendants' Booth daily).

### **Payments**

*All financial obligations stated in your License Agreement must be paid in full by June 1, 2020. Failure to do so will result in a late fee of the balance due. This policy will be strictly enforced.*

*\*plus an additional 8% After June 1, 2020*

*\*plus an additional 12% After July 1, 2020*

*\*plus an additional 15% After August 1, 2020*

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

Be sure to note your contract number on payment. There will be a charge of \$39.00 for all returned checks.

### **Personnel Requirements**

Persons working in any concession or exhibit are considered employees of the licensee. Licensees are responsible for the acts, appearance, conduct and behavior of their employees. Licensees are also responsible for their employees' compensation and unemployment coverage, social security taxes and other federal and state employment requirements. Independent contractor relationships or subleases between license holders and their employees are prohibited. Licensees and their staff must be clean and neat in their personal appearance, hygiene and dress at all times during the operation of any concession or exhibit. Uniform wearing apparel is encouraged and should be provided whenever possible. Impolite, foul or abusive language or conduct will not be tolerated; nor will the use of alcoholic beverages or drugs while on duty.

### **Pricing**

Pricing of all food items and merchandise sold is to be visibly posted. All pricing must include New York State Sales Tax (8.75%)\*\* (*This is subject to change.*) if you are 'up charging' larger size clothing items, these must be clearly posted as well.

### **Propane Tanks**

Propane tanks are not allowed in any building.

### **Recycling/Trash**

All licensees must keep their facilities, equipment and area surrounding their exhibit or concessions in a clean, sanitary condition at all times and are responsible for disposal or recycling of their trash. Trash dumpsters and compactors are located about the fairgrounds for this purpose. If you see trash on the ground, pick it up and dispose of it properly. Fair personnel will clean buildings each night after buildings close. Public trash receptacles or barrels and recycling containers may not be moved without Fair authorization and are not to be receptacles for personal use. Food concession operators providing a seating area must provide their own trash receptacles and it is the sole responsibility of the licensee to keep the seating area clean.

Garbage containing waste must be stored in tightly sealed, non-absorbent containers. Please do not use public trash receptacles or barrels for food and/or food prep waste from your concession. Trash stations are located about the grounds for disposal of such waste. Concessionaires and exhibitors may not deposit any grey water, fluid, waste water or other liquids onto the ground or into street or storm gutter/sewer. Fluids (not grease/oil) must be discharged into approved sanitary sewer systems or centralized holding tanks placed about the fairgrounds for such purpose.

### **Refund Policy**

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

### **Reimbursement Policy**

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

### **Rental and Decorating Service**

Hale Northeastern is the decorating rental service on the grounds during the Fair. You can call them at (800) 333-4253 or download the exhibitor manual from [www.haleexpo.com](http://www.haleexpo.com) after June 14, 2020. Log in at the bottom left of the page, username is ecfair and password is expo6 (case sensitive).

### **Restocking**

Any exhibitor in the Event Center wishing to enter the building for restocking from 8:30am – 10am must enter through the exhibitor entrance on the south side of the Event Center. There is NO other access to the building

prior to 8:30am.

### **Signage**

The Erie County Agricultural Society, host of the Erie County Fair, continues to stay rated one of the top Fairs in the country and we need your help to accomplish this. Please do not display hand made signs in your stands, tents or trailers. *NO sandwich or a-frame type boards.* Take pride in what you have to offer our guests. We are all professionals and we ask that you have professionally made signage within your stand. On The Mark Signs is located at 5758 South Park Avenue in Hamburg, right outside The Fairgrounds or you can call (716) 648-SIGN.

### **Smoking**

Smoking, including Electronic Cigarettes, is not permitted in any buildings on the Fairgrounds. This rule will be strictly enforced.

### **Storage and Storage Permits; Form E (Gold)**

All storage units are required to have a storage permit. All storage permits are \$75 per unit outside inner fence and \$150 per unit inside inner fence. Permits are issued by the Concessions Office and must be paid for by Friday, August 14, 2020. Any storage vehicles found without a permit by Saturday, August 15, 2020 will be towed at the owner's expense.

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

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

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

### **Telephone Hook-ups; Form B (Yellow)**

All private lines must be ordered through Verizon ahead of time. Call Exhibitor Services at 1-888-812-0360. Be sure to order your phone line to include activation one week before the Fair begins and the disconnection date should be Monday, August 24, 2020. Keep a copy of verification # for your work order.

### **Tip Jars**

*No tip jars are allowed.*

### **Transport Vehicles (Golf Carts & Bicycles)**

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

*Golf Carts-Form D (Gold)* A \$75 permit and insurance is required to operate on the Fairgrounds. Golf Cart rules and maps will be distributed at check-in. Failure to comply with the golf cart rules and regulations will result in the loss of any golf cart privileges. Any golf cart used during night time must be equipped with headlights. If you are in need of a golf cart, you can order one through The Battery Post at (716) 896-0404.

### **Treasurer Office - New Location!**

The Treasurer's Office will be relocated to the Security Building at the top of the Avenue of Flags. (The window is the old information booth window covered by the blue awning). Hours to be determined at a later date.

Please note that there will no longer be change given out at Hamburg Gaming.

### **Wireless Internet Service**

This service is now available in the Event Center, Expo Hall and Marketplace free of charge. Due to the anticipated amount of users, service may vary. Service is password protected and will be distributed during credential pick up.

# REQUIRED DOCUMENTS

The following documents are required to operate a concession stand/booth at The Erie County Fair. These must be submitted to the Concessions Office before we will issue you any credentials.

- Approved Certificate of Insurance *page 15 Form H (Orange)*
- New York State Sales Tax Permit *page 18*
- Erie County Health Permit *page 12,13,14 Forms I (White)*

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

## **Proof of Insurance**

Be sure to read page 15 for requirements and return the Insurance Certificate. If you need to purchase insurance, fill out and return *Form H (Orange)*. Have your insurance certificate sent to Walsh Duffield Agency for approval by June 1, 2020.

## **New York State Sales Tax Permit**

The original of your New York State Sales Tax permit, issued by New York State, must be displayed in full view at all times. Be sure to read page 18 for rules concerning the New York State Tax Department and/or application process.

