



2019 PUTNAM COUNTY FAIR FOOD CONCESSION REGULATIONS

The Fair Board shall reserve the exclusive control of all drink products, including cups and ice. A contracted provider will be chosen each year and no other drink product will be allowed. Delivery of all drink products will be signed for each day and tickets will be totaled and product paid for the last night of the fair.

In order to ensure reasonable profits for all groups, the Food Committee shall limit the food concessions to six vendors other than those operated by the 4-H and the carnival. The Food Committee shall receive and review all food concession applications and grant approval based upon assurance of capability to deliver a quality operation, meeting all regulations, with priority being given to in-county non-profit organizations (a non-discriminatory civic organization that promotes community service and goodwill) agreeing to provide fair-goers a variety of specialty items that will enhance the total food service at the fair. **PROOF OF NON-PROFIT SERVICE IS REQUIRED WITH THE APPLICATION.** After June 1, any non-profit or for-profit organization may apply for a food concession booth.

ALL food vendors must provide their own insurance. As required by law, each exhibitor must provide an individual liability insurance policy in the amount of \$1,000,000 naming PUTNAM COUNTY FAIR, INC. as “additional insured”. **The fee for operating a food booth will be \$600.00.**

One weekly parking sticker for reserved area and two exhibitor season gate passes will be provided with each contract. Additional season tickets may be purchased for \$40. **EVERYONE MUST HAVE A TICKET TO ENTER THE GATE!**

All food must be sold within area of space rented. No items can be sold other than that from pre-approved menu which must be listed on the application form. The concessionaire agrees to provide his or her own food booth.

Food vendors that will be camping on the fairgrounds will be charged \$85.00 for 9 (nine) days of camping, Friday, July 12 through Sunday, July 21, 2019. Each additional day will be \$15.00 per day.

In order to operate a food concession, organizations must agree to the following rules:

- a. All in-county food booth applications with fee must be in hand before June 1. All others may be accepted after June 1.
- b. All food concessions must be operated in compliance with WV Food Service regulations as supervised by the Putnam County Health Department and the WV State Board of Health.
- c. A mandatory Putnam County Health Department meeting must be attended prior to the opening of the fair.
- d. All food booths must be ready for health department inspection prior to fair opening to the public.
- e. All food must be from an approved source. All meat must be purchased from an approved commercial supplier.
- f. All donated meat must be USDA or WV State Dept. of Agriculture approved.
- g. All food must be prepared in an approved kitchen.

- h. In order to operate a concession, the concessionaire agrees to be responsible for all state licenses and taxes, and liability insurance to protect themselves and the Fair Board.
- i. The Fair Board reserves the right to establish fair minimum and maximum prices that may be charged for food and drinks.
- j. Bids to sell drinks, bags of peanuts, Putnam County Fair memorabilia, or other approved item(s) will be taken prior to opening of the fair. First consideration will be given to Putnam County 4-H clubs. Non-profit organizations will be given second consideration. These items will be sold in the track event area, show ring area, and amphitheater. If no non-profit group elects to do this, then the Putnam County Fair Board has the authority to accept other offers of participation.
- k. All food booths shall remain open for business until closing of the fair each day.