## **Erie County Health Permit**

The application for a Temporary Food Service Permit is a pages 12-14 and *Form I (White)*. There is a discount for early filing. Return this application to the Erie County Health Department, not the Concessions Office. The telephone number for the Health Department is (716) 858-7677. Department representatives will also be on site during the Fair. The original of your Erie County Health Permit must be displayed in full view at all times.

# ARRIVAL PROCEDURES

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

## ALL VENDORS

All concessionaires are required to use the upper McKinley Parkway Delivery Gate B. Upon arrival at Delivery Gate B, please identify yourself, making available your location and contract number. At that time, you will be escorted on to the fairgrounds.

## SET UP

### Commercial Buildings

#### Event Center

August 7; 9am - 9pm

August 9; 9am-1pm

August 10 & 11; 9am - 9pm

August 12; 9am - 10am\*

*\* booth must be set up by 10am*

#### Marketplace, Bazaar and The Kitchen

August 10 & 11; 9am - 9pm

August 12; 9am - 10am\*

*\* booth must be set up by 10am*

**ALL COMMERCIAL BUILDING VENDORS ARE TO CHECK IN WITH THE 'BUILDING ATTENDANT' PRIOR TO SETTING UP YOUR BOOTH.**

**Set-up is to be completed by 10:00 am on Opening Day, Wednesday, August 12, 2020**

## TEAR DOWN

Tear Down times listed below will be strictly enforced to ensure the safety of our fair patrons.

#### Event Center

August 23 10 pm – 2 am

August 24 9 am – 1 pm

*(vehicles can be staged in the Event Center parking lot beginning at 10:30 pm).*

#### MarketPlace, Bazaar, The Kitchen

August 23 10 pm – 2 am

August 24 9 am – 1 pm

No vehicles will be allowed on the fairgrounds until 12:00 midnight on Sunday, August 23, 2020. There will be no exceptions. All concessions/exhibits are to be removed by 1pm on Monday, August 24, 2020. The Society assumes no responsibility for items and/or materials left after this time.

We ask for your cooperation in adhering to these rules. Failure to follow these rules may result in non-renewal of your contract for the 2021 Erie County Fair.

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

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

# HOURS OF OPERATION

## Commercial Buildings

(Event Center, Marketplace, Bazaar, Expo Hall, Erie County Fair Cooks Kitchen & Shoppes)

All commercial buildings will be open to the public from 10am – 10pm August 13-23, 2020 and from 12pm – 10pm on Wednesday, August 12, 2020. These buildings will open **1 hour prior** for re-stocking purposes, unless other arrangements have been approved. The Event Center ONLY will open at 8:30am.

**All booths are to be staffed at all times-vendors that fail to comply will be assessed:**

**\*1st offense given a written warning**

**\*2nd offense \$50.00 fine**

**\*3rd offense \$100.00 fine**

**\*4th and subsequent offense \$250.00 fine**

**And finally non-renewal**

## PROMOTIONS & FAIR GIVEAWAYS

All promotions and special appearances by local talent, celebrities, musical performers and/or giveaways that will be held during the Fair should be approved by the Concessions Manager prior to July 2020. Please request a promotion slip from the Concessions Office.

**Raffles are strictly prohibited. Under no circumstances will any raffles be allowed on the Fairgrounds.**

## Contests and Sweepstakes

1. A “contest” (also referred to as a “raffle”) is any game or promotion which offers prospective participants the opportunity to receive or compete for gifts or prizes on the basis of chance in which participation is conditioned, wholly or partly, on the payment of some value by the participant.

2. A “sweepstakes” is any promotion which offers prospective participants the opportunity to receive or compete for gifts, prizes or discounts on the basis of chance in which participation is not conditioned on the payment of some value.

Unless approved in writing by the Society, neither vendors nor exhibitors are allowed to conduct contests, raffles or sweepstakes at the Erie County Fair.

Society will attempt to accommodate ‘for-profit’ vendors conducting sweepstakes as a means of generating contact lists for their businesses provided the promotion is conducted professionally and otherwise does not violate state or local law.

# DELIVERIES/UPS/MAIL

## Mail Service (United States Postal Service)

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

If you are expecting mail, please check with the Concessions Office during business hours. There is not enough staff on hand to be able to alert you when mail has arrived.

*The Erie County Agricultural Society, host of the Erie County Fair, will not be responsible for any lost deliveries. NO C.O.D.s will be accepted.*

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

Erie County Fair Concessionaire's Name/DBA 5600 McKinley Pkwy Hamburg, NY 14075
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*The Erie County Agricultural Society, host of The Erie County Fair, assumes no responsibility for damaged, missing or lost mail and will NOT ACCEPT packages or deliveries prior to move in.*

## Deliveries-prior to August 12, 2020

The Erie County Agricultural Society, host of The Erie County Fair, will not accept any packages prior to Wednesday, August 12, 2020.

Labels can be printed from [www.haleexpo.com](http://www.haleexpo.com)

username: ecfair

password: expo6

RECEIVING ADDRESS - ALL SHIPMENTS SHIPMENTS MAY ARRIVE BETWEEN Monday, July 15, 2019 THRU Monday, August 5, 2019.		
<b>FREIGHT LABEL</b>	SHIP TO: <b>180<sup>th</sup> Erie County Fair</b> Hale Northeastern, Inc. 828 East Ferry St. Buffalo, NY 14211	
	<table border="1"><tr><td><b>SHOW INFORMATION</b> 180<sup>th</sup> Erie County Fair Hamburg Fairgrounds August 7-18, 2019</td><td>Booth#: _____ Exhibitor Name: _____ Contact Name: _____ Phone#: _____</td></tr></table>	<b>SHOW INFORMATION</b> 180 <sup>th</sup> Erie County Fair Hamburg Fairgrounds August 7-18, 2019
<b>SHOW INFORMATION</b> 180 <sup>th</sup> Erie County Fair Hamburg Fairgrounds August 7-18, 2019	Booth#: _____ Exhibitor Name: _____ Contact Name: _____ Phone#: _____	

## Deliveries-Fair Week (August 13-23, 2020) Fed Ex, Airborne, etc...

All deliveries can be picked up between 9am-5pm at the Maintenance Shop Reception Desk located near Gate 6.

## UPS(United Parcel Service)-

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

If you need to have stock delivered to the Fair, the following must appear on all deliveries:

Erie County Fairgrounds Concession DBA/Vendor # or Location Name/Cell # 5600 McKinley Pkwy Hamburg, NY 14075
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## Daily Deliveries (Concession/Exhibit) August 12-23, 2020

Only vehicles with a *Delivery Hang Tag* issued by the Concessions Office will be permitted on the Fairgrounds for deliveries between 6 am - 10 am.

This rule will be strictly enforced. Any vehicle found on the grounds after 10 am will be subject to tow at the owner's expense.

All deliveries must be hand carted in after 10 am daily.

# APPROVED PURVEYOR LIST

Concessionaires are encouraged to use these approved purveyors only

## Midstate Bakery

402 Babcock St  
Buffalo, NY 14206  
(716)853-1119  
Bread, Pastries, Rolls

## Bipperts Farms

5240 Clinton St  
Elma, NY 14059  
(716)668-4328  
Fresh Fruits, Vegetables

## Arctic Glacier

900 Turk Hill Rd  
Fairport, NY 14450  
(585)388-0080  
Bags of Ice

## US Foods

125 Gardenville Parkway  
Buffalo, NY 14224  
(716)656-8350

## Upstate Milk

7115 West Main Street  
Leroy, NY 14482  
(716)768-2247  
Dairy & Milk Products

## Minich Distributing

3408 Bethford Dr  
Blasdell, NY 14219  
(716)825-5274  
Bread, Rolls, Sweet Foods

## Irish Propane

David Collins  
70 Katherine St  
Buffalo, NY 14210  
(716)827-2727 ext 229

## WNY Foods

456 Hinman Ave  
Buffalo, NY 14218  
(716)874-5662  
Specialty Items

## Burger Fire Extinguisher Serv. Inc.

5937 Shoreham Drive  
Lakeview, NY 14085  
(716)627-9336

# EXCLUSIVE BEVERAGE SUPPLIERS

Concessionaires are required to use these approved beverage suppliers

## Pepsi-Cola

2770 Walden Ave  
Buffalo, NY 14225  
(716)684-4900  
Pepsi Products (pre/post mix)  
Loganberry, Juices, Water,  
Sports Drinks, Lemonade  
Cups

## Try-It Distribution

4155 Walden Ave  
Lancaster, NY 14086  
(716)651-3551  
Bud, Labatt, Craft/Import,  
Malternatives/Coolers,  
Non-Alcoholic

# TENT RENTAL COMPANY LIST

## All Season Party & Tent Rental

5885 Transit Rd  
East Amherst, NY 14051  
(716)688-9531  
(716)688-9559 fax  
www.rentrightnow.com  
Jacob@rentrightnow.com

## Blidy Canopy Rental

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

## Clines Tent Rental

5518 State Route 19 N  
Belmont, NY 14813  
Aaron Cline  
1-800-947-8368  
(585)268-5930  
(585)973-3808  
www.clinestentrental.com

## G & R Tent Rental

1580 William Street  
Buffalo, NY 14206  
(716)893-5996  
1-800-837-1654  
www.renttents.com

## Main Event Tents

4766 John Michael Way  
Hamburg, NY 14075  
(716)649-9604



**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

Gale R. Burstein, MD, MPH  
COMMISSIONER OF HEALTH

**DEPARTMENT OF HEALTH**  
**ENVIRONMENTAL HEALTH SERVICE**

TELEPHONE: (716) 961-6800  
FAX: (716) 961-6880

Dear Temporary Food Stand Operator:

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

Enclosed is an information packet including a Temporary Food Service Establishment permit application and fee schedule. Please fill out the application and return it along with the appropriate fee at least five (5) days prior to the opening day of the Fair, to the address indicated on the back of the application. Operation of a soft-serve ice cream/frozen yogurt machine or other similar machines requires an additional fee of \$25.00 for a Frozen Dessert permit. Sno-Kone machines do not require a Frozen Desert Permit.

Your temporary food stand will be subject to inspection by the Department of Health anytime during its operation to ensure compliance with the State Sanitary Code.

To operate a Mobile Food Service Establishment, your unit must conform to the requirements of the NYS Sanitary Code Subpart 14-4 "Mobile Food Service Establishment & Foodcarts" and have a current Permit issued by the Erie County Department of Health.

If you require further information or have any questions regarding food service, please contact the Erie County Department of Health at (716) 961-6800.

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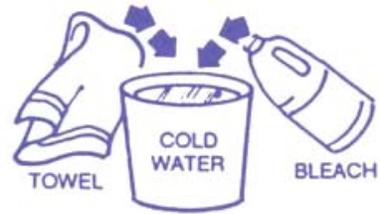
# GUIDELINES FOR TEMPORARY FOOD STANDS

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1. All temporary food service stands must have a valid Health Permit to operate.
2. The use of “home canned” or home prepared food is absolutely prohibited.
3. Cook poultry until internal temperature reaches 165°F. Cook pork until internal temperature reaches 150°F. Cook eggs until internal temperature reaches 145°F. Cook ground meat until internal temperature reaches 158°F. Cook all other foods to 140°F or higher. Hot foods must be maintained at 140°F or above. All cooked foods that are cooled must be reheated to 165°F if served hot.
4. Care must be observed in food storage – adequate refrigeration is important. Cold foods must be maintained at or below 45°F at all times.
5. Provide a metal stem thermometer (0° - 220°F) to measure the temperature of foods, both cold and hot.
6. Keep time between preparation and serving as short as possible.
7. The menu should be limited to avoid leftovers. Hazardous food items requiring extensive preparation must be prepared in a permitted food service establishment.
8. Ready-to-eat foods must not be handled during preparation and service. Use plastic gloves, a ladle, tongs or deli-wrap. **KEEP HANDS CLEAN.**
9. **HAND WASHING FACILITIES** must be provided at each food stand. Facilities will consist of soap, paper towels and a container equipped with a tap or spigot to produce a stream of water. Waste water must be collected in a receptacle and disposed of in a sanitary manner. (Hand washing signs must be posted.)
10. Convenient and adequate toilet facilities must be available.
11. All food handlers must be free from illness, boils, sores and cuts, and use hygienic food preparation practices. **NO SMOKING IN FOOD STANDS.**
12. All single service products and food items, including ice, must be stored a minimum of 6” above the ground or floor surface.
13. Food handlers must wear clean clothing. Hats and/or hair restraints are required.
14. Condiments for self-service must be provided in approved closed dispensers or single service packages.



15. CLEAN AND SANITIZE ALL FOOD CONTACT SURFACES AND EQUIPMENT before, during and after use. Wiping cloths must be kept clean and stored in a container of sanitizing solution.



16. Food and eating utensils must be protected from customers. Easily cleanable counter protector devices (covers) are required to protect food when placed on display.

17. Single service disposable plates and flatware are required for service to the public. All beverages that are dispensed must be in single service cups.

18. For the washing of utensils, pots and pans; the minimum requirement is a 3 compartment sink or 3 containers, for wash, rinse, and sanitize (with bleach).

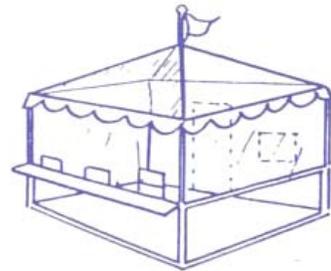
19. Wet storage of packaged food and beverages is prohibited. Canned beverages may be stored in containers of chopped ice with the drain open.

20. Only chipped, crushed or cubed ice, obtained in bags from approved sources can be used in the manufacture of foods or be permitted to come in actual contact with food.

21. Cleaning compounds, sanitizers and toxic items must be properly labeled and stored away from food.

22. Keep foods covered to protect them from insects. Place garbage and paper wastes in a refuse container with a tight fitting cover. Dispose of waste water in a sewer or public toilet. Waste cooking grease must be disposed of in an approved receptacle.

23. Design your booth with food safety in mind. All booths must have an overhead covering. The ideal booth will be entirely enclosed except for the serving windows and have only one door or flap entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers are permitted inside the food preparation area. All animals must be excluded from booths.



24. The public must be protected from hot grills, gas cylinders and other dangerous items. A fire extinguisher is required at each stand.

**CALL (716) 961-6800 WITH QUESTIONS OR COMMENTS**

**ERIE COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH SERVICES  
FOOD SERVICE PROTECTION PROGRAM**

**2020 ERIE COUNTY FAIR  
LIABILITY INSURANCE REQUIREMENTS**

**PLEASE GIVE THIS SHEET TO YOUR INSURANCE REPRESENTATIVE**

It is mandatory that all Concessionaires participating at the Erie County Fair provide evidence that the following insurance requirements are met:

\*General Liability Limits must be for at least \$1,000,000 each occurrence, \$1,000,000 general aggregate, for bodily injury and property damage. Coverage must also include products liability for the same limit.

\*The Erie County Agricultural Society, Inc., 5600 McKinley Pkwy., Hamburg, 14075  
**MUST BE NAMED AS AN ADDITIONAL INSURED AND CERTIFICATE HOLDER.**

We no longer require dates. If your insurance company does, use August 4 through August 28, 2020 (your contract requires coverage to be in force 10 days before and 5 days after the Fair.)

\*The certificate must provide for notice of cancellation or reduction in limits, per your Policy conditions.

Have your insurance representative send a Certificate of Insurance to our insurance agent for approval at:

By Mail

Walsh Duffield Co. Inc.  
801 Main St.  
Buffalo, NY 14203  
Attn: ECF

By E-Mail

jgustafson@walshins.com

The name on your Concession Contract and Certificate of Insurance must be the same. If your insurance is under your Personal Name or another company name, then the Certificate issued must show that you are "Doing Business as \_\_\_\_\_(Company name)\_\_\_\_\_ " as shown on the Concession Contract.

If you have any questions, please call Walsh Duffield. You may speak with June Gustafson (716-362-7374).

**The deadline for all certificates is June 1, 2020.**

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If you would like to purchase this insurance through our insurance agent, send your check for the appropriate amount payable to Walsh Duffield, along with the attached signed application, prior to June 1, 2020. Application for this insurance is subject to approval of Walsh Duffield.

**2020 ERIE COUNTY FAIR CONCESSIONAIRE INSURANCE APPLICATION**

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

Contract Number: \_\_\_\_\_ name must match contract

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

\_\_\_\_\_  
City State Zip Code

Phone Number: ( ) \_\_\_\_\_ Email \_\_\_\_\_

Concession Type: \_\_\_\_\_ Straight Sales Products Sold: \_\_\_\_\_

\_\_\_\_\_ Food  
\_\_\_\_\_ Information Only  
\_\_\_\_\_ Game: Type: \_\_\_\_\_

Number of Spots: \_\_\_\_\_

Cost: Straight Sales/Food \$85 First Location \$ \_\_\_\_\_  
\$50 Each Additional \$ \_\_\_\_\_

Games \$100 Each Game \$ \_\_\_\_\_

Golf Cart Liability call for pricing Per Cart \$ \_\_\_\_\_  
(includes 1 spot)

**Service Fee** \$ **15.00**

Total Amount Due: \$ \_\_\_\_\_

Make Check Payable To & Walsh Duffield Co. Inc.  
Mail With Application To: 801 Main St.  
Buffalo, NY 14203  
ATTN: ECF

**Refer all questions to: June Gustafson (716) 362-7374 (jgustafson@walshins.com)**

I agree to pay a service fee of \$15 to Walsh Duffield Co. Inc. for obtaining General Liability coverage for my concession at the Erie County Fair. Said fee is being paid in lieu of agent receiving a commission from Ace Insurance Co. or Hass & Wilkerson, Inc.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**The above statement must be signed or your application will be returned**



STATE OF NEW YORK  
WORKERS COMPENSATION BOARD  
Ellicott Square Bldg, Rm 442  
295 Main Street  
BUFFALO, NY 14203

THIS AGENCY EMPLOYS AND  
SERVES PEOPLE WITH DISABILITIES  
WITHOUT DISCRIMINATION.

CLARISSA M. RODRIGUEZ  
CHAIR

November 22, 2019

Dear Erie County Fair Vendor or Exhibitor:

Thank you for confirming your insurance for Workers Compensation (WC) and Disability Benefits / Paid Family Leave (DBL / PFL) for last year's Fair Season in New York. We ask you to please review your current policy information, and report *via the enclosed C-125 form by mail*, in advance of the 2020 Erie County Fair. Timely submission to this office eliminates the need for on-site visits by our staff to your location.

Vendors and exhibitors who maintain both Workers Compensation and NYS DBL / PFL policies, should fill in the names of carriers, policy numbers and effective dates, signing and returning the completed C-125 by mail.

1. Exempt from both requirements are some not-for-profit unincorporated associations and certain types of incorporated not-for-profit entities, along with business partnerships in which there are no helpers whatsoever other than the legal partners themselves. *Note that Form CE-200 cannot be used for privately operated venues such as the Erie County Fair. If your organization is exempt, please write the reason on form C-125, only.* Federal agencies, too, are exempt from both NYS coverage requirements. If you represent a U.S. governmental agency, we request you list your agency's name and Fair contract number; then, please sign and return the C-125.

2. Certain employers do not need DBL / PFL coverage, but do need to provide proof of Workers' Compensation insurance, for example, employers having workers in NYS on fewer than 30 days per year. If a DBL / PFL exemption applies to your group, please provide your WC data, then write "DBL / PFL - Exempt" on the second line, and mail your form to indicated address. IMPORTANT NOTE: Effective Jan. 1, 2020, farm workers are considered DBL / PFL eligible, and their employers MUST obtain DBL / PFL coverage.

3. Out-of-State Workers' compensation policies must be specifically endorsed for NYS.

4. Should you need to purchase either Workers Compensation or Disability Benefits Insurance, you may wish to get together with your insurance agent to have coverage written through any NYS-licensed commercial carrier whom your agent represents. Many vendors choose to take advantage of a special, 30-day short-term WC policy offered by NYSIF, whose website is [www.nysif.com](http://www.nysif.com). Note NYSIF no longer accepts in-person applications—on-line only; their customer service can be reached at 877-435-7743.

If you have any question(s) about the need or availability of coverage for your group, please feel free to call me at the WCB's Buffalo Office, (716) 842-2057.

Sincerely,

Donald J. Stoll  
Supervising Investigator



New York State  
Department of  
**TAXATION**  
and **FINANCE**

**MEMORANDUM**

**ATTENTION VENDORS**

If you make sales of food, clothing, or merchandise, or certain services, you are considered a vendor. All vendors must have an ACTIVE New York State Certificate of Authority (your NYS Tax ID #). **YOU CANNOT LEGALLY BEGIN TO DO BUSINESS UNTIL YOU HAVE THIS CERTIFICATE.** Doing business without an ACTIVE Certificate of Authority may result in a fine of \$500 for the first day, \$200 for each day thereafter, up to a maximum of \$10,000.

The Tax Department will no longer issue Form DTF-26, *Certificate of Authority for Show and Entertainment Vendors*. **ALL VENDORS MUST HAVE A VALID CERTIFICATE OF AUTHORITY.** An expired Show Vendor certificate is not valid and you may be subject to the same penalties as a vendor who has no certificate.

The Certificate of Authority must be **DISPLAYED** at **ALL TIMES** at **ALL LOCATIONS**. Failure to display your Certificate may result in a \$50 fine.

**Please note that there are no longer any registration services provided at the Buffalo District Office of the Department of Taxation. All registrations must be obtained using the internet address below or by calling one of the telephone numbers below.**

**Need help?**

Internet access: [www.tax.state.ny.us](http://www.tax.state.ny.us) to register online and for information, forms, and publications.

Sales Tax Information Center: (518) 485-2889

In-state callers without free long distance: 1-800-698-2909

# 2020 Erie County Fair RV Parking Rules & Regulations

1. A five (5) foot separation between each unit/extremities MUST be maintained on all sides. This measurement is from the furthest extremity, slide out or other apparatus.
2. No bonfires/campfires
3. No open flames of any type, including propane grills, charcoal, cook stoves etc.
4. No awnings are allowed in the down position
5. Do NOT block the roadways with any personal vehicles
6. All fire lanes must be maintained at all times.
7. Speed limit is 5mph.
8. No gray water dumping is permitted in any lot. (Scavenger services are available by contacting the manager)
9. Outside cooking is permitted in designated areas only and must be a minimum of twenty five (25) feet from any structure or unit.
10. ALL units MUST have a fire extinguisher or method of fire protection available.
11. Vehicles must have appropriate pass to be permitted in the RV Parking.
12. No alcoholic containers are allowed outside of the RV's.
13. Any child under the age of 18 must be accompanied by an adult at all times while in the RV Parking.
14. Quiet hours are 11pm-7am
15. All spaces MUST be pre-paid prior to arrival.
16. A 14 day permit includes the Monday prior to opening day of the Fair through, and including, closing day of the Fair.

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

Any questions should be directed to the RV Parking Manager /Erie County Fair Main Office.

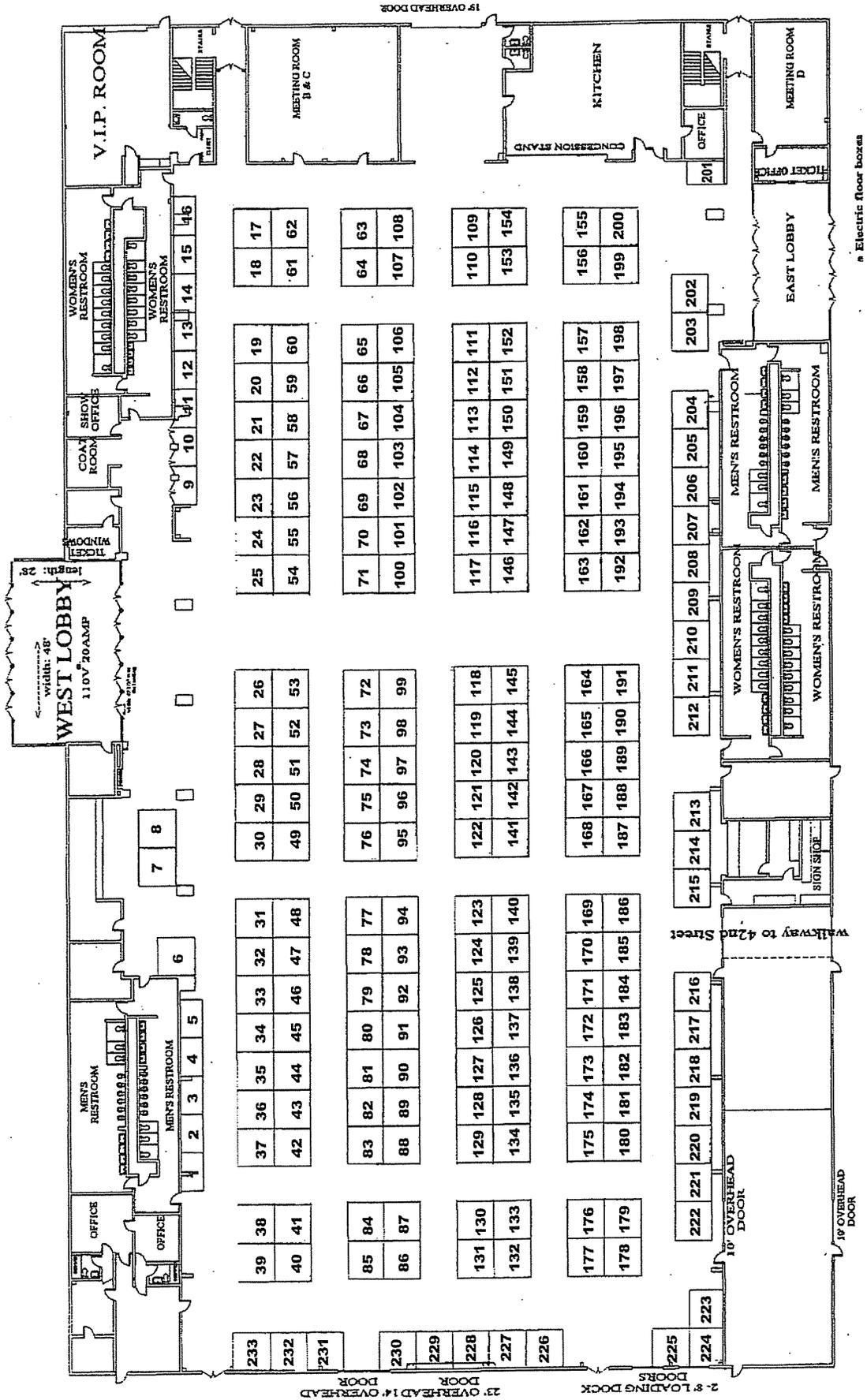
# GOLF CART RULES

**Rules are in effect for ALL cart operators.**

**See Golf Cart Application, Form D (Gold)**

- All operators must have a valid drivers license.
- All carts, including security carts, must be operated only on the golf cart routes designated.
- Proof of Insurance must be provided by the cart lessor or by cart owner.
- A map of the Fairgrounds and a copy of the rules must be in each cart while in operation.
- All carts must have an operating headlight for use during evening hours.
- Carts must have the permit affixed to the cart identifying the owner/lessee and function of the cart.
- Any person operating must sign that they have read all rules and regulations and is informed of the misuse consequences.
- The maximum number of persons on a cart must not exceed the seating capacity.
- Carts are to be parked only in designated areas and if parked at the leased space out of public view.
- Carts are not to be parked behind near the Fair Office or the Grandstand Area.
- All 2,3,or 4 wheeled vehicles, ATV type that are authorized by the fair must use the cart route during operational from 10AM to 11PM.
- All vehicles without prior authorization by the Fair must not display any advertising signage of any type.
- All vendors/concessionaires and purveyors may use the carts for essential purposes and deliveries only. Casual or recreational use of carts is prohibited.
- Carts are a privilege on the grounds and are not automatically granted permission for usage. Failure to comply with any of the rules and regulations stated above will result of the loss of the permit and the use of the cart/vehicle for the duration of the fair.

# EVENT CENTER

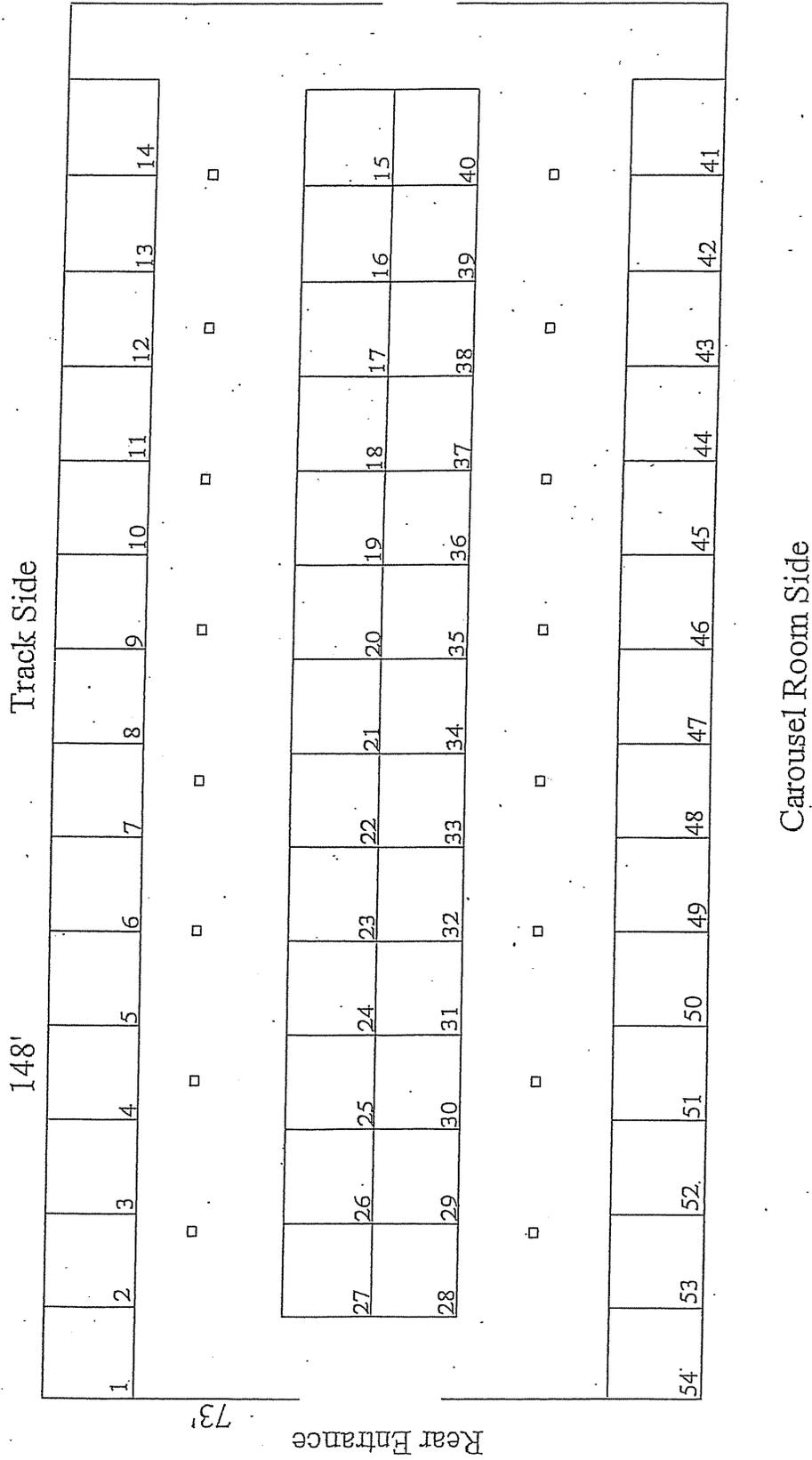


n Electric floor boxes

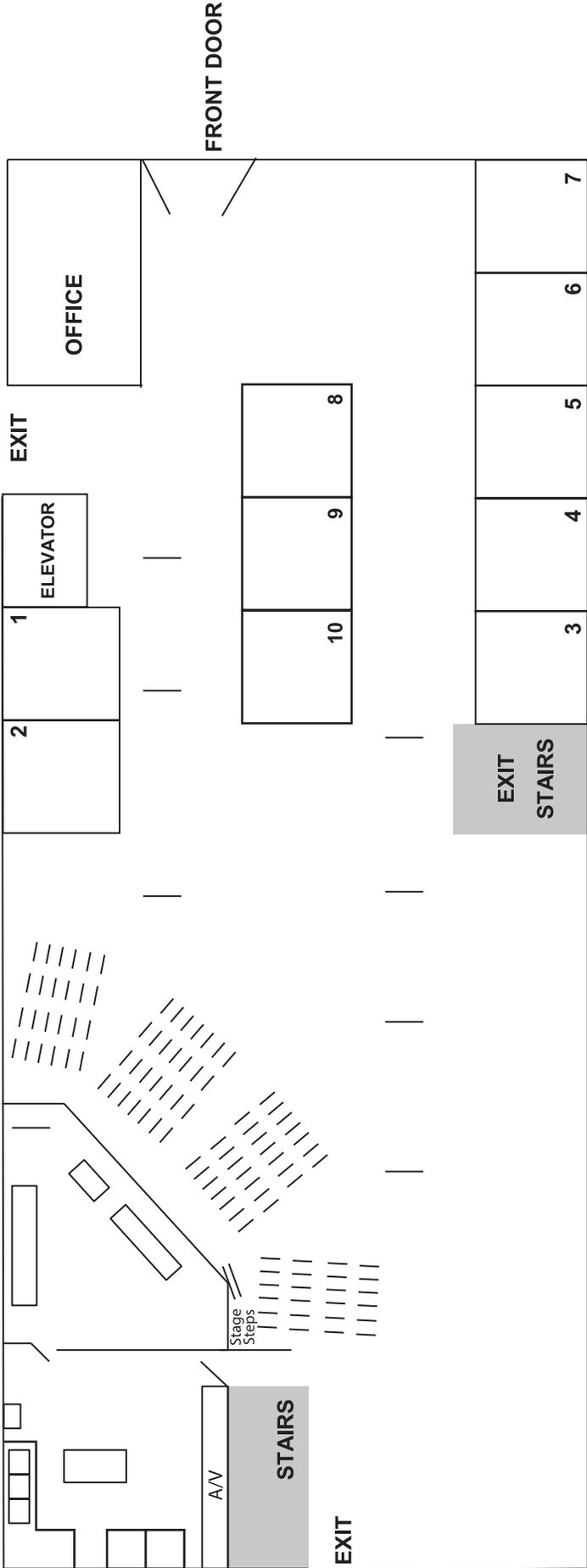


# BAZAAR BUILDING

Front Entrance



# Erie County Fair Cooks Kitchen & Shoppes



# LOCAL AMENITIES

## Southtowns Regional Chamber of Commerce

hamburg-chamber.org

6122 South Park Avenue, Hamburg, NY 14075 (716) 649-7917

### Grocery Stores

Tops Markets	6150 South Park Avenue, Hamburg, NY 14075	(716) 515-3300 (1.4 miles)
Save A Lot	6000 South Park Avenue, Hamburg, NY 14075	(716) 649-8360 (1.2 miles)
Wegmans	3740 McKinley Parkway, Blasdell, NY 14219	(716) 362-8400 (3.3 miles)
Walmart Supercenter	5360 Southwestern Blvd., Hamburg, NY 14075	(716) 646-0682 (4.3 miles)
Aldi's	5999 South Park Avenue, Hamburg, NY 14075	(855) 955-2534 (1.2 miles)

### Animal Needs

Tractor Supply Company	4484 Southwestern Blvd., Hamburg, NY 14075	(716) 648-5140 (3.3 miles)
Clyde's Feed and Animal Center	351 Union St., Hamburg, NY 14075	(716) 648-2171 (2.7 miles)
Southtowns Feeds and Needs	7380 Boston State Rd., Hamburg, NY 14075	(716) 648-4600 (4.8 miles)

### Hospitals & Urgent Care Centers

AccelCare	4154 McKinley Parkway, Blasdell, NY	(716) 202-1462
Mercy Ambulatory Care Center- OPEN 24 Hours	3669 Southwestern Blvd, Orchard Park	(716) 662-0500
MASH Urgent Care	3245 Southwestern Blvd, Orchard Park, NY	(716) 362-8777

### Banks

Evans National Bank	5999 South Park Ave., Hamburg	(716) 649-4900
Lakeshore Savings Bank	59 Main St., Hamburg	(716) 646-9480
M&T Bank	6000 South Park Ave, Hamburg	(716) 649-8401

### Delivery Service

Foxy Delivery Service - Rush Delivery Service	2830 Elmwood Avenue, Kenmore NY	(716) 876-3828
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### Hotels

Holiday Inn Express	3565 Commerce Place , Hamburg	(716) 648-9200 (2.8 miles from The Fairgrounds)
Hampton Inn	5440 Camp Road, Hamburg	(716) 649-3769 (2.5 miles from The Fairgrounds)
Hampton Inn Airport	133 Buell Avenue, Cheektowaga	(716) 631-0200 (17.6 miles from The Fairgrounds)
Country Inn & Suites	164b Slade Avenue, West Seneca	(716) 259-8520 (8.6 miles from The Fairgrounds)
Comfort Inn	3615 Commerce Place , Hamburg	(716) 648-2922 (2.7 miles from The Fairgrounds)
Motel 6	5245 Camp Road, Hamburg	(716) 648-2000 (2.8 miles from The Fairgrounds)
Red Roof	5370 Camp Road, Hamburg	(716) 648-7222 (2.6 miles from The Fairgrounds)

### RV Sales & Service

Meyers RV	1000 Sanford Rd. North, Churchville, NY 14428	(855) 564-4196
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### Destinations

Niagara Falls	(33 miles from The Fairgrounds)
New Era Field, Home of the Buffalo Bills	(4 miles from The Fairgrounds)
Key Bank Center, Home of the Buffalo Sabres	(12.7 miles from The Fairgrounds)
Sahlen Field, Home of the Buffalo Bisons	(12.5 miles from The Fairgrounds)

## 18 Mile Creek Golf Course

Located at 6374 Boston State Rd, Hamburg, NY (1.4miles) – Enjoy this eighteen hole course from mid April (weather permitting) to October 31. Call for Automated Tee Time 716-648-0126, [www.townofhamburgny.com/golf](http://www.townofhamburgny.com/golf) or for more information 716-648-4410.

## Shopping

McKinley Mall is located at the intersection of Milestrip Road and McKinley Parkway (4 miles) in Blasdell  
**Shop McKinleyMall.com.**

Walden Galleria Mall is the largest shopping center in the Buffalo Niagara region. Exit 52 off I-90 (New York State Thruway) 17 miles. **WaldenGalleria.com**

## Restaurants (All located within 5 miles of The Fairgrounds):

J.P. Fitzgeralds	4236 Clark St.	(716) 649-4025
Pegasus	5748 South Park Ave.	(716) 649-9639
Butera's	32 Main St.	(716) 648-5017
Applebee's	4405 Milestrip Rd.	(716) 824-5550
Red Lobster	3701 McKinley Pkwy	(716) 823-2901
T.G.I. Fridays	3701 McKinley Pkwy	(716) 825-8443
McDonalds	6035 South Park Ave.	(716) 648-4949
Burger King	4175 McKinley Pkwy	(716) 648-1130
Wendy's	3513 McKinley Pkwy	(716) 826-2820
John & Mary's	40 Buffalo St.	(716) 648-4750
Panera Bread	3701 McKinley Pkwy	(716) 824-0585
Olive Garden	3701 McKinley Pkwy	(716) 822-1275
The Poppyseed	3670 McKinley Pkwy	(716) 824-0075

# DIRECTIONS TO THE FAIRGROUNDS

## From Downtown Buffalo

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

## From the Thruway East or West (I90)

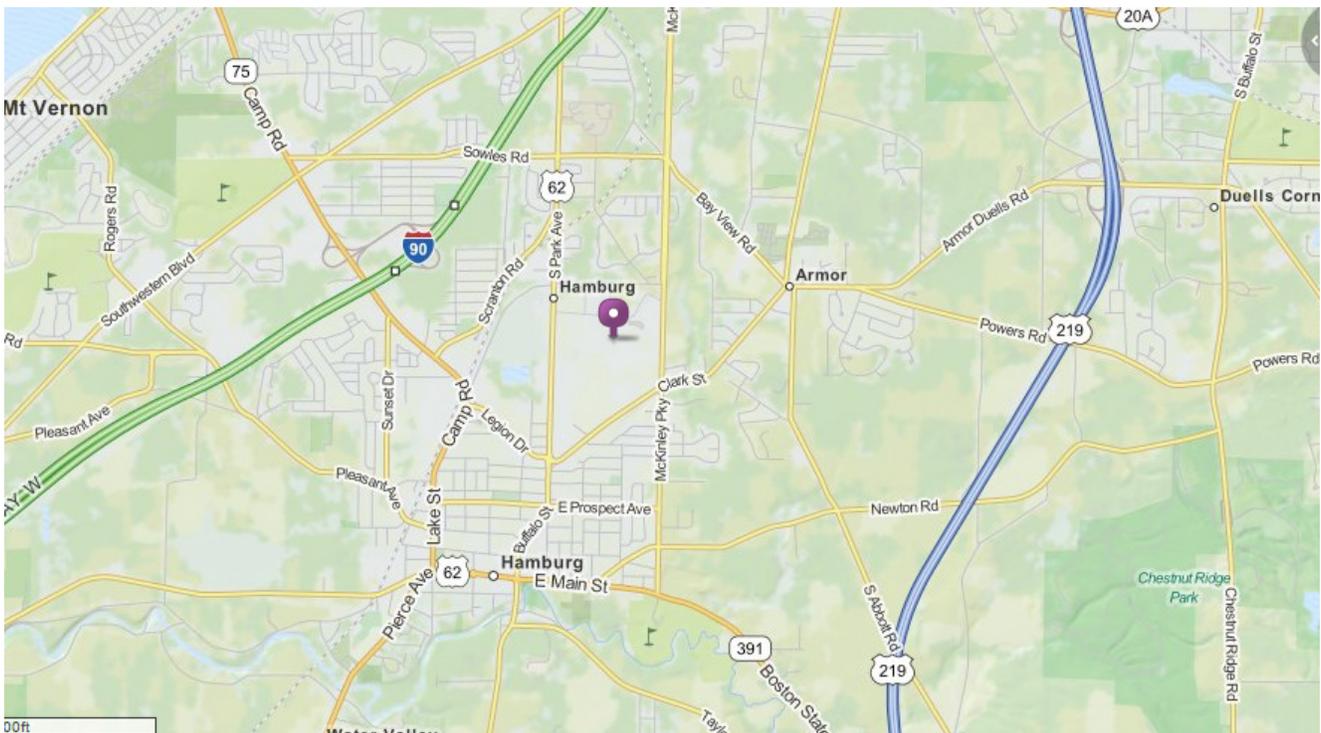
Coming from Amherst, Rochester, Syracuse, or Pennsylvania. Take exit 56 and turn left on Milestrip Rd. (Rte. 179). At the second light, turn right onto McKinley Pkwy.

## From the Airport

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

## A Shortcut for you Southtowners..

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



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